Dear Doctor and Staff:

Thank you for agreeing to consider or for providing a clinical practicum for our Dental Assisting students. We are looking forward to this valuable educational experience.

There are three different rotation dates:

The first rotation for this class will be for general dentistry experience only and will focus on basic chairside skills, that rotation will be on Mondays, Thursdays, and Fridays beginning the first week of April and running until early May. The students are required to obtain 48 hours in this rotation with an average of 12 hours a week.

The last two rotations for this class are scheduled in the summer. Students will be placed in private dental offices starting the beginning of July for approximately 32 hours per week. They will spend about three weeks in each office. The second summer rotation will start after the first one is over and continue through August. The students are to complete 84 hours in each rotation.

If you are interested in a student for either of these rotations, students will be providing you with additional information such as exact dates of the rotation at the time of the interview. The syllabus and the evaluation form will be given to you when they start your clinic.

The following information listed below is for your information. Please feel free to call if you have additional questions or concerns.

1. A clinical affiliation agreement must be signed prior to students starting in your office. The agreement is good for five years. If you have already signed an agreement we will track it and make sure it is always current if you have a student. Your office will not be under any obligation to have a student every time there is a student request.

2. The students will be contacting you if they haven’t already, to find out what your uniform and laundry policy is in your office in order to comply.

3. There is a copy of our professional liability insurance for reference here if you are interested. Just contact us.

4. Students are NOT considered employees. They are under the responsibility of Kirkwood.

5. All dental assisting students were required to have completed their Hepatitis B vaccination series before they started their clinic. All records are kept in our Campus Health Office. We have informed students that they may need to bring a
copy of their Hepatitis vaccination form or wavier with them when they report to your office if you request.

6. Students will have had training in OSHA’s Bloodborne Pathogen’s Standards. They will need an orientation to your office.

7. A copy of our exposure protocol is also included within the syllabus which is enclosed.

8. In the event of an exposure students will be covered under Kirkwood’s workers’ compensation plan.

9. Students have completed a general HIPAA orientation.

I have enclosed an example of our evaluation forms for each of the rotations in the appropriate color. This will give you an opportunity to look them over, and to give you an idea of the types of experiences we would like our students to be exposed to. This will be the evaluation form you and your office staff will be using to evaluate our students.

Thank you for assisting in our students’ education.

Sincerely,

Pam Hanson, Director
Dental Assisting Program

Kristee Malmberg, Faculty
Dental Assisting Program