

SHARK DENTAL ACADEMY

1501 OLD YORK RD

ABINGTON, PA, 19001

(215)558-4205

SHARK DENTAL ACADEMY EXTERNSHIP SITE SELECTION

Please use the following guidelines while searching for an externship site. Please contact your instructor or school director if you need help with finding the site.

A LIST OF APPROVED EXTERNSHIP SITES IS AVAILABLE TO STUDENTS AT THE SCHOOL'S OFFICE.

You will need to contact several offices before you find one that fits the description and agrees to take an extern. It is a very important part of your learning process, as this will be the first time you apply your skills in the real life settings. Keep in mind that our school shares the building with Abington Smile Center dental office, which will offer externship opportunities to 2 students per session, but it is suggested that you first try your skills in new settings, as this will prepare you better. In case you cannot find any office within a reasonable amount of time, Abington Smile Center will be happy to provide externship to you.

Externship sites include placement at a facility that performs various types of activities that will expose the student to the necessary skills required of the profession.

To qualify as an externship site, facility must be:

- Properly approved and regulated fully functional dental office
- Have licensed dentist on site for the whole duration of the externship
- Offering following procedures: fillings, root canals, surgical and simple extractions, dentures, prophylaxis, deep cleaning
- Visited and approved by the school representative

STUDENT CHECKLIST

PLEASE NOTE, PASSING YOUR EXTERNSHIP IS REQUIRED IN ORDER TO GRADUATE OUR SCHOOL. YOU MUST COMPLETE YOUR EXTERNSHIP REQUIREMENTS OF AT LEAST 32 HOURS WITHIN 2 WEEKS.

Please retain this checklist throughout your Externship. Read and sign on the bottom of this form, acknowledging your full understanding of the items on this list.

Extern- student who has successfully passed didactic part of the program

Site- externship location approved by the school

School- Shark Dental Academy

- You must complete courses DA101-DA112 with the passing grade of C or above in order to start the externship
- Externship starts immediately following the last class
- It is your responsibility to select the externship class and arrange your schedule
- You can select an externship site from one of the sites offered by the School, or you may find your own externship site that complies with the externship site selection requirements.
- You must complete the scheduled externship hours within the allocated time period (Typical schedule is: 4 hours per day, 4 days per week, for 2 weeks. **THIS SUMS UP TO 32 HOURS TOTAL.** Up to 2 weeks of additional time may be allowed to complete the externship, with permission of your instructor)
- If your externship site was not previously approved by the school, you must notify the school at least 1 week prior to the externship's start date, in order for the school to perform a site inspection
- Students may not be compensated while participating in externships and this fact is made known to the student.
- Students are allowed to refer to their class notes, and textbook during their externship
- A grading form must be filled out and signed by the site's representative and submitted to the school in a timely manner, in order for you to get graded for the externship course

- You must pass at least 9 out of the 12 items on the grading list to receive the passing grade for the externship(75%)
- Externship is graded as Pass/ Fail
- You must pass the externship to graduate from the program

Extern's responsibilities:

- This externship is educational in nature and there is no guarantee or expectation that the externship will result in employment.
- Externship site may at any time in its sole discretion, terminate the externship without notice or cause.
- Extern will maintain a regular externship schedule determined by the Extern and their supervisor.
- Extern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- Extern will obey the policies, rules and regulations of the Externship site and comply with the Externship site's business practices and procedures.
- Extern will register for externship credits during the time frame of the externship
- Extern will furnish his/her supervisor with all necessary information pertaining to my unpaid externship, including related assignments and reports.
- Under no circumstances will Extern leave the externship without first conferring with Extern's supervisor.
- Transportation to and from the externship site is the responsibility of the Extern.

Extern's signature:

THIS IS THE END OF THIS DOCUMENT

SHARK DENTAL ACADEMY

1501 OLD YORK RD

ABINGTON, PA, 19001

(215)558-4205

AGREEMENT BETWEEN SHARK DENTAL ACADEMY (SCHOOL) AND _____ (EXTERNSHIP SITE)

***** (THIS PAPER MUST BE SIGNED BY THE EXTERNSHIP SITE MANAGER/ DENTIST
BEFORE YOU START YOUR EXTERNSHIP)**

Externship site location(s):

Conditions of the Agreement:

Responsibilities of the externship site

- **Program.** Site agrees to provide Students with supervision in a structured clinical training environment appropriate to the Curriculum. Based upon the type of activity and nature of services provided by the Site, it will establish learning objectives and assignments in order to provide clinical and practical training opportunities commensurate with the Dental Assisting Program Curriculum.

- **Resident Welfare.** Site retains sole responsibility for the supervision of patient care and, at its sole discretion, may determine the extent to which any Student may participate or assist in the treatment of any patient.

- **Facilities.** Subject to its physical facilities, Site shall provide

Students with appropriate office space and resources to carry out their assigned duties, but in no event shall Site be responsible for lost or stolen items.

- **Evaluation.** Site supervisor shall conduct performance evaluations of Student as directed by the school. Site will notify School immediately if a student is not performing satisfactorily.

- **Meals.** Site shall make available to Students such dining or cafeteria facilities as are available to its own employees. All meals shall be at the sole expense of the Student.

- **Orientation.** Site shall provide Students with such orientation and training as is necessary for the Student's proper participation in clinical experience at Site and Program.

- **Transportation.** Site shall not be responsible for the transportation of Students to or from Site.

• Future Employment. Site shall not be responsible for any employment of any Students, or at any time be responsible for any remuneration of the Student while he or she is engaged in the capacity of Student. Site may, at its discretion, offer employment to any Student it may desire, following established and lawful employment procedures. •

Promote and facilitate clinical skill development

- Provide an end of term evaluation of the student's performance
- Provide timely and constructive feedback to the student and the school
- Ensure that the ethical and legal practices of the profession are upheld
- Assure that the student holds the needs of patients and their families in highest regard
- Ensure that minimum of 60% of the time spent in the clinic or office is spent in assisting in general dentistry.
- Maintain active liability insurance policy
- Contact the Director of Training of the Shark Dental Academy should any ethical or professional concerns arise involving the externship student.
- The externship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Externship site.
- The education received by the Extern from the externship is for the express benefit of the Extern.
- The Extern does not replace or displace any employee of the Externship site.
- The Extern will receive direct and close supervision by an appropriate supervisor
- Attendance: students must attend 32 clock hours of unpaid externship in order to graduate from the dental assistant program. Externship site is responsible for noting the number of hours student spent in their facility
- The externship site will permit faculty and students to use patient care facility for student learning experience
- The site agrees that there will be no discrimination on race, religion, creed, sex, disability, age, national origin or any other protected class, in any of their policies, practices, or procedures.
- Assume responsibility for the management of student activities and patient care.
- Provide access to medical records for educational use of the extern, subject to site's rules regarding patient privacy.
- Faculty and students who become injured or ill while at externship site are not employees for the purposes of workers' compensation benefits, disability or any similar payments for such injuries

- The Externship site does not derive an immediate advantage from the activities performed by the Extern.
- Extern is not entitled to wages or any compensation or benefits for the time spent in the externship.
- Externship site is not liable for injury sustained or health conditions that may arise for the unpaid extern during the course of the externship.

Responsibilities of the school:

- Curriculum. The School retains sole responsibility for the planning and implementation of the curriculum design and shall keep and maintain all records and reports relating to the participation of all Students and the Program's integration and applicability to the Curriculum. School will provide an instruction manual to the facility and students that outlines standard of performance and guidelines for the Externship experience.
- Student Referrals. School warrants that the Student(s) referred to the Site for participation in the Program will have successfully completed the educational requirements, including classroom training in the Program ("Curriculum") necessary to be eligible for referral and participation in the Program established at the Site.
- Withdrawal of Student by School. School shall withdraw from the Program upon recommendation of Site, any Student who fails to abide by Site policies, rules, or "for cause" and regulations or who otherwise fails to fulfill the personnel or professional requirements of the Site; or any Student who is not performing adequately according to standards of the Site; or any Student who is inadequately prepared. School may withdraw any Student from the Program whose progress, achievement or adjustment does not appear to justify his/her continuing with the Program. Wherever possible, such withdrawal may be planned cooperatively by School and Site.
- Confidentiality. The School shall take all reasonable steps to assure adherence by its Students to the policies, procedures, rules and regulations of the Site as they relate to their activities in the Site. The School specifically recognizes and shall instruct its Students to honor the confidentiality of patients and clients of the Site and their records in accordance with Site policies and procedures and applicable laws and regulations, including but not limited to, the HIPAA.
- Attire. School shall require the Student(s) to wear acceptable attire while on duty in the Site, including an identification badge which clearly includes the school and each student's name.
- Insurance. The School shall be responsible for providing professional liability insurance coverage for each Student and Instructor involved in the Program. This coverage shall be primary coverage, and not secondary, contributory or excess coverage in combination with any coverage the Site may maintain. The School will provide, at the request of Facility, certificate of insurance and proof of payment of premiums for such coverage, providing coverage for each Student or instructor in the minimum amount of \$2,000,000.00 for each claim and \$5,000,000.00 in the aggregate. The duty of the School to provide insurance coverage as stated herein shall survive termination of this Agreement. In the event that the form of insurance is in a claim made form, School warrants and represents that it shall maintain at all times in the future appropriate coverage for claims, demands or actions reported in the future for past acts or omissions.
- Student Health Records. For each Student participating in the Program, School will provide the Site with a statement indicating all Students have met the site requirements for health screening and

immunizations. Student health records shall be held confidential by the Site in accordance with the Site's policy regarding the confidentiality of medical records.

- Student Information. Upon request, School shall provide the Site with the name, and academic information including level of training and previous clinical experience for each Student participating in the Program at their facility.

- School Information. School shall provide the Site with current information about its supervisors' credentials, accreditation, curriculum and clinical education goals upon request.

Shark Dental Academy agrees to hold harmless and indemnify the site against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claims which may arise as a result of any actions or inactions of the faculty and /or students of the program

- Shark Dental Academy agrees to obtain and maintain during the term of this agreement a general liability policy covering said students and faculty. A certificate of insurance demonstrating liability coverage will be provided to Externship site upon request

- This agreement constitutes the entire agreement between the parties and supersedes all prior offers, negotiations, and understandings, whether oral or written, between the parties hereto and may only be modified by a writing executed by both parties

- School will maintain a list of pre- approved externship sites to help students enroll and secure a qualified externship

ADDITIONAL AGREEMENTS BETWEEN THE PARTIES

- Externship Coordinators. Each party shall designate and appoint its own Externship Coordinator to work together in establishing and implementing the requirements and objectives of the

- Non- Discrimination. Neither party shall in any way discriminate against any Student on the basis of race, creed, national origin, or sex. Consistent therewith, each party affirms that its policies preclude discrimination on any such basis.

- Indemnification. The parties stipulate and agree that with respect to any claim or action arising out of any activity which is the subject to this Agreement, each party shall only be liable for that portion of any and all liability, costs, expenses, demands, settlements or judgments resulting from the negligence, acts, or omissions of its own agents, officers, and employees. School, hereby agrees to indemnify and save harmless Site from any and all liability based upon claims, demands, actions or judgments for which Site may become liable arising out of the activities which are the subject of this Agreement and resulting from the negligence, acts or omissions of the School, its officers, agents, students, or employees. Site hereby agrees to indemnify and save harmless the School from any and all liability based upon claims, demands, actions or judgment for which the School may become liable arising out of the activities which are the subject of this Agreement and resulting from the negligence, acts or omissions of the Site, its officers, agents or employees.

The duties and obligations set forth in this paragraph shall survive termination of this Agreement.

- HIPAA. The parties hereto agree to comply with any federal or state laws or regulations and CHS Compliance/HIPPA/HITECH that may be or become effective during the term of this Agreement, including but not limited to the Health Insurance Portability and Accountability Act of 1996, P. L. 104-191 ("HIPAA"), and any rules and regulation promulgated there under. The parties agree to execute any additional documents that may be required under such laws, rules and regulations to assure the safeguarding of

protected health information. In the event a party fails to execute any required documentation to be in compliance with HIPAA, this Agreement may be terminated immediately by the other party.

- **Emergency Health Care and Costs.** To the extent it has the expertise, equipment and/or facilities on its campus, Site shall provide, or agrees to provide, any emergency medical care to any Student or Instructors may be necessary for illness or injury occurring during participation in the Program. However, neither the School nor Site shall be responsible for any medical expenses incurred by or for the Student (whether emergency or otherwise) arising from any illness or injury which may be sustained by the Student during or arising from participation in the Program. The Student shall be solely responsible for any and all medical expenses of any nature. No Student may claim benefits or other entitlements which are otherwise routinely available by virtue of an employment relationship, including but not limited to under workers compensation, and agrees to waive any and all such benefits or claims. The Student(s) has insurance coverage obtained through School, under a group insurance policy issued by AIG Life Insurance Company, for accidental death and injury, which coverage includes medical expenses for incidents arising during the Student's participation in the Program. Upon request, School shall provide proof of such insurance Site.

- **Inspection of Records.** Site shall upon reasonable request of School, permit inspection of its facilities, student records, or other records or items which pertain in any way to the Program or to School students by School and accrediting agencies unless, the inspection of such records might conflict with Site's responsibility for confidentiality. Site agrees not to dispose of or destroy such records for a period of at least three (3) years.

- The Site agrees to host up to _____ Students concurrently.

Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania.

Signature of Dentist/manager: _____ Date: _____

Contact phone number: _____

Students will wear solid color scrubs, leather shoes, hair pulled back, minimal jewelry and make-up.

If you have other requirements, please list below

Externship Start Date:

Schedule of Days and Hours:

THIS IS THE END OF THIS DOCUMENT

SHARK DENTAL ACADEMY

**1501 OLD YORK RD
ABINGTON, PA, 19001
(215)558-4205**

SCHOOL'S RESPONSIBILITIES

(NO SIGNATURES REQUIRED ON THIS PAPER, JUST KEEP A COPY OF IT)

- School will maintain a list of pre- approved externship sites to help students enroll and secure a qualified externship
- School's representative will be accessible by phone, email and in person to the student for the whole duration of externship.
- School will address all complaints and legitimate concerns that the student has for their externship site in a timely manner.
- There will be clear and documented communication between the program and the clinical externship site
- Upon completion of the clinical externship, students demonstrate entry level proficiency in all areas of the curriculum

Our school will implement a monitoring plan to ensure that:

Students are oriented to the facility and the daily routine of the facility.

Students initially observe activities and procedures and then begin to perform tasks and procedures.

A clinical externship includes assisting staff members with daily tasks, while under the supervision of staff.

As their externship experience progresses, students move into an array of different tasks and procedures. Student case logs or check lists are maintained to ensure a variety of tasks performed.

Students do not replace or substitute for existing staff while participating in clinical externships.

There is a system in place by which completed externship hours are monitored by the student, on-site supervisor, and externship coordinator to ensure that all requirements are met.

Ensure that the externship site has an active liability policy

Shark Dental Academy agrees to hold harmless and indemnify the site against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claims which may arise as a result of any actions or inactions of the faculty and /or students of the program

Shark Dental Academy agrees to obtain and maintain during the term of this agreement a general liability policy covering said students and faculty. A certificate of insurance demonstrating liability coverage will be provided to Externship site upon request

- Curriculum. The School retains sole responsibility for the planning and implementation of the curriculum design and shall keep and maintain all records and reports relating to the participation of all Students and the Program's integration and applicability to the Curriculum. School will provide an instruction manual to the facility and students that outlines standard of performance and guidelines for the Externship experience.

- Student Referrals. School warrants that the Student(s) referred to the Site for participation in the Program will have successfully completed the educational requirements, including classroom training in the Program ("Curriculum") necessary to be eligible for referral and participation in the Program established at the Site.

- **Withdrawal of Student by School.** School shall withdraw from the Program upon recommendation of Site, any Student who fails to abide by Site policies, rules, or “for cause” and regulations or who otherwise fails to fulfill the personnel or professional requirements of the Site, or any Student who is not performing adequately according to standards of the Site; or any Student who is inadequately prepared. School may withdraw any Student from the Program whose progress, achievement or adjustment does not appear to justify his/her continuing with the Program. Wherever possible, such withdrawal may be planned cooperatively by School and Site.
- **Confidentiality.** The School shall take all reasonable steps to assure adherence by its Students to the policies, procedures, rules and regulations of the Site as they relate to their activities in the Site. The School specifically recognizes and shall instruct its Students to honor the confidentiality of patients and clients of the Site and their records in accordance with Site policies and procedures and applicable laws and regulations, including but not limited to, the HIPAA.
- **Attire.** School shall require the Student(s) to wear acceptable attire while on duty in the Site, including an identification badge which clearly includes the school and each student’s name.
- **Insurance.** The School shall be responsible for providing professional liability insurance coverage for each Student and Instructor involved in the Program. This coverage shall be primary coverage, and not secondary, contributory or excess coverage in combination with any coverage the Site may maintain. The School will provide, at the request of Facility, certificate of insurance and proof of payment of premiums for such coverage, providing coverage for each Student or instructor in the minimum amount of \$2,000,000.00 for each claim and \$5,000,000.00 in the aggregate. The duty of the School to provide insurance coverage as stated herein shall survive termination of this Agreement. In the event that the form of insurance is in a claim made form, School warrants and represents that it shall maintain at all times in the future appropriate coverage for claims, demands or actions reported in the future for past acts or omissions.
- **Student Health Records.** For each Student participating in the Program, School will provide the Site with a statement indicating all Students have met the site requirements for health screening and immunizations. Student health records shall be held confidential by the Site in accordance with the Site’s policy regarding the confidentiality of medical records.
- **Student Information.** Upon request, School shall provide the Site with the name, and academic information including level of training and previous clinical experience for each Student participating in the Program at their facility.
- **School Information.** School shall provide the Site with current information about its supervisors’ credentials, accreditation, curriculum and clinical education goals upon request.

Shark Dental Academy agrees to hold harmless and indemnify the site against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claims which may arise as a result of any actions or inactions of the faculty and /or students of the program

- **Shark Dental Academy** agrees to obtain and maintain during the term of this agreement a general liability policy covering said students and faculty. A certificate of insurance demonstrating liability coverage will be provided to Externship site upon request
- This agreement constitutes the entire agreement between the parties and supersedes all prior offers, negotiations, and understandings, whether oral or written, between the parties hereto and may only be modified by a writing executed by both parties
- School will maintain a list of pre- approved externship sites to help students enroll and secure a qualified externship

THIS IS THE END OF THIS DOCUMENT

SHARK DENTAL ACADEMY

**1501 OLD YORK RD
ABINGTON, PA, 19001
(215)558-4205**

EXTERNSHIP PROGRAM RESPONSIBILITIES OF EXTERNSHIP SITE:

(GIVE THIS PAPER TO THE EXTERNSHIP SITE MANAGER)

- Program. Site agrees to provide Students with supervision in a structured clinical training environment appropriate to the Curriculum. Based upon the type of activity and nature of services provided by the Site, it will establish learning objectives and assignments in order to provide clinical and practical training opportunities commensurate with the Dental Assisting Program Curriculum.
- Resident Welfare. Site retains sole responsibility for the supervision of patient care and, at its sole discretion, may determine the extent to which any Student may participate or assist in the treatment of any patient.
- Facilities. Subject to its physical facilities, Site shall provide Students with appropriate office space and resources to carry out their assigned duties, but in no event shall Site be responsible for lost or stolen items.
- Evaluation. Site supervisor shall conduct performance evaluations of Student as directed by the school. Site will notify School immediately if a student is not performing satisfactorily.
- Meals. Site shall make available to Students such dining or cafeteria facilities as are available to its own employees. All meals shall be at the sole expense of the Student.
- Orientation. Site shall provide Students with such orientation and training as is necessary for the Student's proper participation in clinical experience at Site and Program.
- Transportation. Site shall not be responsible for the transportation of Students to or from Site.
- Future Employment. Site shall not be responsible for any employment of any Students, or at any time be responsible for any remuneration of the Student while he or she is engaged in the capacity of Student. Site may, at its discretion, offer employment to any Student it may desire, following established and lawful employment procedures.

Promote and facilitate clinical skill development

- Provide an end of term evaluation of the student's performance
- Provide timely and constructive feedback to the student and the school
- Ensure that the ethical and legal practices of the profession are upheld
- Assure that the student holds the needs of patients and their families in highest regard
- Ensure that minimum of 60% of the time spent in the clinic or office is spent in assisting in general dentistry.
- Maintain active liability insurance policy

- Contact the Director of Training of the Shark Dental Academy should any ethical or professional concerns arise involving the externship student.
- The externship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Externship site.
- The education received by the Extern from the externship is for the express benefit of the Extern.
- The Extern does not replace or displace any employee of the Externship site.
- The Extern will receive direct and close supervision by an appropriate supervisor
- Attendance: students must attend 32 clock hours of unpaid externship in order to graduate from the dental assistant program. Externship site is responsible for noting the number of hours student spent in their facility
- The externship site will permit faculty and students to use patient care facility for student learning experience
- The site agrees that there will be no discrimination on race, religion, creed, sex, disability, age, national origin or any other protected class, in any of their policies, practices, or procedures.
- Assume responsibility for the management of student activities and patient care.
- Provide access to medical records for educational use of the extern, subject to site's rules regarding patient privacy.
- Faculty and students who become injured or ill while at externship site are not employees for the purposes of workers' compensation benefits, disability or any similar payments for such injuries
 - The Externship site does not derive an immediate advantage from the activities performed by the Extern.
- Extern is not entitled to wages or any compensation or benefits for the time spent in the externship.
- Externship site is not liable for injury sustained or health conditions that may arise for the unpaid extern during the course of the externship.

**Dental Assistant
Externship Evaluation Form**

SHARK DENTAL ACADEMY
1501 OLD YORK RD ABINGTON, PA, 19001
(215)558-4205

Instructions for filling out this form

Must be filled out by the externship supervisor and turned in at the end of the externship.

Student Name: _____

Office Name: _____

Phone number: _____

Office Address:

Total Hours at this Location _____

Pass-student displays competence or mastery in performing the skill Fail- student requires additional training or instructions in the skill **Student must pass 9 out of 12 skills(75%) to pass this course.** If there are certain skills that the site may not allow the student to perform, it is acceptable to observe and critique the skill to determine their level of knowledge.

Please rate the student in the following areas.

SKILL	RATING	NOTES
1 Attendance/Punctuality	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
2 Teamwork/Cooperation	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
3 Communication skills	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
4 Vital signs/ Seating patient	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
5 Instrument Processing/ sterilization	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
6 Instruments set up	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
7 ASSISTING GENERAL DENTIST	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
8 ASSISTING new patient exam	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
9 ASSISTING of hygiene procedure	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
10 Post operative instructions/Patient education	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
11 Adhering to OSHA and safety policies	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
12 Appearance	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	

Externship Site Supervisor's Name:

Externship Site Supervisor's Signature:

_____ date: _____

School Instructor Signature:

** FOR SCHOOL USE:

#Pass:

#Fail:

Score:

EXTERNSHIPGRADE: %