

Sponsoring Dentist for the Dental Assisting Distance-learning Program

When a student is accepted into the program and informs us of his/her sponsoring dentist, we send a letter to the student and the dentist explaining the responsibilities of both for the clinical rotation. The experiences stated in the letters are reflective of ADA Accreditation standards. Prior to the beginning of the clinical rotation, dental assisting faculty will go to the dental office to discuss the rotation and answer any questions. An orientation session takes place in the summer prior to courses beginning for the students and sponsoring dentist are welcome to attend as well. The orientation session ensures the students understand the technology aspect of the program and the requirements of the program. Dental offices will do evaluations of student clinical progress. Clinical evaluations will be done by dental assisting faculty during the rotation visits to the clinical facility. We will also have an extramural agreement with the sponsoring dentist, just as we do for the campus program when using non-IUSD facilities.

The letter explains the experiences required by the student in the dental office. We address the letter to the staff as well as the dentist, because many times staff will be assisting in the educational process of the student.

This is a copy of the Dentist letter:

Indiana University School of Dentistry Dental Assisting Program's Distance –learning Option

Dear Dr. _____ and Staff:

Thank you for accepting the responsibility of sponsoring a dental assisting student in our distance-learning option. The distance-learning option was developed to allow students to attend an ADA accredited program while continuing to meet the demands of their life. This option should help with the shortage of qualified dental assistants.

This clinical experience is very important and valuable to the dental assisting student. The experience gained at your office will help the student assimilate the new skills they have been learning since they began their educational process as a dental assistant. This clinical experience is an indispensable part of the student training.

For this option to meet ADA Accreditation standards, the student will need to complete a clinical rotation in your office during the fall and spring semesters that consists of a minimum of 300 clinical hours. The director of the distance-learning program will contact your office prior to the start of the rotation to complete an extramural agreement. A dental assisting faculty member will visit your office to evaluate the student's clinical skills one time in each semester. Faculty will also contact you via phone or email to obtain feed back about the student's clinical progress in your office. Your office will also complete a clinical evaluation grade sheet for the student.

The student is enrolled in the distance-learning option for one academic year, August to June with an elective summer I course for expanded restorative functions. The student has received HIPAA training per IUSD compliance requirements and patient confidentiality information prior to their clinic rotation in your office. Also students are CPR certified and have had a criminal background check prior to beginning the clinical rotation.

The following list contains the experiences we feel will be of great benefit to the student during the extern rotation. The majority of the student's rotation should be providing patient care.

Student Experiences

***Chairside**

Preparing unit and instruments
Seating patients

Mixing and transferring materials
Transferring instruments
Assisting with rubber dam applications
Suctioning
Cleaning unit after procedure
Preparing instruments for sterilization
Sterilizing instruments

***Business Office**

Answering telephone
Confirming appointments
Pulling/filing charts
Insurance forms
Ordering supplies
Inventory
Recall activities
Computer software package associated with appointment control and patient charts

***Radiographs**

When the student has completed all required competencies to be able to take and process radiographs on patients, you will be notified. Until that time, the student will be learning radiology techniques on DXXTR at IUSD. When it is determined that the student is qualified to take radiographs, the student will have a radiograph evaluation form to complete for him/her to receive a grade on their radiographs taken at your office.

If you have any questions about your responsibility or that of the student, please feel free to contact me at any of the following:

IUSD 317-274-4407
Cell 317-409-4630
Email: paacapps@iu.edu FAX:
317-274-1363
Mail: 1121 West Michigan Street
Room 432
Indianapolis, IN 46202-5186

Sincerely,

Patricia A. Capps, CDA, RDH, MS
Director of distance-learning program