

# 18 SPR PM HS Intern Prog Now Open



## SMCDS Practice Sign-Ups NOW OPEN HS Student Front Office Internship Program 4-Week Placements Begin May 1, 2018

**Building DA Connections: Front Office Internships for HS Students** Recognizing the continuing shortage of dental assistants, SMCDS formed a partnership with San Mateo County Office of Education [SMCOE] with a vision of *planting seeds of interest for “cultivation and harvesting of locally grown (and sustainable)” auxiliaries.* To this end, we collaborated with SMCOE on development of a **Dental Front Office Internship Pilot Program** geared to address their vision of expanding student exposure to local career opportunities, training them with skills meeting *real* workforce needs, preparing them to compete for good jobs and economic mobility.

**Front Office Internship Pilot Program Approved for May 2018** SMCOE began promoting the **Internship Program** Monday March 19 among SMC high school districts to engage counselors and teachers in encouraging 11<sup>th</sup> and 12<sup>th</sup> grade students to apply online for a 4-week program of paid on-the-job training after-school 2-3 hours/day in a dental office near their home. SMCOE will screen students completing the application process to insure they meet established criteria. Qualifying applications will be passed on to SMCDS for distribution to participating member dentists for interviewing and hiring desirable students. SMCOE will provide **guidelines** for participating dental practices to ensure students –in addition to performing front office duties\*– are learning desirable work ethics and 21<sup>st</sup> century skills.

<b>*Proposed Front Office Intern Duties</b>	
✓ Greet patients and answer phones	✓ Chart treatment as instructed
✓ Keep waiting room clean and supplied with reading materials	✓ Provide patient education and post-treatment instructions
✓ Help create a pleasant environment and patient experience	✓ Track inventory
✓ Seat the patient	✓ Order supplies
✓ Attend to patient comfort before, during, after procedures	✓ Organize trays & supplies for back office and lab
✓ Assist the dentist or dental assistant in preparing patient for treatment	✓ Assist dental auxiliary staff as needed

<b>Benefits of Front Office Internship Program</b>	
<b>SMCDS Member Practices</b>	<b>San Mateo County High Schools &amp; Students</b>
Increased awareness of the dental field as a career option	Student access to paid internships in local dental offices
Input into development of curriculum and work ethics preparing students to intern in a dental office	Educators collaborate with professionals* to identify essential front office skills and develop training preparing students for their dental office internships [align workforce needs with students' skills to ensure their success]
Increase size of and access to local pool of trained dental office auxiliaries [front office, DA, RDA]	Increased career pathways for students

\*Advising Dentists, Dental Assisting Program Directors [Beth LaRochelle, CSM; Renee McAuliffe, Gurnick Academy]

**For more information and/or to participate in the Front Office Internship Program, email [etta@smcnds.com](mailto:etta@smcnds.com)**

If you have questions or suggestions, email [etta@smcnds.com](mailto:etta@smcnds.com) or my SMCOE partner-in-crime, CTE Director Dr. Vera Jacobson-Lundberg at [vjlundberg@smcoe.org](mailto:vjlundberg@smcoe.org)