



## American Denturist College Externship Program Supervisor Application, Agreement and Release

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*SUPERVISORS MUST SUBMIT THIS COMPLETED APPLICATION, AGREEMENT AND RELEASE TO AMERICAN DENTURIST COLLEGE PRIOR TO BEGINNING DIRECT SUPERVISION AND TRAINING OF ANY EXTERN.*

NAME:

LAST

FIRST

MIDDLE

MAILING ADDRESS:

CITY:

STATE:

ZIP:

FACILITY ADDRESS (if different from mailing address):

CITY:

STATE:

ZIP:

BUSINESS PHONE:

EMAIL:

License #:

Original Date Issued:

Expiration Date:

State Issued:

### **AGREEMENT AND RELEASE**

I am a licensed Denturist or Dentist willing to serve as a Supervisor (“Supervisor”) for students (“Externs”) participating in American Denturist College’s (“ADC”) externship program (the “Externship Program”).

In participating as a Supervisor in the Externship Program, I understand and agree to the following conditions and release:

- 1. EDUCATIONAL OBJECTIVES.** The Externship Program is part of ADC’s comprehensive educational program, and it is intended to provide Externs valuable experience handling a reasonable number of professional activities in the field of Denturism. It allows Externs to receive academic credit for successful completion of (1) practical and substantive denturist work

performed under the direct supervision of the Supervisor and (2) related course work. This is accomplished through the completion of 41 unique assignments that encompass the normal patients that present in every day practice. I certify that I have reviewed the assignments and have sufficient patient volume for the Extern to compete the assignment is the time frame stated.

2. **SUPERVISOR'S RESPONSIBILITIES.** The Supervisor agrees to meet the following minimum standards:

a. **Orientation.** Provide the Extern an orientation, including a discussion of office procedures, Patient privacy and confidentiality (HIPAA, or other governing rules), Safety Training (OSHA, or other governing rules), Bloodborne Pathogen training, and other ethical and professional obligations, and an overview of the work and other expectations of the Extern. Students have the right to refuse to work in an unsafe work environment. Students are to notify their Externship supervisor and college officials if this occurs. The Extern will need to complete a checklist that the Supervisor needs to attest to. This will be uploaded to the LMS.

b. **Tasks.** Assign a wide variety of tasks to the Extern, with an emphasis on those most used in the typical denturist practice.

c. **Supervision.** Directly supervise the Extern's work.

d. **Feedback.** Evaluate the Extern's performance and provide the Extern with constructive feedback intended to benefit the Extern's professional development. Provide direction, assistance, guidance, feedback, and reporting provided by the ADC. Provide Externship supervisor quarterly feedback evaluation of student to ADC via online form.

e. **No compensation or guaranteed employment.** Unless otherwise agreed to in writing with the Extern and reported to the ADC Director of Education prior to the beginning of the Externship Program, the Extern will not receive any compensation or fringe benefits for services that the Extern provides in exchange for academic credit. Any compensation or fringe benefits paid to the Extern in exchange for the Extern's services must comply with applicable state and federal employment-related laws. Further, the Extern cannot automatically get an offer of employment solely because of Extern's participation in the Externship Program.

f. **Number of externs.** Do not supervise more than two Externs at a time unless prior written approval has been given by the ADC Director of Education.

g. **Minimum Hours.** Provide the Extern with a minimum of 400 hours and approximately 41 patients.

h. **License.** Hold a valid license and have been in active practice for at least three years.

i. **State association.** Be a member in good standing of the state association where the Supervisor is licensed.

j. **Laws.** Comply with all laws and rules applicable in the state where the Supervisor is licensed.

k. **Canada.** Supervisor cannot be a Dentist.

3. **INSURANCE.** The Supervisor agrees to carry Professional and General liability malpractice insurance that covers the Extern and indemnifies ADC and Young Brothers Investment, LLC (“Young Brothers”) from any and all liability related to the Extern’s activities with the Supervisor. Copies of both Professional and General Liability must be uploaded in the LMS, before entrance into the Externship.
4. **CONDUCT OF EXTERNS.** ADC does not guarantee that the Extern will uphold a standard of conduct that is appropriate to the professional, social, and cultural standards of the Supervisor’s work place. If the Supervisor becomes concerned regarding the Extern’s conduct, the Supervisor agrees to immediately contact the ADC Director of Education. In the event that ADC concludes that an Extern’s conduct is detrimental to the reputation or other interests of ADC, ADC retains the right to terminate the Extern’s participation in the Externship Program.
5. **CANCELLATION OR CHANGES.** ADC reserves the right to make cancellations or changes to the Externship Program, including in the case of emergency or in the general interest of the Externship Program or ADC.
6. **RELEASE.** The Supervisor assumes all risks associated with accepting the Extern and participating in the Externship Program. By signing this release, the Supervisor voluntarily releases ADC and Young Brothers and their employees, officers, agents, and their successors, from any and all liability for any injury and/or property damage that arises from participation in the Externship Program, including ADC’s or Young Brothers’ negligence.
7. **INDEMNIFICATION.** The Supervisor agrees to hold harmless and fully indemnify ADC and Young Brothers, and their employees, officers, members, agents, and their successors, against all liability, damage, cost or expense, including reasonable attorney fees and expenses, incurred in connection with the Extern’s participation in the Externship Program.
8. **ATTORNEY FEES.** In the event any legal or arbitration proceeding is commenced for the purpose of interpreting or enforcing any provision of this agreement, the prevailing party in such proceeding shall be entitled to recover its reasonable attorney fees and related expenses (including but not limited to expert witness fees, transcript costs and other similar expenses) in such proceeding and any appeal thereof, in addition to the costs and disbursements allowed by law.
9. **GOVERNING LAW AND VENUE.** This agreement will be governed by and construed according to Oregon law, without regard to its conflict of laws principles. The exclusive venue for any proceeding to enforce this agreement will be Lane County, Oregon.



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SIGNATURE

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DATED

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PRINT NAME

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NAME OF STUDENT SUPERVISING