



Clinical student/ New RDA Graduate Protocol

Greater Nashville Clinic - 1721 Patterson St - Nashville TN 37203 - 615.329.4790

Rutherford County Clinic - 210 Robert Rose Dr - Murfreesboro TN 37129 - 615.225.4141

Interfaith is dedicated to the encouragement and cultivation of potential dental professionals. This program has been designed to teach many aspects of the business of running a dental office, by observation and by hands-on volunteer work. The program is also intended to benefit the student as well as the clinic, and is further intended to reward those students with the willingness and desire to participate in many aspects of clinic business. Observation shifts will be designed, as much as possible, with the interest in the student in mind, whether that be hygiene, restorative, oral surgery, etc. Only a limited number of students will be permitted into the program per time period, and only one observation shift will be scheduled per day.

- **Student/new graduate will commit to one of 4 volunteer roles for the clinic:** (position descriptions available)
 1. Patient Care Assistant (limited spaces available)
 2. Development/Administrative Assistant
 3. Facilities Assistant
 4. Third Party Fundraiser

After a preliminary volunteer period of 6-8 weeks (at least 6 volunteer shifts), student will complete one clinic observation shift for every 4-6 volunteer shifts, as clinic needs dictate, and per Volunteer Coordinator's and Clinic Director's discretion.
- **Volunteer requirements for continuation of student/new graduate observation program:**
 1. Punctuality, attendance, prompt notification for absences
 2. Professionalism, friendliness, and patient awareness in clinic
 3. Well rested, in proper dress, professional appearance
 4. Team player, accepts direction, pitches in when needed
 5. Self-motivated, efficient in tasks
- **Dismissal policy:**

Volunteer may be dismissed from the observation program for actions including, but not limited to:

 1. Habitual tardiness, absences, failure to correctly document hours
 2. Lack of compliance with clinic policies and procedures
 3. Improper conduct with patients and/or staff
 4. Inability to follow and/or receive instruction
 5. Lack of professionalism and/or motivation

This list is not intended to be all-inclusive, and all disciplinary actions are per Volunteer Coordinator's and Clinic Director's discretion.

Thank you for your interest in Interfaith Dental Clinic! We look forward to working with you.
Kristin Dillard Kim - Volunteer Coordinator - kristin@interfaithdentalclinic.com