

## Orthodontic Internship

- You need to complete 40 hours in 8 weeks of internship to graduate from the Orthodontic Assistant program. Failure to complete your internship in 8 weeks, you will have to retake the program at the current cost of the tuition.
- Due to liability insurance coverage, your internship hours must be completed at our sister company Orthodontic Experts Ltd.
- Dress professionally (clean, pressed scrubs).
- **Personal Protective Equipment (facemask, eye protection, gloves) has to be worn in the clinic at all times. Failure to wear PPE may result in termination of internship and dismissal from the Orthodontic Assistant program.**
- When you are at your internship you need to be assertive: ask questions, jump in to help the assistant and doctor, take pictures of set-ups and take notes. If you feel you are not getting an adequate learning experience talk to the doctor, assistant or office manager about your concerns.
- The dental field is a small world so always be professional, respectful, and polite.
- DO NOT EVER HAVE YOUR CELL PHONE IN YOUR POCKET AND TEXT WHILE AT YOUR INTERNSHIP (unless you are referring to pictures you have taken of the treatment tray set-ups).
- The only time to have your phone out is at lunch or to ask if you can take a picture of their Tray Setups and label the names of the instruments they use (again showing assertiveness and learning their specific instruments, protocols, etc...)
- Once you have completed your internship, please remember to add your internship experience to your resume under the "Experience" subtitle just like you had done with your previous work experience positions because now you have these months of dental assisting experience. The fact that it was an internship position does not minimize or negate the fact that you were acting as a chairside Orthodontic Assistant.
- Please make sure to get Internship Forms completed and signed by an Office Manager and supervising Orthodontic Assistant at the end of each internship day.
- Internship Forms should be emailed to [ildentalcareers@gmail.com](mailto:ildentalcareers@gmail.com) every other week during the internship and at the completion of the internship.



### Internship Experience

To be signed by a Supervising Orthodontic Assistant of the day

**These must be completed before any patient procedures are to be performed by an intern.**

Date	Experience Type	Number of Hours	Orthodontic Assistant Signature
	Shadowing and helping assistants		
	Shadowing and helping assistants		

**Total Hours (Must equal at least 8 hours)** \_\_\_\_\_

Date	Experience Type	Number of Hours	Orthodontic Assistant Signature
	Sterilization and equipment processing		
	Sterilization and equipment processing		

**Total Hours (Must equal at least 8 hours)** \_\_\_\_\_

**Only after the above requirements are completed, the intern may start performing the clinical procedure on the patients.**

Date and write the number of procedures completed on that day (by column). Have the lead assistant sign at the end of each day. On the fifth day add all total procedures completed (by row).

	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	
<b>Procedures</b>	<b># completed</b>	<b># completed</b>	<b># completed</b>	<b># completed</b>	<b># completed</b>	<b>Total</b>
Photographs						5
PanX						5
Ceph X						5
Ortho Chart						2
Re-ties/ Aw changes						5
Bonding						2
Debond						2
Forsus del						Shadow only
RPE del						1
Band fitting						1
Fixed retainers						1
Itero Scan						3
Invisalign del						Shadow only
Invisalign check						Shadow only
Retainer del						2
Retainer check						2
<b>Lead asst signature</b>						