

# Internship Program

## Dental Clinic Management and Administration





**tech** global  
university

Internship Program  
Dental Clinic Management  
and Administration

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# 01 Introduction

The changes brought about by the advance of new technologies, as well as the trends that have been emerging in the market as a result, have meant that business models have had to adapt their strategies to them, if they are to achieve profitability through a service that lives up to the rigor and excellence of their respective areas. The same has happened in the dental sector, where its professionals are increasingly demanding the offer of qualifications that will enable them to keep up to date with the latest developments in the management and effective running of their clinics. And to do so through an eminently practical experience, they can count on this program, which offers a 120-hour stay in a prestigious center with which they will be able to get up to date with the most relevant business issues for the management of their entity at the highest level.



*Would you like to be part of a top level clinical and management team? TECH gives you the opportunity to achieve it with the launch of this Internship Program”*





The administration and management of dental clinics has aroused great interest in recent years, especially in those professionals who have realized the importance of knowing how to properly manage the resources required by this type of centers, in order to turn them into the business of the future, ensuring at all times to apply the measures of business management. Along with this new environment, the approach of the dental clinic as an organizational structure is gaining special strength, and it must have a directive figure that attends to and dominates all the areas of management and direction such as human resources, marketing, quality, time management, planning, accounting among others.

Based on the above, the new scenarios in this field of action require professionals willing to take on new challenges and make the pertinent decisions. Therefore, the need to launch this program to the market. With this Internship Program you will have an expanded vision of the new techniques to the daily activity of professionals through a thorough design by other specialists in the sector. Throughout the 3 weeks of instruction, the student will be able to get up to date on the realization of different techniques, with security and solvency.

The Internship Program in Dental Clinic Management and Administration is an academic project committed to updating high quality professionals. It is a practice designed by experts in each specific subject, who are faced with new challenges every day, which will provide them with the latest developments and techniques in the management of a dental center of excellence. Thus, after passing this period, you will master the most innovative and effective strategies, which you will be able to implement in your practice from the very first moment to raise your clinic to the top of the dental sector.

# 02

## Why Study an Internship Program?

Numerous studies carried out in the pedagogical area have determined that practice is the best way to update knowledge. For this reason, TECH invests in the design of programs such as this one, in order to provide graduates with the possibility of accessing a stay in which they can not only catch up with the latest developments in their profession, but in which they find the opportunity to be part of a great team of professionals, which will guide them for an effective and guaranteed update.



*A program that will give you the keys to efficiently manage the warehouse and the request of resources through your own experience in this activity"*

### 1. Updating from the latest technology available

Access to the practical part of this program guarantees that the graduates will be able to make use of the most sophisticated and innovative management and business management tools available on the market. As a result, they will be able to work on their management during this period, learning in detail their characteristics, as well as the best strategies to master them effectively in just 3 weeks.

### 2. Gaining In-Depth Knowledge from the Experience of Top Specialists

Thanks to the experience of your colleagues and the tutor who will accompany you during the 120 hours of this Internship Program, you will be able to get the most out of the program. You will be able to make use of their advice in order to deepen your knowledge of the most relevant aspects for a top-level practice in the future, when the graduates will have to face the direction and management of their own dental company.

### 3. Entering First-Class Clinical Environments

The clinic to which the graduates will have access with this Internship Program is considered one of the best in the panorama of business activity in the dental sector. Thus, the graduates who accesses this program will be able to get up to date with the most effective business strategies that have placed it at the top of the sector, thanks to a practice based on current market trends and the best marketing techniques.



#### **4. Putting the acquired knowledge into daily practice from the very first moment**

All the concepts that the graduates handle during the 3 weeks of practical training can be perfectly applicable to the different business contexts that the dental professional may encounter once the training is completed. Thus, TECH guarantees an exhaustive and ideal preparation for the business activity in the different areas of this sector.

#### **5. Expanding the Boundaries of Knowledge**

TECH does not believe in limits and therefore does not set them for its graduates. An example of this is the selection of international companies, thanks to which they can access the practical stay in their facilities, being able to catch up on trends and strategies that are marking the forefront in other parts of the world and adding to your resume a significant plus based on logic, critical and comparative vision and professional quality.



*You will have full practical immersion  
at the center of your choice"*

# 03

## Objectives

The general objective of this Internship Program in Dental Clinic Management and Administration is to provide the graduates with the possibility of using the theoretical, methodological and analytical tools necessary to optimally manage and direct their own clinical-dental businesses, effectively differentiating themselves in a highly competitive environment. All this through the effective incorporation and mastery of the skills of strategy and vision to facilitate the identification of new business opportunities through the application of the most effective business guidelines to adapt the entity to market trends.



### General Objectives

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- ◆ Use theoretical, methodological and analytical tools to optimally manage and direct their own clinical-dental businesses, effectively differentiating themselves in a highly competitive environment
- ◆ Incorporate strategy and envisioning skills to facilitate the identification of new business opportunities
- ◆ Promote the acquisition of personal and professional skills that will encourage students to undertake their own business projects with greater confidence and determination, both in the case of initiating the creation of their clinical-dental business, as well as in the , case of innovating in the management and direction model of the clinical-dental business they already have
- ◆ Professionalize the clinical-dental sector by means of continuous and specific updating in the field of management and business administration







## Specific Objectives

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- ◆ Describe the current situation and future trends of dental clinic management and administration to be able to define objectives and differentiating successful strategies
- ◆ Become familiar with the terminology and concepts specific to business management and administration to effectively apply them to dental clinics
- ◆ Discover and analyze the key points of successful business models of leading dental clinics in order to increase the motivation, inspiration and strategic mindset of future managers
- ◆ Learn to effectively identify and describe the value proposition of the dental practice business, as a solid basis for establishing a subsequent marketing and sales strategy
- ◆ Learn the most widely used validation method for the creation and innovation of business models in all business sectors, with practical and specific application in the clinical-dental sector
- ◆ Describe the language, concepts, tools and logic of marketing as a key business activity for the growth and positioning of the clinical-dental business
- ◆ Delve into the digital communication tools that are essential to master in this era 2.0, in order to reach through the most appropriate channels the value proposition of the dental clinic to the target patients
- ◆ Design targeted marketing and communication campaigns, being able to measure their impact through easy-to-interpret metrics

# 04

## Educational Plan

The practical stay of the present program in Dental Clinic Management and Administration will be carried out in a prestigious center with a duration of 3 weeks, from Monday to Friday and with a day of 8 consecutive hours of practical experience next to an assistant specialist. This stay will allow professionals to see the daily work of a director, attending to all the managerial aspects that this type of position requires and taking as an example their day-to-day work in order to implement the latest strategies for effective management and leadership.

In this completely practical internship program, the activities are aimed at developing and perfecting the skills necessary to provide dental care in areas and conditions that require highly qualified professionals, and are oriented towards specific expertise for practicing the activity, in a safe environment for the patient and with highly professional performance.

The practical part will be carried out with the active participation of the student performing the activities and procedures of each area of competence (learning to learn and learning to do), with the accompaniment and guidance of teachers and other training partners that facilitate teamwork and multidisciplinary integration as transversal competences for the praxis of management and direction of dental clinics (learning to be and learning to relate).

The procedures described below will form the basis of the practical part of the training, and their implementation is subject to both the suitability of the patients and the availability of the center and its workload, with the proposed activities being as follows:



*Receive specialized education in an institution that can offer you all these possibilities, with an innovative academic program and a human team that will help you develop your full potential"*



Module	Practical Activity
Initial and basic management of dental clinics	Management of Dental Clinics
	Analysis of the Corporate Vision of the Dental Clinic
	Examining the Figure of the Manager
	Evaluate the Forms of Business Organization
	Knowing the Clinical-Dental Sector
	Analyze the Current Successful Models of Dental Clinics
Design of your dental clinic and marketing strategies	Analyze the Clinical-Dental Market
	Designing and Validate Your Business Model
	Using Marketing as a Differentiating Element in Business Management
	Analysis of the Main Marketing Fundamentals
	Examine the New Trends in Marketing
	Assessment of Emotional Intelligence Applied to Marketing
	Analyze Social Marketing and Corporate Social Liability
	Analyze Internal and External Marketing
Examine the Different Patient Loyalty Techniques	
Team management and human resources	Managing Human Resources in Dental Clinics
	Analyze the Corporate Culture and Work Environment
	Delving Into the Keys to Team Evaluation
	Drawing Up Organizational Charts in Our Dental Practice
	Analyze the Principles of Leadership Fundamentals
	Evaluate Leadership / Management Styles
Purchasing and Storage Management	Analyze the Importance of Proper Purchasing Planning
	Examine the Responsibilities of the Purchasing Function in a Dental Practice
	Efficiently Manage Our Warehouse
	Evaluate the Stages of the Purchasing Process
	Analyze the Different Supplier Relationships

# 05

## Where Can I Do the Internship Program?

TECH always seeks to guarantee the excellence of its professionals, offering a quality update within everyone's reach. For this reason, it has been arranged to broaden the academic horizons so that this training can be given in a center of high prestige. In this way, it becomes a unique opportunity to update the career of the dental professional.

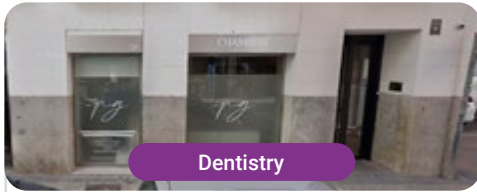
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*Experience with TECH a unique way to learn with a prestigious dental center and put into action everything you have learned with the best professionals”*





The student will be able to do this program at the following centers:



Dentistry

### Clínica Chamberí Dental

Country	City
Spain	Madrid

Address: Calle Palafox 11, Madrid

Clinic specializing in Dentistry and Aesthetic Medicine

**Related internship programs:**

- Management and Direction of Dental Clinics
- Integrated Aesthetic Medicine for Dentists



Dentistry

### Clínica El Ratoncito Pérez

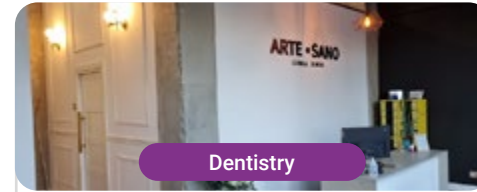
Country	City
Spain	Madrid

Address: C. Jesusa Lara, 20, 28250 Torrelodones, Madrid

Dental clinic specialized in general dentistry, endodontics and periodontics.

**Related internship programs:**

- Management and Direction of Dental Clinics



Dentistry

### Arte Sano Dental

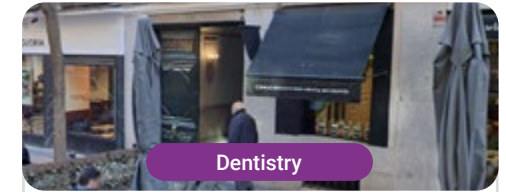
Country	City
Spain	Valence

Address: Passeig de la Ciutadella, 11, 46003 Valencia

Dental center specializing in implantology and oral and dental treatment

**Related internship programs:**

- Implantology and Oral Surgery
- Management and Direction of Dental Clinics



Dentistry

### Buba Clínicas Dentales

Country	City
Spain	Madrid

Address: Calle Villanueva, 33 local derecha, Madrid 28001

Dental clinic expert in the promotion of oral health

**Related internship programs:**

- Oral Medicine
- Implantology and Oral Medicine



Dentistry

### Clínica Max Dental

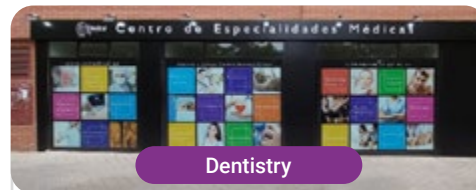
Country	City
Spain	Madrid

Address: Calle Zurbano, 39 local 28010

Center for the promotion of oral health specialized in esthetics

**Related internship programs:**

- Implantology and Oral Surgery
- Orthodontics and Dentofacial Orthopedics



Dentistry

### CT Medical

Country	City
Spain	Madrid

Address: C. Lonja de la Seda, 41, 28054 Madrid

Clinical center offering multidisciplinary of medical specialties

**Related internship programs:**

- Clinical Management, Medical and Health Care Management
- Pediatric Nursing



Dentistry

### Centro Odontológico Santos Pilarica

Country	City
Spain	Valladolid

Address: P.º de Juan Carlos I, 140, 47011 Valladolid

Dental care and esthetic dentistry clinic

**Related internship programs:**

- Management and Direction of Dental Clinics
- Adhesive Aesthetic Dentistry



Dentistry

### DentalSalud

Country	City
Spain	Madrid

Address: Calle Francos Rodríguez, 48, 28039, Madrid

Dental clinic specializing in various areas of dentistry

**Related internship programs:**

- Management and Direction of Dental Clinics
- Periodontics and Mucogingival Surgery



Dentistry

### Clínica Dr Dopico

Country City  
Spain Asturias

Address: C. de la Libertad, 1, 1ºB,  
33180 Noreña, Asturias

Center for dental care  
and dental esthetics

**Related internship programs:**

- Adhesive Aesthetic Dentistry
- Management and Direction of Dental Clinics



Dentistry

### Hospital HM Modelo

Country City  
Spain La Coruña

Address: Rúa Virrey Osorio, 30, 15011,  
A Coruña

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Anaesthesiology and Resuscitation
- Palliative Care



Dentistry

### Hospital HM Rosaleda

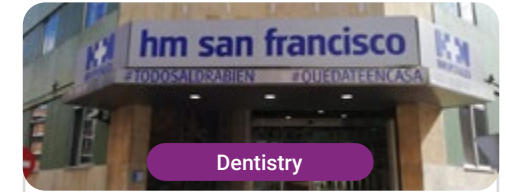
Country City  
Spain La Coruña

Address: Rúa de Santiago León de Caracas,  
1, 15701, Santiago de Compostela, A Coruña

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Hair Transplantation
- Orthodontics and Dentofacial Orthopedics



Dentistry

### Hospital HM San Francisco

Country City  
Spain León

Address: C. Marqueses de San Isidro, 11,  
24004, León

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Update in Anesthesiology and Resuscitation
- Nursing in the Traumatology Service



Dentistry

### Hospital HM Nou Delfos

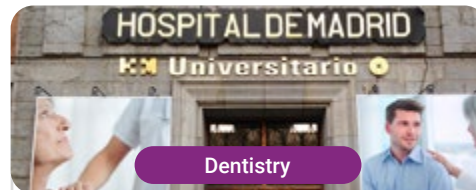
Country City  
Spain Barcelona

Address: Avinguda de Vallcarca, 151,  
08023 Barcelona

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Aesthetic Medicine
- Clinical Nutrition in Medicine



Dentistry

### Hospital HM Madrid

Country City  
Spain Madrid

Address: Pl. del Conde del Valle de Súchil, 16,  
28015, Madrid

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Palliative Care
- Anaesthesiology and Resuscitation



Dentistry

### Hospital HM Montepíncipe

Country City  
Spain Madrid

Address: Av. de Montepíncipe, 25, 28660,  
Boadilla del Monte, Madrid

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Palliative Care
- Aesthetic Medicine



Dentistry

### Hospital HM Torrelodones

Country City  
Spain Madrid

Address: Av. Castillo Olivares, s/n, 28250,  
Torrelodones, Madrid

Network of private clinics, hospitals and specialized centers  
distributed throughout Spain.

**Related internship programs:**

- Anaesthesiology and Resuscitation
- Palliative Care



Dentistry

### Hospital HM Sanchinarro

Country	City
Spain	Madrid

Address: Calle de Oña, 10, 28050, Madrid

Network of private clinics, hospitals and specialized centers distributed throughout Spain.

**Related internship programs:**

- Anaesthesiology and Resuscitation
- Palliative Care



Dentistry

### Hospital HM Puerta del Sur

Country	City
Spain	Madrid

Address: Av. Carlos V, 70, 28938, Móstoles, Madrid

Network of private clinics, hospitals and specialized centers distributed throughout Spain.

**Related internship programs:**

- Palliative Care
- Clinical Ophthalmology



Dentistry

### Policlínico HM Arapiles

Country	City
Spain	Madrid

Address: C. de Arapiles, 8, 28015, Madrid

Network of private clinics, hospitals and specialized centers distributed throughout Spain.

**Related internship programs:**

- Anaesthesiology and Resuscitation
- Pediatric Dentistry



Dentistry

### Policlínico HM Cruz Verde

Country	City
Spain	Madrid

Address: Plaza de la Cruz Verde, 1-3, 28807, Alcalá de Henares, Madrid

Network of private clinics, hospitals and specialized centers distributed throughout Spain.

**Related internship programs:**

- Advanced Clinical Podiatry
- Optical Technologies and Clinical Optometry



Dentistry

### Policlínico HM La Paloma

Country	City
Spain	Madrid

Address: Calle Hilados, 9, 28850, Torrejón de Ardoz, Madrid

Network of private clinics, hospitals and specialized centers distributed throughout Spain.

**Related internship programs:**

- Advanced Operating Room Nursing
- Orthodontics and Dentofacial Orthopedics



Dentistry

### Indisson

Country	City
Spain	Valence

Address: Plaza de la Policía Local, 1, bajo 5, 46015, València

Aesthetic dental center pioneer in personalized patient care

**Related internship programs:**

- Management and Direction of Dental Clinics
- Adhesive Aesthetic Dentistry



Dentistry

### Clínica DentyLife

Country	City
Spain	Madrid

Address: C/ San Bernardo, pie de calle, 108, 28015 Madrid

Dental clinic at the forefront of technology in invisible orthodontics, prosthetic dentistry and dental esthetics.

**Related internship programs:**

- Management and Direction of Dental Clinics



Dentistry

### Clínica Modo Dental

Country	City
Spain	Madrid

Address: C. del Marqués de la Valdavia, 72, 28100 Alcobendas, Madrid

Dental Mode, characterized by using the latest technology in oral health.

**Related internship programs:**

- Adhesive Aesthetic Dentistry
- Updated Pediatric Dentistry



Dentistry

### CEOS-Formación en Implantología

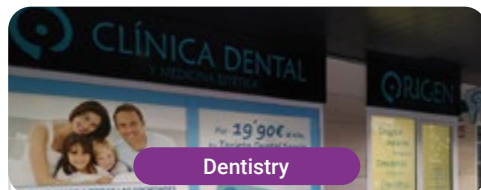
Country	City
Spain	Madrid

Address: Calle de Canarias, 7, 28045 Madrid

CEOS-Training in Implantology is a clinic specialized in implantology based on clinical excellence and demanding methodologies

**Related internship programs:**

- Management of Dental Clinics
- Implantology and Oral Surgery



Dentistry

### Clínica dental Origen (Torrelodones)

Country	City
Spain	Madrid

Address: Plaza del Caño, 3, 28250 Torrelodones, Madrid

At Origen Dental, we offer innovative dental hygiene and periodontal treatments to maintain healthy teeth and gums and prevent dental problems.

**Related internship programs:**

- Endodontics and Apical Microsurgery
- Implantology and Oral Surgery



Dentistry

### Clínica dental Origen (Villaviciosa de Odón)

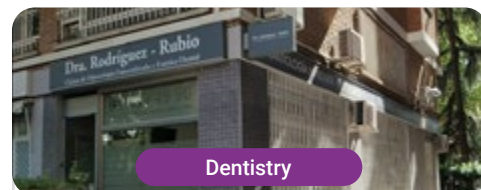
Country	City
Spain	Madrid

Address: Calle Cueva de la Mora, 7, 28670 Villaviciosa de Odón, Madrid

At Origen Dental, we offer innovative dental hygiene and periodontal treatments to maintain healthy teeth and gums and prevent dental problems.

**Related internship programs:**

- Endodontics and Apical Microsurgery
- Implantology and Oral Surgery



Dentistry

### Dra. Rodríguez Rubio

Country	City
Spain	Madrid

Address: C/Juan Ramón Jiménez, N° 28, 28036 Madrid

In the clinic Dra. Rodríguez Rubio's experience has been passed down through the generations for more than 100 years.

**Related internship programs:**

- Management and Direction of Dental Clinics
- Orthodontics and Dentofacial Orthopedics







Dentistry

### Fundación Amor y Sonrisas Mexicanas A.C.

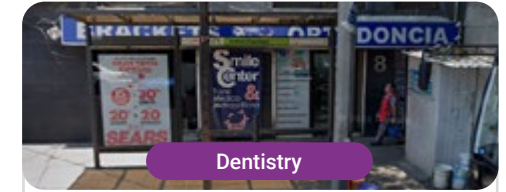
Country: Mexico  
City: Mexico City

Address: Río Verde #5 col. Luis Echeverría c.p 54753 Cuautitlán Izcalli Edomex

Association for the altruistic promotion of oral health

**Related internship programs:**

-Management and Direction of Dental Clinics



Dentistry

### Smile Center

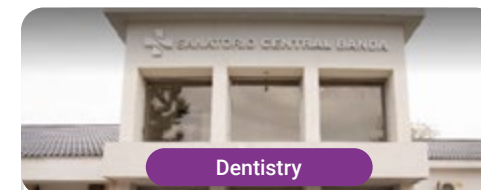
Country: Mexico  
City: Mexico City

Address: TAMPICO 8 COLONIA CONDESA CUAUHTÉMOC 06700 CDMX

Dental center with more than 30 years of experience at the forefront of dentistry

**Related internship programs:**

-Endodontics and Apical Microsurgery  
-Implantology and Oral Surgery



Dentistry

### Sanatorio Central Banda

Country: Argentina  
City: Santiago del Estero

Address: Amadeo Jacques N° 175 4300, La Banda, Santiago del Estero

Clinical center for comprehensive inpatient and surgical care

**Related internship programs:**

- Hepatology  
- Neurology Nursing

# 06

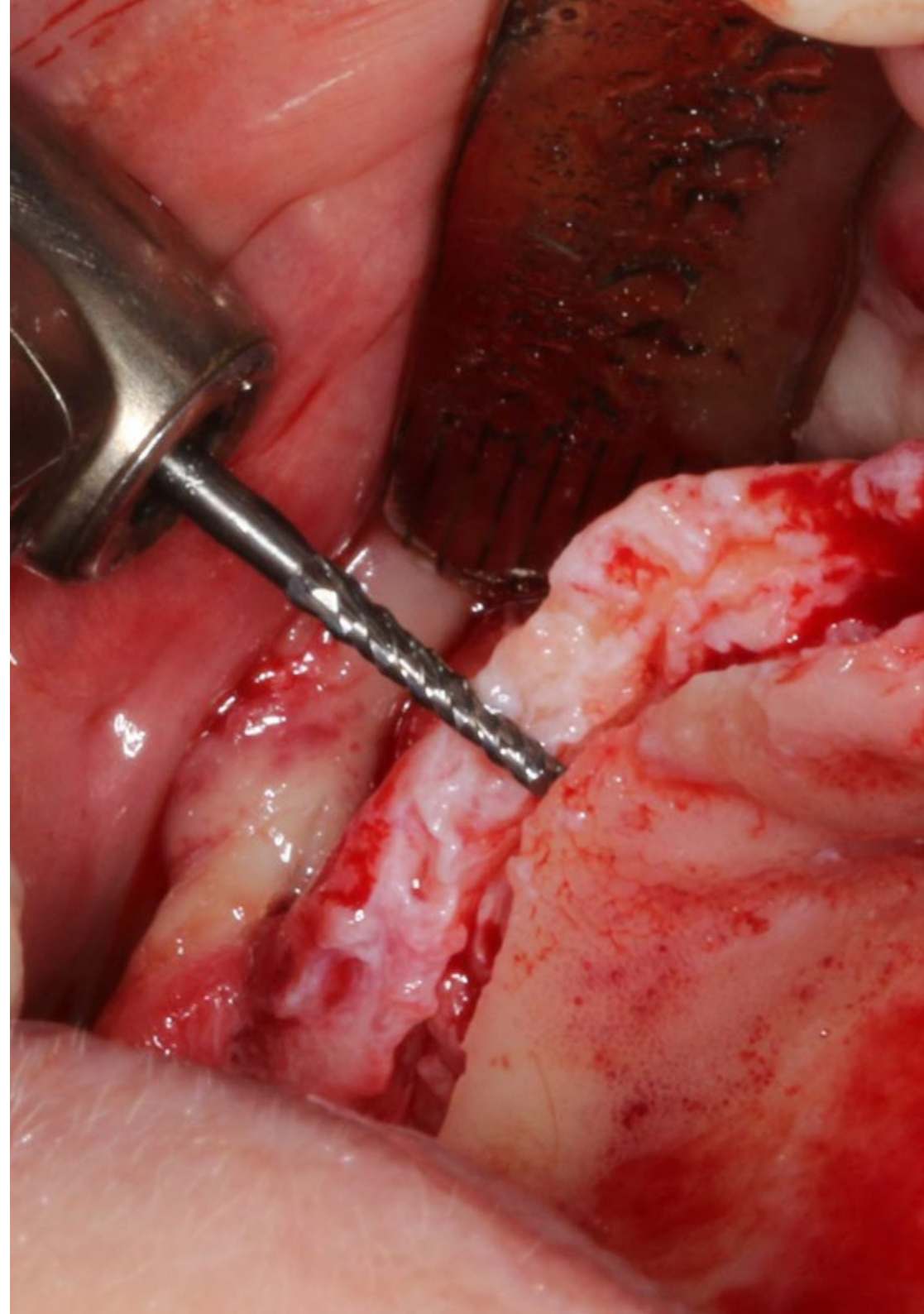
## General Conditions

### Civil Liability Insurance

This institution's main concern is to guarantee the safety of the trainees and other collaborating agents involved in the internship process at the company. Among the measures dedicated to achieve this is the response to any incident that may occur during the entire teaching-learning process.

To this end, this entity commits to purchasing a civil liability insurance policy to cover any eventuality that may arise during the course of the internship at the center.

This liability policy for interns will have broad coverage and will be taken out prior to the start of the practical training period. That way professionals will not have to worry in case of having to face an unexpected situation and will be covered until the end of the internship program at the center.



## General Conditions of the Internship Program

The general terms and conditions of the internship agreement for the program are as follows:

**1. TUTOR:** During the Internship Program, students will be assigned with two tutors who will accompany them throughout the process, answering any doubts and questions that may arise. On the one hand, there will be a professional tutor belonging to the internship center who will have the purpose of guiding and supporting the student at all times. On the other hand, they will also be assigned with an academic tutor, whose mission will be to coordinate and help the students during the whole process, solving doubts and facilitating everything they may need. In this way, the student will be accompanied and will be able to discuss any doubts that may arise, both clinical and academic.

**2. DURATION:** The internship program will have a duration of three continuous weeks, in 8-hour days, 5 days a week. The days of attendance and the schedule will be the responsibility of the center and the professional will be informed well in advance so that they can make the appropriate arrangements.

**3. ABSENCE:** If the students does not show up on the start date of the Internship Program, they will lose the right to it, without the possibility of reimbursement or change of dates. Absence for more than two days from the internship, without justification or a medical reason, will result in the professional's withdrawal from the internship, therefore, automatic termination of the internship. Any problems that may arise during the course of the internship must be urgently reported to the academic tutor.

**4. CERTIFICATION:** Professionals who pass the Internship Program will receive a certificate accrediting their stay at the center.

**5. EMPLOYMENT RELATIONSHIP:** The Internship Program shall not constitute an employment relationship of any kind.

**6. PRIOR EDUCATION:** Some centers may require a certificate of prior education for the Internship Program. In these cases, it will be necessary to submit it to the TECH internship department so that the assignment of the chosen center can be confirmed.

**7. DOES NOT INCLUDE:** The Internship Program will not include any element not described in the present conditions. Therefore, it does not include accommodation, transportation to the city where the internship takes place, visas or any other items not listed.

However, students may consult with their academic tutor for any questions or recommendations in this regard. The academic tutor will provide the student with all the necessary information to facilitate the procedures in any case.

# 07 Certificate

This program will allow you to obtain your **Internship Program diploma in Dental Clinic Management and Administration** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

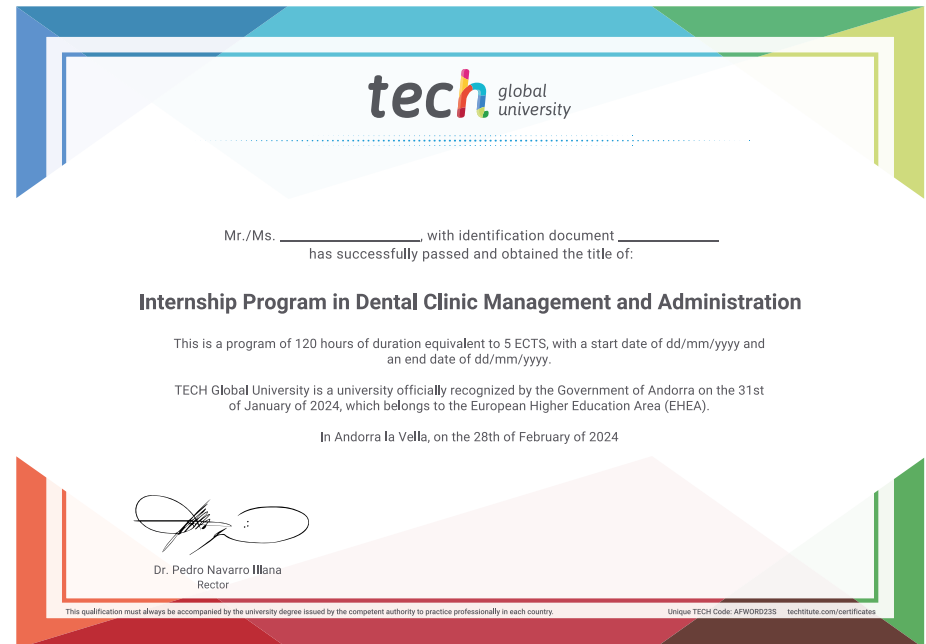
This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Internship Program in Dental Clinic Management and Administration**

Duration: **3 weeks**

Attendance: **Monday to Friday, 8-hour consecutive shifts**

Accreditation: **5 ECTS**





Internship Program  
Dental Clinic Management  
and Administration

# Internship Program

## Dental Clinic Management and Administration