

RDA Externship Skills Checklist



Health Sciences
Continuing Education

www.Collin.edu/CE pgarcia@collin.edu 972.548.6528

NAME OF EXTERN: _____

DATE OF THIS EVALUATION: _____

NAME OF SITE & SITE CONTACT: _____

INSTRUCTIONS: In order that our combined efforts may be efficient in the training of the extern named above, preceptor initials on the tasks listed below are desired. For tasks not applicable to your situation, please indicate by placing an "N/A". The checklist may be utilized as a teaching tool throughout the clinical experience but a final evaluation is required as a final review with the student. **Please fill out thoroughly. Skills may be performed, observed, or discussed. to be checked off. Students must complete AT LEAST HALF of the items listed to complete the assignment.**

SKILL: Communication	Preceptor initials and comments	Student can perform:	Student cannot perform:
1. Oral and written communication is clearly understood by staff, patients, and others.			
2. Ability to ask questions and use good listening skills in all aspects of the job.			
3. Ability to utilize resources of the facility to obtain details of patient information before contact with patient.			
4. Utilizes correct terminology in the workplace			
SKILL: Patient Interaction / Staff relations	Preceptor initials and comments	Student can perform:	Student cannot perform:
5. Puts others at ease			
6. Cooperation, diplomacy and tact with staff			
7. Greets patient, introduces self, and explain procedure to patient.			
8. Exhibits understanding of federal regulations and patient confidentiality while exhibiting empathy and compassion (i.e. shut the door, or leave the room, etc.)			
9. Anticipates doctor/coworkers needs			

RDA Externship
Skills Checklist



SKILL: Personal Characteristics	Preceptor initials and comments	Student can perform:	Student cannot perform:
10. Interested in improving self and asks questions.			
11. Emotional stability to withstand stress that characterize patient care responsibilities			
12. Adaptable to change and new procedures			
13. Ability to accept direction from leadership; problem solve			
14. Maintains personal hygiene not offensive to others			
15. Promptness at all times including: arrival, breaks, lunches, and task-management			
16. Neatness in accomplishing tasks. Attention to details.			
SKILL: Essential Job Functions (student should be exposed to at least 50% of these tasks)	Preceptor initials and comments	Student can perform:	Student cannot perform:
17. Document appropriately and accurately on patient medical and clinical records as assigned or instructed			
18. Manage patients and appointments using proper time management			
19. Explains procedure and consent forms effectively with patient			
20. Execute data management using electronic healthcare records (i.e. Electronic charting of treatment, probing depths, and clinical notes, etc.)			
21. Perform proper patient hand-off to front office personnel			
22. Perform thorough review/update of patient medical history BEFORE procedure (including medications, surgeries, diagnoses, etc.)			
23. Maintain professional dialogue during patient appointment (does not discuss inappropriate topics or say "Oops!")			
24. Exhibits proper and consistent use of barriers in operatories			

RDA Externship
Skills Checklist



25. Use standard precautions while donning and removing PPE			
26. Use standard precautions for disinfecting operatories and other contaminated work areas			
27. Use standard precautions for sterilizing instruments and discarding biohazardous material			
28. Obtain vital signs (blood pressure, pulse)			
29. Assists coworkers WHENEVER possible (from all departments including assistants, front desk, hygiene, etc.)			
30. Prepare the patient for and assist with routine and specialty examinations			
31. Understanding of how to prepare a lab case complete with prescription			
32. Understanding of how to prepare a drug prescription for the physician's signature			
33. Correct operatory set-up of composite filling			
34. Correct operatory set-up of exam (limited or comprehensive)			
35. Correct operatory set-up of crown preparation			
36. Correct operatory set-up of surgical extraction			
37. Correct operatory set-up of simple extraction			
38. Correct operatory set-up of root canal therapy			
39. Correct operatory set-up for x-rays			
40. Assist doctor with composite procedure			
41. Assist doctor with crown procedure			
42. Assist doctor with surgical extraction procedure			
43. Assist doctor with simple extraction procedure			

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44. Assist doctor with root canal therapy procedure			
45. Assist doctor with exam (limited or comprehensive)			
46. Take alginate impressions (for diagnostic casts, whitening trays, night guard, etc.)			
47. Take impression for provisional stint			
48. Fabricate provisional crown			
49. Trim stone models with model trimmer			
50. Fabricate whitening trays			
51. Assist doctor with crown cementation procedure			
52. Accurately take set of 4 bitewings (horizontal or vertical)			
53. Accurately take FMX			
54. Accurately take PA's (anterior and posterior, as diagnosed by doctor)			
55. Place provisional crown with temporary cement			
56. Exhibits proper placement of mirror for retraction during procedures			
57. Exhibits proper placement of HVE suction during procedures			
58. Exhibits proper use of saliva ejector			
59. Exhibits proper use of air/water syringe			
60. Follows correct protocol for opening/closing the office			

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Student appears to show strength in these areas:

This student can benefit from suggestions for improvement in the following areas:

Self-assessment done by student on (date): _____

STUDENT SIGNATURE

* Optional:

Discussed with student on (date): _____

Preceptor skills competency evaluation on (date): _____ by _____

THANK YOU VERY MUCH FOR OPENING YOUR FACILITY TO OUR STUDENTS!

SIGNATURE | DOCTOR

DATE

SIGNATURE | PRECEPTOR

DATE

*Optional. It is not required that preceptor have sit-down discussion of evaluation with student.