

ULSD VISITING STUDENTS/SCHOLARS POLICY

Approved by Dental Leadership Council on September 5, 2019

VISITING STUDENT/SHADOWING OBSERVATION (no patient treatment)	VISITING STUDENT/EXTERNSHIP (patient treatment)	VISITING SCHOLAR (no patient treatment)	DENTAL FELLOW/VISITING SCHOLAR (patient treatment)
Who: those applying for DMD Program/Advanced Standing Program/Dental Hygiene Program, and those interested in applying for a residency program.	Who: dental students enrolled in ADA-accredited dental schools who have completed at least the first semester of the third or fourth year of dental school; and dental assisting students enrolled in a postsecondary school that offers a program to train students for a dental assisting career.	Who: a dentist or faculty member from another academic or research institution that come to ULSD to pursue a course of research or teaching for a limited period of time.	Who: a dentist who wants to further training as a non-degree seeking student and rotate through a specialty clinic, such as an ITI Scholar.
Length of observation: 1-2 days and no longer than one week.	Length of rotation: determined by specific program director and student.	Length of visit: determined by specific program director/chair and person requesting visit	Length of visit: determined by specific program director/chair and person requesting visit.
Involved in treatment of patients: no, students may observe the patient treatment process, but they should never be allowed to actually participate in patient treatment.	Involved in treatment of patients: yes, depending upon the specific program director's approval. The level of treatment activity, such as assisting, should be determined before permission for the rotation has been granted.	Involved in treatment of patients: no, although they may interact in the patient treatment process, they should never be allowed to actually participate in patient treatment	Involved in treatment of patients: yes, depending upon the specific program director's approval. The level of treatment should be determined before permission for the rotation has been granted.
Process: for those interested in applying to the DMD/Dental Hygiene program: <ul style="list-style-type: none"> • Contact Office of Admissions. • Sign the Release of Liability & Confidentiality Agreement. • Office of Student Affairs will maintain a record of those visiting the clinics. • Nametag noting "observer" will be issued. For those interested in applying to a postgraduate program: <ul style="list-style-type: none"> • Contact specific program director. • Complete a Visiting Student/Shadowing Observation Application. • Provide CV. • Sign the Release of Liability and Confidentiality Agreement. (cont.) 	Process for dental students: <ul style="list-style-type: none"> • Contact the specific program director. • Complete a Visiting Student/Externship Application. • Provide CV. • Provide evidence of meeting immunization requirements approved by the Office of Academic Affairs. • Provide proof of malpractice insurance. • Provide proof of medical health insurance. • Provide copy of CPR Card and proof of blood-borne pathogen training. • Signed copy of the Release of Liability and Confidentiality Agreement. (cont.) 	Process: <ul style="list-style-type: none"> • Contact the specific chair/program director. • Sign a Memorandum of Understanding for Visiting Scholars (no patient treatment). • Provide CV. • Signed copy of the Release of Liability and Confidentiality Agreement. • If axiUm access is required, visiting scholar must complete appropriate HIPAA training. • Office of Academic Affairs will maintain records of visiting scholars. 	Process: <ul style="list-style-type: none"> • Contact specific program director. • Provide same information as postgraduate student/resident (i.e., limited Kentucky dental license, immunizations, etc.). • Office of Academic Affairs will maintain records of visiting scholars.

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<ul style="list-style-type: none"> • Provide proof of medical health insurance. • Office of Academic Affairs will maintain a record of those visiting the clinics. 	<ul style="list-style-type: none"> • Office of Academic Affairs will maintain a record of those visiting the clinics. <p>Process for dental assisting students:</p> <ul style="list-style-type: none"> • Contact the specific program director. • Complete a Visiting Student/Externship Application for Dental Assisting. • Provide CV. • Provide evidence of meeting immunization requirements approved by the Office of Academic Affairs. • Provide proof of medical health insurance. • Copy of CPR Card and proof of blood-borne pathogen training. • Signed copy of the Release of Liability and Confidentiality Agreement. • Office of Academic Affairs will maintain a record of those visiting the clinics. 		
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Visitors to any of the ULSD clinics must:

- Provide his/her own transportation (and housing, if applicable) to and from ULSD.
- Not considered as an employee of University of Louisville.
- Subject to ULSD's rules and regulations and be responsible for following ULSD administrative and clinic policy while in the clinic setting.
- Not participate in the actual treatment and/or assist in the treatment of patients unless **specifically** given permission to do so as outlined on the appropriate application/agreement.
- Provide documentation of current immunization and/or necessary medical health insurance and malpractice insurance coverage upon request.
- Complete all necessary paperwork required. A signed copy of the Release of Liability and Confidentiality Agreement and an appropriate visiting student/scholar application and supporting documentation, when applicable, must be on file in the Office of Academic Affairs before access to the clinics can be granted.