

CDC Interns: List of Responsibilities

Timeline: We would like to begin the onboarding process by the end of June/early July 2022. Interns would be expected to work with us until next May/June 2023.

Time Commitment: Interns are expected to attend the clinic nights on Wednesdays from 5:30-8:30pm (usual arrival is expected around 5/5:15pm and sometimes we stay to clean up/break down until 8:45/9pm), in addition to doing some work outside of the clinic (i.e. remotely) on projects specific to your role. While some responsibilities are remote, interns should be local in order to attend in-person clinic nights on Wednesdays.

Learning Opportunities for every intern:

- Understand the population that UCSF CDC Serves
 - Better understand the role dental providers play in the improvement of the community
 - Learn about dentistry in a free-clinic model, particularly one that is student-run
 - Have the opportunity to shadow
 - Have the opportunity to make their own improvements
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Patient Intern (1)

Point Contacts: Axiom Coordinators

One of our shortcomings at CDC is that we don't interact with patients in the waiting room and do not have a robust system of tracking patient satisfaction. Our objectives for this position for the coming year is to:

- Greet patients as they come in and assist with patient check-in to facilitate getting patients into the chairs more quickly.
- Administer patient feedback form at the end of last appointment

Learning Opportunities:

- Dental clinic tracker and the patient check in process
- Patient interaction
- Patient feedback administration

Research/Data Intern (1)

Point Contacts: Project Manager

For the last couple of years, CDC has not been processing the collected data from our patients- this makes it somewhat difficult to show our progress and measure our impact. We'll go through with you the kind of data that can be pulled out of the Axium software and from there, we can make a plan as to what we'd like to measure. We'd like to total up the amount of treatment done, the number of patients we've seen, and display in a report the impact we've had. We would like to continually update the list of which centers patients are coming from. One project we would like to pursue is to monitor our production and treatments in Prosthodontics cases this past year that have been funded by an ADA Foundation Grant and compare to previous production. Later, this will be presented to the donors responsible for paying for all of their care. Lastly, the research intern will be supporting the patient intern to administer the patient satisfaction survey.

Learning Opportunities:

- Dental Clinic EHR- Axium
 - Dental Free Clinic Total Production
 - Patient feedback administration
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Supplies Intern (1)

Point Contacts: Supplies Coordinators

Supplies are integral to the delivery of dental treatment and its management is especially critical for a free clinic. Responsibilities include working with the point contacts to better learn about how supplies are delivered to providers at CDC.

- Monitor Supplies Log created by Supplies Coordinators
- Monitor expired and maintain enough restocked of often-used supplies
- Assist with organizing
- Take inventory 2x a quarter

Learning Opportunities:

- Dental Supplies and usages for procedures
- Management of supplies for a Dental Free Clinic
- Patient Feedback administration

Social Media Intern (1)

Point Contacts: Project Manager/Axium Coordinators

One of our ongoing projects is to improve CDC's brand recognition and presence for volunteer engagement. Everyday our team of volunteers do amazing work that goes beyond the dental procedures, and there is a lot of potential to recognize and share these moments. We hope to capture more of our efforts, including volunteers, patients, and specific procedures.

- Your responsibilities include keeping the CDC website up to date
- Documenting cases and providers at CDC, and maintaining CDC's social media presence. This would include, but is not limited to: regular Instagram postings, student features, newsletter with Faculty Coordinators, facebook posts, and website updates.
- Maintain log of patient photo consents and photo logs
- [Technical experience not required, but preferred](#)

Learning Objectives:

- Intraoral/Extraoral Dental Photography
- Dental Procedures