<table>
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<th>Day</th>
<th>Date Begin</th>
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<th>Topic</th>
<th>Content</th>
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<th>Trainer</th>
<th>Materials</th>
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</table>
| 1   |            |          | Lab Field Training | ● Complete all New Hire Paperwork  
● OSHA, HIPPA & Harassment On-line Testing  
● Office Orientation & Facility Tour  
● Handbook Review  
● Job Description Review  
● Define Service Values, Service Steps & Aspen A Game and Set Expectations  
● Reporting Structure & Contact Numbers  
● Review Hours - office, huddle, lunch, end of day  
● Denture product Overview (demo board)  
● Terminology review and clarification | On-site lab | OM/Lab Operations Specialist | Clinical Training Guide (In Office Reference Use Only) |
| 2   |            |          | Lab Field Training | ● Denture Product Materials and processing methods  
● Review denture fabrication methods and procedures  
● Edentulous method  
● ASAP Method  
● Immediate method  
● Cast Partial Method  
● Flexible Partial Method  
● Quality standards and expectations  
● Lab Script overview  
● Case management and communication  
● Turn around time standards and expectations  
● Pan Schedule | On-site lab | Lab Operations Specialist | In Office Forms |
| 3   |            |          | Lab Field Training | ● Produce denture steps meeting quality standards  
● Model-work  
● Articulations  
● Bite0Blocks  
● Set-up  
● Wax-up  
● Could pour processing demonstration  
● Finishing/polishing  
● Relines/Repairs  
● Denture ID procedure  
● Practice standard procedures under supervision  
● Manage daily workload under supervision | On-site lab | Lab Operations Specialist | |
| 4   |            |          | Lab Field Training | ● Practice standard procedures under supervision  
● Manage daily workload under supervision  
● Housekeeping and Maintenance  
● Ordering and receiving supplies  
● Budgetary guidelines  
● Central lab shipping and receiving  
● Daily denture log | On-site lab | Lab Operations Specialist | |
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<th>Lab Field Training</th>
<th>On-site lab</th>
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| 5 |   | Practice standard procedures under supervision  
|   |   | Manage daily workload under supervision  
|   |   | Quality control (on-site)  
|   |   | Quality Control (Central Lab)  | |
| 6 |   | Practice standard procedures without trainer participation  
|   |   | Self evaluate each denture step fabricated  
|   |   | Manage daily workload under supervision  
|   |   | Tooth Return instruction  
|   |   | Chair side participation guidelines  | |
| 7 |   | Practice standard procedures Without trainer participation  
|   |   | Self evaluate each denture step fabricated  
|   |   | Manage daily workload without supervision  | |
| 8 |   | Practice standard procedures Without trainer participation  
|   |   | Self evaluate each denture step fabricated  
|   |   | Manage daily workload without supervision  | |
| 9 |   | Practice standard procedures Without trainer participation  
|   |   | Self evaluate each denture step fabricated  
|   |   | Manage daily workload without supervision  | |
| 10 |   | Take one denture through to completion with trainer evaluation at each step  |
| 30 | Follow Up Training | LOS will return to evaluate new hire and review findings  
|   |   | Create action plan for those areas of concern  | |

Each of the above content items has been explained and reviewed with me so that I can perform my job responsibilities

Trainee ______________ Date ______________

I can confirm the above content items have been explained, reviewed and demonstrated so the trainee can perform his or her job responsibilities

Trainer ______________ Date ______________

Issues or concerns that may require follow up are:

_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________

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