



## **American Red Cross Okinawa Dental Assistant Training Program**

The American Red Cross and 3D Dental BN are offering the opportunity for free dental assistant training to Red Cross volunteers. During this training, Red Cross volunteers learn the basic skills necessary to work alongside dentists at various clinics on the island. It includes 2 weeks of intense classroom training followed by chair-side assisting at your assigned dental clinic for a total of 700 hours. This is a non-licensing course. An interview of the candidates will take place prior to the start of the program, and, due to limited space in the dental clinics, approximately 10 candidates will be selected into the program.

If you do not have the commitment to complete this program, please do not apply.

*Childcare assistance is not provided during this training.*

**Applications are available from 1 July – 26 July 2019. Applications due by COB 26 July 2019. Applications missing any required documents will not be considered. Applications must be turned into the Camp Foster Red Cross Office**

*Interested applicants **must** meet the following criteria and complete the following:*

- Be a US Citizen SOFA status ID card holder AND at least 18 years of age
- Have a high school diploma or GED
- Submit a personal narrative, with application packet, demonstrating interest in the program, and description of education and work experience
- Submit a resume with application packet
- Demonstrate a strong commitment to the program
- Be willing to work with bio-hazardous material
- Clear background check report received, and immunizations evaluated and signed off by designated health clinic
- Must complete program on-island; hours are non-transferable

**Dental Assistant Program Application**

Please type or print clearly

Name				
Address				
City		State	Zip	
Home Phone		Cell Phone		
Email address				

**Emergency Contact Information**

Name		Relationship	
Home Phone		Work Phone	

Are you a Military I.D. Card Holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a current Red Cross Volunteer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you over 18 years old?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have your own transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Educational Background**

High School or equivalent   
  Jr. College   
  College/University   
  Advanced Degree

**Please circle your choices**

**1<sup>st</sup> Choice:** Foster Kinser Courtney MCAS Futenma Hansen Kadena Flight Line  
**2<sup>nd</sup> Choice:** Foster Kinser Courtney MCAS Futenma Hansen Kadena Flight Line  
**3<sup>rd</sup> Choice:** Foster Kinser Courtney MCAS Futenma Hansen Kadena Flight Line

**Physical Demands**—Training and work require regular and recurring bending, stretching, and reaching during the treatment of patients. The dental assistant participant may be required to sit or stand for prolonged periods of time and must demonstrate about average dexterity in providing personal care for patients and their environment. Child care not provided.

Do you have any reason why this may be a problem for you?  Yes     No

I understand that the above information is provided voluntarily, and this information may be used and disclosed for Red Cross purposes only. I also understand that as an American Red Cross Volunteer, I will not be paid for my services and that I will abide by the rules and regulations of the American Red Cross. I understand that I do not receive an official license or official certification upon completion of the program, and that completion of the program does not qualify me to take the Dental Assistant certification exam. Furthermore, I understand that my completion of the Dental Assistant Program does not guarantee employment. I also understand that child care is not provided.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





## Tentative Program Timeline

- + **1-26 July** - Begin accepting applications/recruitment
- + **29-31 July** - Red Cross Managers, Dental Chair, 3<sup>rd</sup> Dental BN POCs review applications, and select and notify interviewees
- + **1 August** - Interview selected applicants
- + **2 August**- Notify selected candidates
- + **5-16 August** - Selectees must create a Red Cross Volunteer Connection Account, complete first 5 steps, and turn in any needed immunizations
  - Clear background check report received upon completing Volunteer Connection account
  - Immunizations evaluated and signed off by designated health clinic
- + **19 August** - First day of DAP
  - 19-29 August- Classroom portion of training 6-8 hours each day/no absences
  - Chair-side training begins, 8 hours per day for four month period in designated clinic
- + **30 August** – Selectees will complete American Red Cross Volunteer Orientation (0800-0900) and BLS class (0900-1600), candidates with existing BLS Certification are excused for the class
- + **Feb TBD**- All required hours must be completed and recorded in volunteer account to receive a Completion Certificate
- + **Feb/Mar** – Date TBD for DAP Graduation

\*Those who successfully complete the program will earn a Completion Certificate. However, this program is not for “Board Certification” or “Licensure” program.



### Dental Assistant Code of Conduct

*As a Red Cross Dental Assistant Student, I understand and agree that I will be held to the following standards. Please initial each statement and sign the bottom of the form.*

**As an American Red Cross Dental Assistant, I ( \_\_\_\_\_ ) will:**

Print Name

- Uphold the high standard of service maintained by the American Red Cross throughout the world.
- Not expect or accept any pay or services (favors) for my services.
- Wear an American Red Cross name tag when on duty and adhere to the specified dress code of the Dental Clinic and the American Red Cross.
- Hold in confidence all personal information about clients or other workers which I may learn while on duty and understand that breaches in confidentiality can lead to my dismissal.
- Work under the supervision of an American Red Cross supervisor and notify him/her of any illness or problems that may occur during the training period. If an excused medical emergency or condition arises during your program that exceeds a two-week time period, you will be removed from your current program and be required to re-apply for the next available program offered.
- Consider my training as a **firm commitment**, requiring attendance in classes and training in the clinic to acquire a minimum of 700 hours. I understand that more than two unexcused absences may result in dismissal from the training program; excused absences are determined by the program coordinator.
- Manage the **eight** excused absence days allotted for sick, personal and/or vacation time within the program timeline. These days are not to be intentionally scheduled in a consecutive order exceeding three days at any given time.
- Understand that childcare issues are unexcused absences and need to be managed very closely, as you are only allotted two unexcused absences. Holidays and breaks in school may not correlate with your clinic's schedule and therefore need to be planned in regards to childcare.
- Maintain current immunizations and communicate to my supervisor any health issues which may arise during my term as a Dental Assistant Trainee that may affect my ability to perform.
- Be responsible for my own transportation.
- Be responsible for my own child care arrangements and payment of same.



- \_\_\_ Sign in and out daily with the appropriate log at the Dental Clinic. Log completed hours in Volunteer Connection by the 5<sup>th</sup> of each new month
- \_\_\_ Submit accurate timesheets (falsifying timesheets results in immediate expulsion from the program).
- \_\_\_ Maintain current American Red Cross Basic Life Support for Health Provider qualifications.
- \_\_\_ Cooperate and present a friendly and professional demeanor. Combative or disruptive behavior will not be tolerated and will lead to dismissal.
- \_\_\_ Arrive **on time** to training each day and be respectful of the time of fellow trainees and instructors.
- \_\_\_ Report any grievance or issue of concern to my immediate supervisor. Should satisfaction not be reached, I will bring my issue to the American Red Cross. I understand that final authority on any issue or grievance is the Camp Foster Advisory Council and that all decisions from the Advisory Council are final.
- \_\_\_ Adhere to the American Red Cross Code of Conduct that was read and signed by me upon original application as a volunteer with the American Red Cross.
- \_\_\_ Will wear no body piercing jewelry, with the exception of small stud earrings, during training hours.
- \_\_\_ I understand that volunteer hours submitted for Dental Assistant Training do not qualify for the Volunteer Incentive Program for Red Cross volunteers as it is a professional development program.

*The above qualifications are aligned with current National American Red Cross guidelines. If you have questions concerning any of the above-stated standards, please contact us at 645-3800/098-970-3800 or [MCBButler@redcross.org](mailto:MCBButler@redcross.org)*

*Failure to adhere to this Code of Conduct will result in immediate expulsion.*

I have read and understood the above information

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_