



Dear Sponsoring Dentist,

Thank you for your consideration in sponsoring a student in the Vancouver Community College, CDA Distance Program.

The program is comprised of thirteen theory and three clinical courses. Theory courses are provided on-line through the MOODLE course management system and supplemented by textbook readings and a variety of references.

A VCC Certified Dental Assisting instructor supports the student, as a tutor and mentor. Communication between the student and the tutor is via e-mail or telephone with assignments and feedback delivered by e-mail. Final evaluations are administered at the end of each course and may be written on-site or in the student's community via an approved proctor.

The courses are self-paced and developed with in-office activities that enhance the learning experience. All students need to be in a dental office either working or volunteering in the "clinical setting" for a minimum of 14 hours per week in order to take part in the CDA Distance Program. As our students are distance learners and they cannot come to a weekly clinical session at the college, we look to the sponsoring dentist as a partner to provide the clinical setting for their hands on learning. The student should spend the majority of their time with chairside assisting, patient management, infection control and learning clinical procedures. As they progress through the theory courses, they will bring more skills and knowledge of "dental assisting practice" to enhance their participation in your clinical setting. Each student is required to have a document signed by a sponsoring dentist indicating work experience as well as an agreement to assist the student with access to the dental office environment and procedures. This sponsorship is confirmed on a regular basis.

The responsibility of the sponsoring dentist is not onerous and does not require unreasonable amounts of time or additional expenses. The partnership that develops between dentist and assistant enhances the work environment emphasizing attitude, efficiency and enjoyment.

Following completion of Level 1 and Level 2 theory courses, clinical sessions are held at Vancouver Community College's downtown campus. This provides for calibrated evaluation of the Provincial competencies. Additionally the Radiography course (resulting in a CDSBC Radiography Certificate) has a clinical component which is held on campus.

This program provides the interested individual an opportunity to learn and grow in the dental profession leading to an exciting and rewarding career as a Certified Dental Assistant. For the *CDSBC Guide to CDA Services* please visit the CDSBC website at www.CDSBC.org.

If you have further questions regarding this program or the responsibilities of the sponsoring dentist please do not hesitate to call or write.

daddp@vcc.ca

604 871 7000 ext:8521



Vancouver Community College Certified Dental Assisting (Distance Program) Sponsoring Dentist Agreement

Please provide the following information including signatures (Employer and Student).

Student Name: _____

Address: _____

Phone Numbers: (Home) _____ (Cell) _____

Email: _____ (Student number) _____

Do you hold the CDSBC Provincial Radiography Certificate? Yes No

Student Signature: _____

General Practice Dental Office

Employer: Dr. _____

Address: _____

Phone: () _____ Fax : () _____

Email: _____

Please indicate if this individual is

- Employed
- Volunteering

Commencement of position: Year () Month ()

Number of "clinical practice"* hours per week: _____ (Mandatory minimum of 14 hours* per week)

*includes chairside assisting, patient management, infection control, observing clinical procedures and protocols

* 14 hours can be set up as 7 hour days or separated to shorter times such as 3 hours daily for 5 days etc.

I certify that this applicant is currently working/ volunteering in my general practice dental office as indicated. As sponsoring dentist I understand that the student requires access to materials and time to perform practical and clinical assignments. Computer access may also be necessary

(CDSBC License No.) (Date) (Dentist's signature)

Please email back to: daddp@vcc.ca or Fax: 604 443 8514

Insurance coverage and liability.

As a sponsoring dentist you will either have a student as a volunteer or an employee.

A Volunteer CDA Distance student is covered by WCB through Vancouver Community College as this is considered assigned work experience, a component of the program which is sanctioned by the institution. If the student is an employee of the dental office the worker is covered by the dental offices WCB coverage.