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.

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

Session Outline

|  |  |
| --- | --- |
| **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)