

DENTAL PERSONNEL ORIENTATION

A. PURPOSE:

To ensure that all dentists/dental assistants receive adequate orientation to perform their job requirements according to Department of Corrections Health Services guidelines.

B. DEFINITION:

Preceptor: Individual assigned as the primary contact for new dentists/dental assistants for the duration of the orientation period. The role of the preceptor is to assist the new employee in learning the required Department of Corrections and Health Services policies and procedures.

C. RESPONSIBILITY:

1. It is the responsibility of the Senior Dentist at each institution to assure that each newly hired dentist/dental assistant is provided with a comprehensive orientation, under the direction of a preceptor to perform his/her job responsibilities. The institutional HSA will facilitate the orientation of a newly hired Senior Dentist at the direction of the Chief of Dental Services.
2. It is the responsibility of the Regional Health Services Manager (RHSM) to review these files periodically and maintain documentation which demonstrates compliance. Noncompliance with standards of this HSB must be reported to the Chief of Dental Services.
3. The Senior Dentist may delegate the preceptorship role as deemed necessary and/or appropriate by the Chief of Dental Services.

D. ACTION:

[DC4-654G](#) *Dental Personnel Orientation Process Checklist* will be utilized to assure all primary areas of responsibility are addressed during the orientation period. Additional areas of necessary training will be identified by the preceptor based on need.