The Training Academy

We are excited to introduce the \_\_\_\_\_ (Practice Name) Academy!

This hands-on training program will help \_\_\_\_\_ (Practice Name) continue to be a leader in \_\_\_\_\_ (Practice Specialty) in the \_\_\_\_\_ (Office Location) area and beyond by improving surgical assistants’ skills.

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| **When**: | Two 45-minute sessions per month (dates TBD).  The start time is 7:15 a.m. |
| **Where**: | At \_\_\_\_\_ (Location) |

Session Outline

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| **Time** | **Schedule** |
| 7:15-7:30 | **Competency Check-Off**  Checking off training competency learned in the previous training session.   * Each assistant will demonstrate the task as taught by Dr. \_\_\_\_\_ (Doctor’s Name) * \_\_\_\_\_ (Office Manager’s Name) /Dr. \_\_\_\_\_ (Doctor’s Name) will sign off that each assistant has satisfactorily performed the task |
| 7:30-8:00 | **New Training Topic**  The doctor will   * introduce an occurrence or training opportunity * discuss with staff, ask for feedback from staff * demonstrate, show, and teach on the new topic |

Topics

* Topic #1: “How to empty a tray” (Reducing instruments being thrown away)
* Topic #2: “Implant Kits” (Disassembling, sterilizing, and reassembling)