

Dental Assistant Pioneer Academy Externship Contract

Training Center Objects: Dental Assistants perform a wide array of clinical, clerical, and human relations functions which contribute to a sense of confidence for patients in the operation of the dental office. This program is designed to provide students with a strong foundation in patient care procedures and help prepare instrument trays for the Dental Hygienists who perform routine cleanings. During dental procedures, they transfer instruments to the dentist and maintain the operating field through the use of the dental light, the air/water syringe, the high volume evacuation, saliva ejector and mouth props. Also, to function effectively as an integral member of a professional dental team

Areas of Instruction:

Teeth Cleaning | Dental Radiographs
Bleaching Tray & Temporary Crown Fabrications | Instrument
Sterilization
Temporary Fillings | Periodontal Dressings | Operatory Preparation
Model Casting | Preliminary Oral Health Exams | Fluoride & Sealant
Applications
Dentrix

The Dental Assisting with Expanded Functions program is a (400) hour program. A (330) hour unsalaried externship is a requirement for graduation. The externship is designed to provide the students with practical, hands-on experience where they may apply the skills learned in the classroom.

OVERVIEW OF EXTERNSHIP RESPONSIBILITIES

STUDENT'S RESPONSIBILITIES

During the externship experience a student must:

Be responsible for locating possible externship opportunities and arranging interviews with potential providers. Assistance is available from designated school staff members

Provide applicable personal data to the externship provider prior to the start date of the externship

Return the externship agreements to DAPA or designated academy staff member prior to starting the externship

Adapt to and abide by the preferred practices and procedures established by the externship provider. This would include all company practices and procedures (e.g., safety and health, dress code, office hours, etc.)

Demonstrate utmost professionalism, especially in terms of confidentiality, ethics, and business etiquette. The student must also avoid personal telephone calls

Complete all work and assignments which are an integral part of the externship and the basis of externship evaluation. The student must remember to ask his/her supervisor for additional work upon completion of assigned tasks

Abide by the externship days and hours that have been established and report to the externship provider on time. In the event of an

absence, the student must call both the academy and the externship provider on the day of such absence

Submit his/her weekly attendance sheet to the appropriate DAPA staff member at the end of each week. Also remember to deduct a lunch hour (if applicable) from the externship hours completed

Be responsible for reminding the externship provider to complete the externship evaluation packet and submit the packet to the DAPA or designated academy staff member within three days after the completion of his/her externship

EXTERNSHIP PROVIDER'S RESPONSIBILITIES

During the externship experience, an externship provider must:

Provide student with a meaningful, professionally supervised externship under the direct supervision of the provider's staff

Provide the physical facilities and equipment necessary to conduct the externship training experience

Sign applicable externship agreements and abide by the terms therein

Designate a member of its staff to be responsible for evaluating the student and both coordinating and maintaining contact with DAPA , or designated staff member, when necessary

Evaluate the student's performance during the externship and submit the completed externship forms to the school within three days of the externship's end date

Verify and sign the student's weekly attendance sheet
NOT COMPENSATE the student for services rendered during the externship or time spent on the externship. This does not, however,

preclude a student from working as a part-time employee outside the agreed upon externship hours

DAPA RESPONSABILITIES

During the externship experience the academy must:

Approve, for externship participation, only those students who have met the academy's standards of satisfactory progress for the requisite educational portions of the curriculum

Ensure that DAPA or a designated staff member, will cooperate with a designated staff member of the provider in the coordination of the student's externship experience

Notify the student of his/her responsibilities to both the academy and externship provider during the externship period

Supply the provider with the appropriate externship agreements and evaluation forms and maintain all records of the student's attendance and performance as submitted by the externship provider

EXTERNSHIP AGREEMENT AMONG , DENTAL ASSISTANT PIONEER ACADEMY(DAPA), AND THE STUDENT

This agreement among Dental Assistant Pioneer Academy (DAPA)(hereafter referred to as the "Academy"), and the (hereafter referred to as the "Provider") _____,

A. The Academy has designated courses for the training of students in the DENTAL ASSISTANT PROGRAM . This program requires an unpaid Externship experience and the use of facilities in a professional setting outside the classroom. The Academy desires to use the facilities of the Provider to provide such Externship training experience for the

Student; and

B. The Provider _____ has facilities located at _____ (address of Provider) for furnishing said Externship experience and desires to participate in the Academy's Externship program; and

C. The Student recognizes and accepts that he/she must successfully complete an unsalaried Externship in a professional setting outside of the classroom as a completion requirement.

ASSIGNMENT OF STUDENT

1. The length of the Externship experience for the Student will be a minimum of 25 weekly clock hours, or as otherwise agreed by all parties to this agreement. The Student must complete the required hours by his or her completion date.

2. Should any additional Externship be required as part of the above program's requirement, the Academy, the Provider, and the Student shall complete another agreement or addendum to this agreement?

STUDENT STATUS

1. While the Student is assigned to the Provider, the Student will be subject to and will observe the administrative policies, procedures, rules and regulations of the Provider.

2. The Provider may request the Academy to withdraw the Student from the Externship experience if the Student refuses to follow the Provider's administrative policies, procedures, rules and regulations. Such a request shall be in writing and shall include a detailed statement stating the reasons the Provider desires to have the Student withdrawn.

3.It is expressly agreed and understood that during the Externship the Student is not an employee of the Provider for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, fringe benefits of employment, or workers' compensation insurance.

ACADEMY RESPONSIBILITIES

1.The Academy will approve for Externship participation only those Students who have met the School's standards of satisfactory progress for the requisite educational portions of the curriculum.

2.The Academy will designate a staff member to cooperate with a designated staff member of the Provider in coordinating the Externship training experience to be provided the Student.

3.The Academy will notify the Student of his/her responsibilities to both the Academy and the Provider during the Externship period including but not limited to: (1) following the administrative policies of the Provider and (2) reporting to the Provider on time.

4.The Academy will supply the Provider with appropriate forms to be used in evaluating the performance of the Student and will maintain all records of the Student's attendance and performance as evaluated and submitted by the Provider.

5.The Academy will, upon request, supply the Provider with course syllabi used in the Student's educational program.

6.During the Externship the Academy will provide the Student with the same insurance coverage as that provided a student in a regular classroom setting at Dental Assistant Pioneer Academy.

7.The School will intercede, on behalf of the Student, with the Provider regarding the physical facilities and equipment necessary to

conduct the Externship training experience.

PROVIDER RESPONSIBILITIES

- 1.The Provider will provide the Student with a meaningful, professionally supervised Externship experience under the direct supervision of the Provider's staff.
- 2.The Provider will provide the physical facilities and equipment necessary to conduct the Externship training experience.
- 3.The Provider will sign applicable Externship agreements and abide by the terms therein.
- 4.The Provider will designate a member of its staff to be responsible for the evaluation of the Student, as well as for coordinating and maintaining contact with Dental Assistant Pioneer Academy
- 5.The Provider will evaluate the Student's performance during the Externship and will submit the completed Externship forms to the Academy within three days of the Externship's end date.
- 6.The Provider will sign the Student's weekly attendance sheet.
- 7.It is expressly understood that the Student cannot be compensated for services rendered during the Externship experience or time spent on the Externship experience. This does not, however, preclude the Student from working as a part-time employee outside the scope of the agreed-upon Externship hours.

STUDENT RESPONSIBILITIES

- 1.The Student is responsible for contacting possible Externship opportunities and arranging interviews with potential providers. Assistance is provided by designated School staff members.
- 2.The Student will provide applicable personal data to the Provider prior to the start date of the Externship.
- 3.The Student will return the Externship agreements to the Academy Coordinator for approval prior to starting the Externship.
- 4.The Student shall abide by the administrative policies, practices and procedures established by the Provider (e.g., safety and health, dress code, office hours, etc.).
- 5.The Student shall demonstrate the utmost professionalism, especially in terms of confidentiality, ethics, and business etiquette. The Student will avoid personal telephone calls.
- 6.The Student shall complete all assignments and work which are an integral part of the Externship and the basis of Externship evaluation. The Student will remember to ask his/her supervisor for additional work upon completion of assigned tasks.
- 7.The Student shall abide by the Externship days and hours that have been established, and shall report to the Provider on time. In the event of an absence, the Student will call both the Academy and the Provider on the day of such absence.
- 8.The Student will submit his/her weekly attendance sheet to the appropriate School staff member at the end of each week. Should the Student not be in Academy, he/she will submit the weekly attendance sheet on the next immediate school day. Meal breaks (if applicable) should be deducted from the Externship hours completed.

9. The Student is responsible for reminding the Provider to complete the Externship evaluation packets by the completion of the Externships.

AFFIRMATIVE ACTION AND NONDISCRIMINATION

The parties agree that the Student to whom this agreement applies will be selected without regard to race, sex, color, religion, national origin, age, handicap, or veteran's status. In the event of noncompliance by the Provider with the provisions of this section, in addition to any other remedies the Academy or Student may have, the Academy may suspend or terminate this agreement.

TERMS OF AGREEMENT AND TERMINATION

This agreement is for the period commencing on _____ and ending on _____. The terms of this agreement may be altered or amended only in writing upon mutual agreement of all parties. This agreement shall be binding on the parties and their successors, and may not be assigned by any party without the written consent of the other parties.

The parties agree that there shall be no changes among them with respect to the services and responsibilities each undertakes to provide under this agreement. This agreement may be terminated by any party upon written notice to the other parties at the addresses below. Such notice shall include a detailed statement stating the reasons for termination. If such termination should occur prior to the completion of the Externship experience, the School shall determine the academic credit and grade to be received by the Student, if applicable.

CONTACT INFORMATION:

Natacha overchuck

Dental Assistant Pioneer Academy (DAPA)
1503 W. Smith St.
Orlando, Fl. 32804
(407) 721-4136

BY: _____

Print Name

Signature

Date Title

Subject Matter Expert Name Signature

Date

PROVIDER: _____

Name of Company or Organization

BY: Print
Name _____

Signature _____

Date _____

Title _____