Protocol for PDM Clinic Shadowing and Visiting Students

Penn Dental Medicine offers the opportunity for individuals to observe in the PDM pre- and post-doc patient care clinics. One of the prime intended benefits of the shadowing program is to expose prospective students to dentistry as a career as well as the life of a dental student. This clinic shadowing experience is designed to provide prospective dental students with the opportunity to observe how the student dentists spend their day, how they interact and communicate with patients, and how they work with a health care team. Clinic observation time is not intended for visitors to participate in the treatment of Penn Dental patients.

All clinic visitors are limited to eight (8) hours of observation unless specified within their visitor category. Observation requests must be submitted at least two (2) weeks in advance of the requested visit date. International visitor requests must be submitted at least six (6) weeks in advance of the requested visit date. All documents must be submitted in English.

Prospective clinic visitors will download the Clinic Visitor Waiver Packet from the PDM website. They will also select, from an online scheduler, the day(s) they are interested in visiting PDM to observe. Clinical Affairs will maintain the scheduling requests through the PDM website and available observation days will be provided by the Restorative Department and the participating group leaders.

Visitor Categories

I. Summer Mentorship Program
This program will not be scheduled through the PDM Clinic Visitor protocol
Separate program through provost’s office
Administered by Dr. Crawford
Accommodates 10 high school students for the month of July
Students are in clinic 3 half-days per week
Students receive their own renewable Penn IDs through the program

II. College Undergraduates & Prospective PDM Applicants
This program will be open to any interested college undergraduate. Visits will be scheduled by the Office of Clinical Affairs and limited to 8 hours of observation. Records will be maintained in Admissions Office and Clinical Affairs

III. Current Dental Students (non-PDM) & Future Applicants to Specialty Programs
Records will be maintained in Admissions Office and Clinical Affairs
Length of shadowing will be specialty clinic dependent and decided by the clinic Director and Associate Dean for Clinical Affairs.

IV. International Students & Dentists
This program will not be scheduled through the PDM Clinic Visitor protocol.
International students participate in one of two programs coordinated by Dr. Karabucak and Janice Kelley: an externship program with other dental schools, and a tuition-based program. Students
receive ID cards through the program. Records will be maintained with that department as well as Clinical Affairs.

V. Post-Graduate Externship Program

Grant-funded program administered by Dr. Crawford
Students in residence for one (1) week in a specialty clinic of their choosing during summer session at the end of July/beginning of August
Students are provided visitor IDs through the program
Records maintained by the program

VI. Potential Faculty

Any potential faculty member wishing to observe in clinic(s) will be handled by the department responsible for hiring. Records will be maintained with that department as well as Clinical Affairs.

VII. Visiting Faculty from Overseas Institutions

Faculty visiting PDM from foreign universities with whom PDM has a preexisting Memorandum of Understanding (MOU) will be approved for clinic visits lasting up to five business days. The Clinic Visitor Waiver Packet must be submitted to Clinical Affairs for approval at least six weeks in advance of the desired visit. Visits will be coordinated by the Office of Continuing Dental Education and records will be maintained by both the Office of Continuing Dental Education and the Office of Clinical Affairs.

VIII. Visiting Scholars

Any personnel categorized as a visiting scholar may observe in the specialty clinic of their host department for a period of ½ day per week during the last 3 months of their stay. The length of stay will be determined by their J-1 visa. Observations will be coordinated by the visiting scholar’s host department and records will be maintained by the host department and Clinical Affairs.

IX. PDM Alumni

Any clinic visits from PDM alumni will be coordinated through the Development Office.

Clinic Shadowing Workflow

All prospective clinic visitors will access the application and available dates through the PDM website. Any internal requests for shadowing will also be directed to the website. Clinical Affairs will maintain a Smartsheet of all requests; Smartsheet access can be granted to other departments upon request.

1.) The Quality Improvement Coordinator will review the prospective visitor’s application to ensure all required items are included.

2.) The Associate Dean for Clinical Affairs will approve completed individual applications.

3.) The QI Coordinator will reach out to the PCU group(s) that are accepting clinic visitors on the applicant’s requested day of observation to ensure the visitor can be accommodated.
4.) Once the PCU’s availability is confirmed, Clinical Affairs will contact the clinic visitor to finalize the visit.

5.) Upon arrival, the observer will report to Clinical Affairs and the QI Coordinator. The observer will receive a Visitor Penn Card. The visitor must provide a photo ID which will be returned at the end of the observation period when the visitor returns the Visitor Penn Card.

6.) The visitor will be escorted to the PCU where they will be observing.

7.) Clinical Affairs will maintain a Smartsheet record of clinic visitors, date(s) of observation, and their application paperwork. This Smartsheet can be shared with other departments as needed.