

Dental Office Annual Training Checklist

Who needs what, and when

Lasso Learn

TRAINING-BY-ROLE MATRIX

Part-time status changes nothing, and “they never touch patients” exempts no one — exposure risk and PHI access are what matter, not job titles.

Role	Bloodborne Pathogens	Hazard Communication	HIPAA	Infection Control
Dentist	At hire + annual	At assignment + when hazards change	At hire + annual refresher	Annual — verify state board
Hygienist	At hire + annual	At assignment + when hazards change	At hire + annual refresher	Annual — verify state board
Dental Assistant	At hire + annual	At assignment + when hazards change	At hire + annual refresher	Annual — verify state board
Front Desk / Admin	If exposure risk — at hire + annual	At assignment	At hire + periodic (handles PHI daily)	Awareness level — per state rules
Custodial / Part-time	At hire + annual (sharps, surfaces)	At assignment (cleaning chemicals)	If they can encounter PHI	Role-appropriate — per state rules

NEW-HIRE COMPLIANCE TIMELINE

Run the schedules as one ordered sequence for every clinical hire — and check off each step as it completes.

- ☐ **1. Day one, before any exposure risk:** bloodborne pathogens training, covering your own exposure control plan.
- ☐ **2. Within 10 working days:** offer the hepatitis B vaccination series at no cost — document the offer, or a signed declination.
- ☐ **3. At assignment:** hazard communication training on the actual chemicals in your office, plus PPE training for the role.
- ☐ **4. Within the first 10 days:** complete the OSHA safety orientation — emergency action plan, eyewash locations, sharps handling, incident reporting.
- ☐ **5. Within a reasonable period after joining:** HIPAA privacy and security training, before unsupervised work with patient records.
- ☐ **6. Within the first weeks:** infection control training per CDC guidelines and your state dental board's requirements.
- ☐ **7. As each step completes:** document it — date, content, trainer, and the employee's name and job title.