

SCHOOL CATALOG



ACADEMY

SCHOOL OF DENTAL ASSISTING CATALOG

**4071 LEE ROAD #260
CLEVELAND, OH 44128
216-727-0234**

www.cdiaacademy.org

**Ohio Board of Career Colleges and Schools
Issued License #:**

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ACADEMY

Introducing CDI and CDI Academy

CDI Academy, as an integral part of Cleveland Dental Institute, is the educational home for Advanced Education in all disciplines of Dentistry. As **CDI Academy** is gaining regional, national, and international recognition for excellence in clinical, research, and didactic programming, we are proud to now offer this Certificate Program in Dental Assisting. Cleveland Dental Institute offers an ADA Commission on Dental Accreditation accredited General Practice Residency Program, located at 11201 Shaker Blvd. Cleveland, OH, and an Advanced Education in General Dentistry Program, located at 4071 Lee Road, Cleveland, OH. Our proposed Dental Assisting School will be located within the Lee Road location, being an active dental practice and learning center for advanced dental education.

MISSION

The Mission of this Certificate Program in Dental Assisting is:

- to graduate outstanding Dental Assisting professionals who possess the skills, knowledge, and experience to be a leading contributor to the success of the dental practice and the oral health of the patients they will one day serve, and
- to become an ambassador in their community for the values and professionalism inspired by their experience at **CDI Academy** School of Dental Assisting.

Objectives

CDI Academy will accomplish these goals by:

- ✓ preparing its students, with an exceptional and unique foundation in the science, technology, and clinical practice, for the Dental Assisting profession;
- ✓ offering its students curriculum and experience in the administration/receptionist role of a dental practice, thus enhancing their value to and understanding of the practice of dentistry;
- ✓ providing its students with a state-of-the-art Learning Center for classroom, laboratory, clinical simulation, and clinical experience;
- ✓ supporting its students with experienced educators and administrators through mentorship and collaborative learning;
- ✓ creating a culture of professionalism and ethical conduct with a focus on communication

- ✓ **promote the value and importance of community service by offering opportunity to perform dental assisting services in a variety of community settings through rotational externships.**

EDUCATIONAL GOALS

This dental assisting program provides an education based in the clinical, social, behavioral, and biological sciences. The curriculum is delivered and assessed by fulfilling three components of: didactic instruction, simulation performance, and clinical care. Emphasis is placed on prescribed goals and objectives, curriculum delivery, and outcomes.

The major emphasis of dental assisting education is educating a dental auxiliary who is ethically and morally responsible, clinically competent, and facilitates comprehensive quality care. The dental assisting program will utilize current theory, emerging technology, and evaluation in concert with local dentist professionals to ensure graduates have the knowledge, skills, and attitudes to be successful.

The Goals listed below will serve as the criteria for student evaluation.

I. PROFESSIONALISM AND ETHICS

A. Professional behavior encompasses many components including a team approach, positive verbal and nonverbal communication, interpersonal skills, attention to feedback, protocol adherence, thorough and complete documentation and time management. The dental assisting graduate must be able to practice using a team concept in a professional manner.

THE GRADUATE MUST BE ABLE TO DEMONSTRATE:

1. ACCURATE, CONSISTENT AND COMPLETE DOCUMENTATION WHEN SERVING IN PROFESSIONAL ROLES
2. EFFECTIVE COMMUNICATION USING VERBAL, NONVERBAL, WRITTEN AND ELECTRONIC COMMUNICATION SKILLS

B. Ethical Behavior The dental assisting graduate must be able to discern and manage the ethical issues faced in dental assisting practice and dental treatment.

THE GRADUATE MUST BE ABLE TO:

1. INTEGRATE PROFESSIONAL ETHICS IN ALL PROFESSIONAL ENDEAVORS AND ADHERE TO LOCAL, STATE AND FEDERAL LAWS, RECOMMENDATIONS AND REGULATIONS FOR DENTAL ASSISTING ACTIONS AND SERVICE;
2. SERVE ALL PATIENTS WITHOUT DISCRIMINATION, APPRECIATING THE DIVERSITY OF THE POPULATION;
3. APPLY PRINCIPLES OF RISK MANAGEMENT TO MANAGE PROFESSIONAL RISKS AND PREVENTION;

II. DENTAL ASSISTING CLINICAL PRACTICE STANDARDS

The dental assisting graduate is a licensed health professional who provides supportive services under the direction and supervision of a licensed dentist as well as provides treatment services to patients as allowable by state regulations. The clinical standards of dental assisting practice apply principles from the biomedical, clinical and psychosocial sciences to diverse populations.

Supportive and Clinical Practice Standards - The dental assisting graduate must be able to provide supportive functions under the direction of the dentist before, during and after treatment as well as perform a variety of direct treatment procedures allowable by state regulations. These functions include educational, preventive, and therapeutic services designed to assist the dentist and/or participate in completing treatment procedures to achieve the goals of the treatment plan and establish optimal oral health for the patient.

THE GRADUATE MUST BE ABLE TO:

1. EDUCATE PATIENTS TO PREVENT AND CONTROL RISK FACTORS THAT CONTRIBUTE TO CARIES AND OTHER ORAL DISEASES/CONDITIONS AND TO MAINTAIN RESTORATIONS AND FUNCTION;
2. UTILIZE ACCEPTED INFECTION CONTROL and HIPAA PROCEDURES;
3. OBTAIN RADIOGRAPHS AND IMAGES OF DIAGNOSTIC QUALITY;
4. ASSIST WITH PAIN AND ANXIETY CONTROL STRATEGIES BEFORE, DURING, AND AFTER TREATMENT THROUGH USE OF BEHAVIORAL TECHNIQUES;
5. APPLY CURRENT AND EFFECTIVE CONCEPTS OF CHAIRSIDE ASSISTING PRACTICES INCLUDING ERGONOMICS, FOUR-HANDED INSTRUMENT TRANSFER, OPERATORY MAINTENANCE, ISOLATION AND EVACUATION PROCEDURES, MANIPULATION OF MATERIALS/SUPPLIES AND PATIENT MANAGEMENT;
6. PROVIDE PRE- AND POST-TREATMENT EDUCATION AND INSTRUCTIONS;
7. OBTAIN AND RECORD ACCURATE AND COMPLETE MEDICAL/DENTAL HISTORIES AND VITAL SIGNS;
8. PROVIDE SUPPORTIVE DENTAL TREATMENT SERVICES THAT CAN BE LEGALLY PERFORMED BY A LICENSED DENTAL ASSISTANT IN THE STATE OF OHIO;
9. PERFORM LABORATORY PROCEDURES UNDER THE DIRECTION OF THE DENTIST AND MANAGE COMMUNICATION AND SCHEDULING OF LABORATORY CASES;
10. PARTICIPATE DURING THE MANAGEMENT OF MEDICAL EMERGENCIES IN THE PATIENT CARE ENVIRONMENT;
11. PARTICIPATE IN A VARIETY OF OFFICE MANAGEMENT RESPONSIBILITIES INCLUDING MAINTAINING SCHEDULING AND PATIENT FLOW, PROCESS TREATMENT TRANSACTIONS, AND MAINTAIN HIPAA AND CONFIDENTIALITY REQUIRMENTS.

III. HEALTH PROMOTION

Trends toward consumerism, self-care, disease prevention, health promotion, and health lifestyles means that patients, wherever they might be, want and need information on oral health and disease. Teaching and health promotion strategies are involved in the full range of dental assisting actions directed toward helping diverse populations achieve oral wellness.

- A. Education and Communication - The dental assisting graduate must be able to promote the values of oral and general health to the public. The dental assistant often spends more time with the patient than the dentist. During that time, the dental assistant can further educate, answer questions by the patient, and reinforce the dentist's treatment recommendations to improve oral health, appearance, and function.

THE GRADUATE MUST BE ABLE TO:

1. IDENTIFY FACTORS THAT CAN BE USED TO MOTIVATE THE PATIENT FOR HEALTH PROMOTION, DISEASE PREVENTION AND/OR HEALTH MAINTENANCE AND COMMUNICATE THE VALUE OF APPROPRIATE CARE USING LANGUAGE THE PATIENT CAN UNDERSTAND.

IV. PROFESSIONAL COMMITMENT AND ADVANCEMENT

For professional advancement and lifelong learning, the dental assisting must be able to derive the relevance from rapidly changing information. Knowledge of the scientific method ensures that actions taken by the dental assistant are based on scientific evidence, not merely on ritual, tradition, intuition or personal preference. This Dental Assisting Program intends to foster a commitment to serving the public and for life-long learning which are the hallmarks of the Dental and Dental Assisting Professions. To that end, we endeavor to mentor our dental assisting students to:

1. ADVANCE THE VALUES OF THE PROFESSION THROUGH LEADERSHIP, COLLABORATION, AND ACTIVE PARTICIPATION;
2. DEMONSTRATES PROGRESSIVE SKILL AND KNOWLEDGE THROUGH COMMITMENT TO SELF-IMPROVEMENT;
4. UTILIZE SCIENTIFIC LITERATURE IN ORDER TO MAKE EVIDENCE-BASED DECISIONS THAT ADVANCE THE PROFESSION OF DENTAL ASSISTING.

ABOUT THE FIELD

Typically, entry-level dental assistants handle a variety of tasks for the dental professional and provide assistance in patient care, the office, and laboratory. Entry-level dental assistants work chair side with the dentists and other dental staff. Examples of tasks include helping to make patients comfortable, preparing them for treatment, and obtaining dental records. Usually entry-level dental assistants hand instruments to the dentists, help keep the patient's mouth dry, sterilize and disinfect instruments, prepare tray setups, and instruct patients on postoperative and general oral health care. There are many opportunities as a dental assistant.

According to the U.S. Department of Labor, because of rapid employment growth and substantial replacement needs, there should be good job opportunities for dental assistants nationally. Entry-level dental assistants can seek certification as a Certified Dental Assistant once they meet work experience requirements. The dental assisting field generally requires physical work, moving throughout the office, standing on one's feet for long periods of time, and sometimes in small places. Dental assistants have close contact with the public and for this reason, successful candidates must be in good physical health.

FACILITY



CDI ACADEMY SCHOOL OF DENTAL ASSISTING is applying to be a licensed by the State of Ohio Board of Career Schools and Colleges.

Cleveland Dental Institute, LLC is incorporated in the state of Ohio. The school is located within a functioning dental office housing an accredited AEGD Residency Program that will be home to 8 dental residents. Students will perform hands-on simulated and clinical tasks in treatment and other dental rooms as part of an active learning center and dental practice.

Campus Facility Size: 12,000 Total Sq Ft;

Lab Size 306 Total Sq Ft;

Sterilization 300 Total Sq Ft;

Learning Center 1682 Total Sq Ft;

14 Total Operatories.

CDIA cademy Dental Assisting Program is located in the Lee Harvard Shopping Plaza – 4017 Lee Road Suite 260, Cleveland, Ohio 44128.

This 12,000 sq ft facility is dedicated to Advanced Dental Education for its Dental Assisting Students, its AEGD Residents, and the broader Dental Community.

This space houses:

- ✓ State-of-the-Art Learning Center
- ✓ Conference Room
- ✓ 14 dental operatories including dedicated surgical suite also used for simulation
- ✓ 3-D CBCT Imaging
- ✓ Endodontic Microscope
- ✓ All Digital intraoral radiology and Electronic Health Records
- ✓ Dental laboratory with CadCam scanning and milling technology
- ✓ Sterilization area
- ✓ Lockers and Student Lounge
- ✓ Staff Room

DIRECTORS, FACULTY, ADMINISTRATIVE STAFF

The Dental Assisting School Director is Lujain Amoud, MHA; Vice President and Director of Graduate Dental Education for CDI since June, 2016.

APPLICATION PROCESS



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SCHOOL OF DENTAL ASSISTING ADMISSIONS PROCESS

1. Application Location

All written applications OR correspondence must be directed to:

CDI Academy

School of Dental Assisting

4071 Lee Road #260

Cleveland, OH 44128

Phone: 216-727-0234

Attention:

- To submit an application electronically, go to www.cdiohio.org/academy/application

All supporting documents must be downloaded to your personal file online. Under Application, you will find a link to submit your application to the dental assisting program.

2. Dental Assisting Application Process:

The CDI Academy School of Dental Assisting will accept applications for its program beginning _____.

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in CDI Academy training programs based on age, race, gender, disability, or national origin. Students may enroll online or by fax or during open house presentations.

3. Minimum Skill Standards for Admission and Retention

Applicants must meet the following requirements:

1. Provide proof of at least a high school diploma or GED.
 2. Have paid or have made school-approved arrangements to pay the tuition in full.
 3. Have executed an enrollment agreement.
- Everyone must submit an OFFICIAL high school transcript (9-12 grades) of the academic work you have completed.
 - If you are currently enrolled in your senior year of high school, initial transcript should include fall semester of your senior year. Final official transcripts for all academic work completed must be received by CDI Academy School of Dental Assisting office at the address above, prior to the deadline before admission decisions can be made.
 - If you are currently enrolled in college courses or have attended a college, university, or vocational program, you must submit an OFFICIAL transcript from both high school and college.
 - Dental Office Observation Documentation: All applicants must observe a dental assistant in a dental office for a minimum of 8 hours. Your hours of observation must be verified by the office. Please ask the office to type a note verifying your observation hours on their office letterhead. This document must include your name, date, time of observation and the dental assistant's name that you observed. This document must be signed by either the doctor or the office manager. This document must be uploaded with your application.

Individuals for whom English is a secondary language must demonstrate proficiency in English before being admitted to the dental assisting program. The dental assisting admissions committee requires an interview and/or writing exercise to determine the applicant's English skills. English for Academic Purposes Exam (EAP) or Test of English as a Foreign Language (TOEFL) may be required and test results will be used as part of the dental assisting admissions evaluation. Students must be able to understand spoken English very well and be able to respond to questions from patients on the clinic floor.

Admission to CDI Academy Dental Assisting program is open to qualified individuals and complies with all applicable state and federal non-discrimination laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and the Ohio Civil Rights Commission Chapter 4112, Law. CDI Academy will consider applicants who 1) have completed the appropriate application process, 2) have fulfilled all prerequisites, 3) are capable of acquiring the necessary knowledge, and 4) have the ability to perform or learn to perform the skills specified in these standards. The faculty have determined that the following skills are essential to the curriculum and are necessary to ensure that graduates of the program are fully prepared to practice. It is important to note that although these skills are necessary to admission and retention, successful completion of the dental assisting program will

require meeting other academic and professional standards as specified in the curriculum and other institutional policies.

ESSENTIAL SKILLS

The faculty at Cleveland Dental Institute Academy has determined that the dental assisting student must be able to meet the following technical standards for admission to or retention in the program.

MOTOR SKILLS

Students must have or be able to acquire sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients, both during the dental assisting program and at completion of the curriculum. This means the student must possess motor skills necessary to directly perform palpation, bimanual manipulation, and fine tactile perception, as well as basic laboratory procedures. Such activities require coordination of both gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.

Students must be able to perform basic life support procedures, including CPR, and position and reposition themselves around the patient and dental chair, either in a standing or sitting position. Students must be able to operate foot controls utilizing fine movements, operate low speed handpieces, which require controlled intraoral and extraoral movements of less than one millimeter, and utilize hand instrumentation.

SENSORY / OBSERVATIONAL SKILLS

Students must be able to master a defined level of information as presented through demonstrations and experiences in the biomedical and dental sciences. Students must be able to efficiently acquire information from written documents and to visualize information presented in images on paper, film, slides or video. Students must interpret radiographic and other graphic images, with or without the use of assistive devices. Students must have functional use of visual, auditory and tactile sensation.

In practice, a dental assistant must be able to observe a patient accurately, both at a distance and close at hand and must notice and appreciate nonverbal communication when performing dental assisting care. Thus, students in the dental assisting program must be able to perform visual and tactile dental examinations and treatment, including the use of visual acuity, accommodation, and color vision to discern the differences and variations in color, shape, and general appearance between normal and abnormal soft and hard tissues. Use of tactile senses may be either direct palpation or indirect through instrumentation. Students must also possess the visual acuity to read charts, records, small print and handwritten notations, and distinguish color intraorally and extra-orally.

COMMUNICATION SKILLS

Good communication skills are essential for any health care provider and are stressed in the dental assisting curriculum. Therefore, a student must be able to communicate effectively and efficiently with patients, faculty, staff and students in both oral and written forms.

Because successful dental practice depends on timely and efficient rendering of patient care services, students in the dental assisting program must have sufficient facility in English to obtain information from a variety of learning resources, convey concepts and knowledge on written examinations administered during a specific time period, elicit patient histories, problems and symptoms, record in and retrieve information from patient charts, and coordinate patient care with all members of the health care team.

COGNITIVE SKILLS

Students must be able to measure, calculate, reason, analyze, interpret, integrate, and synthesize. Problem solving, a critical skill demanded of dental assistants, requires all of these intellectual abilities. Because dental

assisting care must be rendered in a timely and orderly fashion, students must be able to demonstrate cognitive skills in specified time periods and settings.

BEHAVIORAL SKILLS

Students must possess the emotional health and stability required for full utilization of his or her intellectual abilities, for the exercise of good judgment, in the prompt completion of all responsibility's attendant to the care of patients, and in the development of mature, sensitive and effective relationships with patients, staff and other health care practitioners. Students must be able to tolerate physically and emotionally challenging workloads and to function effectively under stress, while in the dental assisting program and at completion of the certificate. They must be able to adapt to changing environments, to display flexibility, to function in a climate of uncertainty in health care and to treat patients with compassion and integrity.

4. Personal Statement

The Dental Assisting Admissions Committee requires that you write a Personal Statement using the criteria listed below.

Personal Statement: please explain in 500 words or less:

- Why you chose to pursue a career in dental assisting and elaborate on any special qualities that you possess that will help you become a great dental assistant.
- What you have been doing since you graduated from high school. If you are still in high school, tell us about your extracurricular activities.
- Discuss any leadership roles that you have held and what you have learned from these positions.
- Describe any obstacles that you may have had to overcome to meet your goals.

5. Tuition and Fees

Tuition for this 11-week program is \$5,017.50. Plus, applicable fees.

Please refer to the "Fees and Enrollment Agreement" found in Section VI of this Manual.

6. Credit for previous experience, education, and training

Credit may be given at the discretion of the Advisory Committee upon the recommendation of the Program Administrator and Program Director for exceptional circumstances. This credit may require a written and/or verbal examination to validate prior knowledge obtained. Credit may be in the form of full or partial exemption from courses offered.

FEES AND ENROLLMENT AGREEMENT



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ENROLLMENT AGREEMENT
CDI ACADEMY SCHOOL OF DENTAL ASSISTING
4071 LEE ROAD #260
CLEVELAND, OHIO 44128
216-727-0234

Program Name: CDI Academy School of Dental Assisting

Program Dates

Fall 2019 – October 1 – December 7

Winter 2019 – January 7 – March 15

Spring 2020 – April 1 – June 7

Summer 2020 – June 17 – August 30

Start Date: _____ **End Date:** _____

Program length: 385 Clock Hours. This program is normally completed in 11 calendar weeks.

The school is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. School closings due to weather follow local community college closing announcements. Should a class be cancelled due to weather, it will be rescheduled. This could impact the graduation date.

Cancellation and Settlement policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Interest on late fees will be charged to the student at a rate of 2% over prime from the date due.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

PROGRAM DETAIL, REQUIREMENTS, AND POLICIES



ACADEMY

SCHOOL OF DENTAL ASSISTING

Classroom Format and Times

Training is offered Monday -Friday, 9AM – 5PM for 11 weeks. Saturday hours may be required for clinical assisting externship. Training takes place within a fully functional dental practice also home to a CODA Accredited Advanced Education in General Dentistry Program. The maximum student to instructor ratio for this program is 10:1 for classroom and 5:1 for laboratory and clinical activity. This gives the student hands-on experience in all areas of dental assisting using the treatment rooms, laboratory, x-ray facilities, and office area. Each day's schedule is divided into lecture and lab/simulation, clinical activity. During the lecture portion the student views slides or PowerPoint presentations presented by an instructor. There is time for questions, answers, and review. The second part of the class focuses on learning and practicing skills utilizing office treatment rooms, labs, and equipment.

Externship

Each student, as a requirement of graduation, will participate in 85 hours of externship. The externship may begin only after passing the first 9 quizzes and mid-term exam. All externship hours must be completed by the last scheduled class. The student will be provided with the location of their externship which will occur at the Dental Assisting School / AEGD Residency practice, the CDI Shaker Blvd. GPR practice, or an office of Angel Dental Care, both in Cleveland and within 10 miles of the school. The student will schedule their extern hours at a time that is mutually convenient for the dental office and themselves. The externship will allow the student to test the skills and abilities that should have been acquired during approximately the first half of their instructional segment of the CDI Academy curriculum. Upon completion of the externship, the student will submit a time sheet, signed by the dental office, to CDI Academy administrators to verify the required hours have been completed.

The dental practice will also complete an evaluation of the student's progress. This evaluation will document the level of performance experienced by the dentist of the student during the externship. The externship will be evaluated and graded on a pass/fail basis. A passing grade on the externship is a requirement of graduation.

Academic Information and Standards of Progress Syllabus

On the first day of class students receive a copy of the course syllabi and course outlines.

Attendance Policies

Absence: Students are to attend all listed hours of program instruction. The classroom instructor maintains the attendance roster which is kept at the school at all times. Attendance is taken after the first

30 minutes of class. Missed classes must be made up by making arrangements with the instructor or school director. An attendance rate of less than 90% (approximately 38.5 missed hours) will cause dismissal from the program. There is no attendance probation. Each student attendance record will be evaluated bi-weekly.

We recognize that emergencies occur. Should there be extraordinary circumstances; students are requested to speak with your school director who may arrange ways to make up the sections that were missed. If a student is absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student in writing and formally advise the student of this status.

Lateness or cutting classes/Makeup Work: Late arrival to or early departure from a class beyond 30 minutes will be treated as an absence from that class. Missed classes are to be made up by conferring with the instructor. Classes may be made up by 1) a 2-page written summary of the course material missed, 2) clinical shadowing in a dental office which is separate from any required externship hours or 3) private tutoring by an instructor. Typically, there is no charge for makeup work; however, there may be a fee for private tutoring.

Student Progress Evaluation

Students are given 9 quizzes prior to the mid-term. A mid-term is around the 5th week. After each exam is graded the student will be advised by the instructor of attainment of satisfactory/unsatisfactory progress in the program.

The student may be given a written "Student Progress Report", a copy of which will be placed in the student permanent file. Should a student receive a grade of less than 75% s/he will be notified. There is no academic probationary period. Ways to raise the grade will be determined with the school director and/or instructor.

If the student is not able to raise the grade point average, after the next quiz in sequence, above 75% she/he will be requested to withdraw and return at another time if there is demonstration of the ability to succeed.

Re-enrollment/Leave of Absence

There is no LOA policy, but we understand students may have to suspend their training due to extenuating circumstances. Should this occur the student may request re-admission from the school for a future date. If satisfactory arrangements have been made, no additional tuition is charged. All training must be completed within a twelve-month period from the original start date.

Grading

A minimum average grade of 75% is required to satisfactorily complete the program.

Final GPA is calculated as follows:

- The Average of the 9 general quizzes = 1/3
- Mid-term = 1/3
- General Final Exam = 1/3
- ** Lab work is graded on a Pass/Fail basis.
- Externship is graded on a Point basis.

Excellent 90-100 / Good 80-89 / Fair 75-79 / Failing Below 75 / INCOMPLETE / WITHDRAW

Course Repetitions

A student must repeat any course in which the student fails to meet the requirements of that course. Repeat courses that are satisfactorily completed may have that grade replace the previous failed grade and the hours count as earned. Full fees must be paid for each individual course repeated.

Course Incompletes

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of the Term in which they are enrolled. A grade will be substituted for the incomplete if the student successfully completes the unfinished work no later than the end of the 4th week following that term. Failure to complete the work in the period stipulated will result in a failing grade.

Graduation Requirements

Students will receive a Certificate of Completion for Dental Assisting, students will also receive a certificate in Radiology for their component of the program upon satisfactory completion of all program requirements.

Students must:

- receive a minimum passing grade average of 75%
- achieve a “Pass” on all Lab work
- attend all clock hours of the program with no more than 38.5 hours missed and made up
- have no outstanding balances owed to the school.
- complete required extern hours
- achieve passing marks on all outcomes of the extern evaluation

Should the student not receive a “Pass” on all extern outcomes, the student may request a 30-day extension for the opportunity to repeat the extern hours. This request must be received by the school prior to the last scheduled class. If the student fails any part of the extern outcomes again, they will be ineligible to graduate.

Records

Student records, including grades and attendance, maintained by the school are available upon written request. No records will be made available to employers, prospective employers, or other schools unless a written request has been made.

Student records are securely maintained permanently by the school. Computer records are backed up regularly. All records are maintained with the same security and confidence as patients' dental records. A set of records will be maintained by the corporate offices for as long as the school exists.

Rules of Conduct

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates.

CDI Academy administration reserves the right to terminate a student on any of the following grounds.

- Not complying with CDI rules and regulations
- Unprofessional conduct.
- Unsatisfactory academic progress
- Excessive absence or lateness
- Failure to pay fees when due
- Cheating.
- Falsifying records
- Breach of enrollment agreement
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind.

Dress

Students are to provide their own scrubs, which they are expected to wear during each class session. Students are expected to wear gloves, masks, and protective glasses that are provided for all sessions.

Drug free school and workplace

CDI and CDI Academy have a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on school premises under the influence of any substance. As a drug-free and alcohol-free environment, individuals suspected to be under the influence may be subject to immediate dismissal/

removal. Students may request counseling for substance abuse and will be referred to community resources.

No smoking

There is no smoking within any place in the dental office or training rooms.

Sexual harassment and anti- hazing policy

The administration of CDI Academy takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and/or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially.

Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to termination.

Unresolved disputes/Grievance Policy

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. If the complaint cannot be resolved after exhausting the institution's grievance procedure, or the student believes the problem has still not satisfactorily been resolved, then she/he may contact:

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio, 43215,
Phone 614-466-2752; toll free 877-275-4219.

CURRICULUM AND OUTCOMES



ACADEMY

CDI **ACADEMY** **SCHOOL OF DENTAL** **ASSISTING** **COURSE CURRICULUM**

The **CDI ACADEMY School of Dental Assisting** is a 11-week program. Graduates of this program receive a Certificate in Dental Assisting and are eligible for licensure by the Ohio State Dental Board. Our instructors and faculty blend clinical and scholarly expertise to teach the following subjects in a comprehensive fashion. Lectures and workshops cover topics in the following areas:

DENTAL ASSISTANT CERTIFICATE PROGRAM

Minimum of 385 Hours

Dental assistants perform a growing variety of duties in the dental field. Duties include but are not limited to: therapeutic communication, multicultural interaction, psychology, oral health, preventive techniques, chair side instrumentation, infection control, equipment safety, equipment maintenance, dental office emergencies and pain/anxiety management, front desk administration. Duties trained are those permissible by the Ohio State Board of Dentistry, Administrative Code **4715-11-02 Basic qualified personnel; functions.**

The assistant is responsible for all preparation of dental office procedures, chair side assisting, and reception activities. The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member.

COURSES OVERVIEW

1. Introduction to Dentistry, The Role of the Dental Assistant within the Team, and Terminology – Faculty (10): Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

The student is introduced to Dentistry, dental specialties, the role of the dental assistant as part of the dental team, and is oriented to the physical set-up of a dental office. The sessions include introduction to the anatomy of teeth and their surrounding structures and the names of individual teeth. The student is given an overview of selected anatomical structures of the human skull as they relate to clinical dentistry.

2. The Functioning Dental Practice – Faculty (10): Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

The component dental treatment disciplines and the types of patient dental insurance are defined and discussed. The student learns the descriptive terminology of tooth surfaces and the classifications of cavities and the use of and need for patient charts and charting. Students are introduced to the oral cavity and the clinical examination which results in oral diagnosis and patient treatment planning.

3. Dental Operatories, Equipment, and Instruments – Faculty (30):

Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

Students are introduced to the dental office environment and equipment, treatment rooms, sterilization and supply areas, laboratory, reception, and other rooms including central vacuum and compressor. These sessions also include demonstration and student handling of the most commonly used delivery equipment, hand instruments and their variations. Included are: the dental chair, delivery systems, hand pieces, burs, excavators, mirrors and explorers, carvers and files, and operative dentistry instruments. Hand pieces are presented including types of hand pieces, sterilization, and maintenance procedures for high and low-speed hand pieces. Includes cleaning and lubrication.

4. Dental Materials and Anesthesia – Faculty (10): Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

The session begins with a definition and discussion of operative dentistry, and examples of types of cavity preparations. Composites are presented including uses, instruments used in procedure, procedures and responsibilities of dental assistant, and composites with pins. A presentation of amalgams is given including uses, instruments used in procedure, procedures and responsibilities of dental assistant, and amalgams with pins.

Students also learn about tub and tray systems including amalgam tub materials and tray instruments, and composite tub materials and tray materials. The session covers the types and uses of cavity liners, bases and bonding systems. Students will also be given a presentation in general, local, and topical sedation anesthesia. Delivery of local anesthesia and use of syringes, cartridges and needles is demonstrated. Students learn and practice how to load syringe, pass syringe, unload and dispose of needle and cartridge. Students learn the role of the dental assistant in pre- and post-administration of anesthesia to patients.

5. Four-Handed Dental Assisting – Faculty (18): Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught.

6. Patient Management – Vital Signs and History Taking – Faculty (30):

Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

Students are introduced to the “anatomy of vital signs” and their importance in dentistry. Students will learn how to take blood pressure using the guiding principle of “Every patient, every visit.” Students will be coached on how to take and document a medical history and review medical histories on recall visits.

7. Laboratory Procedures – Faculty (30):

Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA,

Prosthodontics is explained, and instruments, materials and treatment procedures are demonstrated. Students see in our in-house dental lab, lab models depicting the various stages of partial and full denture fabrication and demonstration of taking a full denture impression with custom tray. Porcelain/metal crowns, gold crowns and inlays on articulators and on models are used for “touch and feel” demonstrations.

Esthetic veneers are presented. Students learn about indications for use of crowns and bridges and component parts. Bridges and crowns are presented including types, role of laboratory, protocol and role of dental assistants in each step. Uses of impression materials used for fixed restorative procedures are presented. Students will handle and mix all associated materials, and fabricate

custom trays, models and other appliances. Students learn the purpose and types of cements. Types and uses of waxes are also presented. Students will handle and mix the associated materials and handle and manipulate the various waxes.

8. Radiology – Faculty (50): Margaret Bertin, CDA, BS, MA
Kathy Becker, CDA, CODA, EFDA

Students learn the history and background of radiology and radiation physics. They are instructed in the components of dental x-ray machine, types of radiation, visual characteristics of the radiographic beam, radiation effects and measurement. They learn the purposes of x-rays as a diagnostic tool, with their risks and benefits. Detailed description of the effect of radiation exposure to the human body and the protocols for patient and dental assistant safety are stressed. They learn about digital radiography. The students learn the legal considerations regarding the uses of x-rays in dentistry; Federal & State regulations, licensure and risk management. They learn the State licensure requirements and the Consumer Patient Radiation Health Safety Act. They learn about quality assurance in the dental office, ownership issues, patient records and informed consent. They learn what to do when patients refuse dental radiographs and the role of the dental assistant in patient education. They learn required infection control protocols in dental radiography.

Intraoral and Extraoral Radiography

Students learn the methods of intraoral film taking via the paralleling, bisecting angle, bitewing and occlusal techniques. They learn how to establish an exposure sequence and how to prepare the operatory before seating the patient and how to position the patient in the chair and how to position a patient with special needs. The students learn the anatomical landmarks of the upper and lower jaws and how to mount films after the developing process. Students learn the methods of Panoramic and Cone Beam CT image taking. Students learn the principle differences between extraoral image systems, the operating systems, patient positioning and safety, exposure.

Students learn the most common errors and how to avoid them. They are shown and taught the uses of lateral jaw, temporomandibular joint (TMJ), and cephalometric radiography, exposure procedures, image capture on EHR software.

Film Processing; Darkroom; Mounting; Common Errors

Students learn the effects of film processing on the quality of a radiograph and they learn the most commonly used film holders. They learn the composition of the dental x-ray film, the film packet and how an image is created when the film is exposed by an x-ray beam. They learn about the effects of film speed and the types of dental film.

They learn dental x-ray film processing via the manual and automatic methodologies. The focus is on digital x-ray capture including the dental sensor and its intraoral positioning, plus the access of captured images on a dedicated computer.

Students will experience the use of extraoral image capture including 2D Panoramic and 3D CBCT technologies.

Students will review the basics of: dental radiation and components of the x-ray unit, infection control protocols, intraoral and extraoral film taking techniques, kilovoltage, milliamperage and

film speed, film exposure errors and how to avoid them, and film processing errors and how to avoid them. They also review anatomical landmarks and the definition of terms in radiography (i.e. radiolucent, radiopaque, intensifying screens, etc.).

9. Sterilization Techniques and Infection Control – Faculty (10):

Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

In this session students learn the definition of sterilization, guidelines, patient medical history, infection control, prevention of contamination, the use of protective eyewear, masks, and gloves, and barriers to infection, with specific attention to HIV, its methods of transmission and prevention in the treatment of the HIV infected patient. In addition, disinfecting techniques, care of treatment room, handling and disposal of hazardous waste, handling soiled instruments, hand pieces, burs and water and air syringes are presented. The who, what, and why of OSHA are discussed.

10. HIPAA and Confidentiality – Faculty(10): Lujain Amoud

Students will learn the principles behind HIPAA, their role in preserving patient confidentiality, and the common causes of breaches in HIPAA protocol.

11. Basic Life Support and Emergency Management - Faculty (22):

Margaret Bertin, CDA, BS, MA

Kathy Becker, CDA, CODA, EFDA

Students will be introduced to the topic of Medical Emergencies. They will be introduced to the Emergency Medical Kit and medications commonly used to manage emergency situations. Students will learn cardiopulmonary resuscitation, abdominal thrusts, back blows, and Basic Life Support skills in a 4-hour training session that will result in being certified in BLS and CPR. Certification is for both child and adult BLS.

12. Documentation – Faculty (10): Lujain Amoud

Students will learn the purpose of dental records and what constitutes a thorough and accurate patient record.

Students will be introduced to the Electronic Health Record and its various components. Students will receive extensive coaching and experience on how to manipulate and manage the dental record and access desired information. Students will learn how to input notes as directed by the dentist.

13. Receptionist – Front Desk Office Management – Faculty (40):

The student will learn the techniques of telephone answering, the protocol of patient scheduling, and how to make a patient comfortable.

13. Ethics and Professionalism, Communication, and Conflict Resolution – Faculty (12):

Lujain Amoud

Students learn the Principles of applied Dental Ethics from the AADS Code and their relationship to Professionalism. Students learn from role-play and ethical scenarios.

Students learn how to deal with the people in the dental office. Includes understanding patient attitudes, reassuring the patient, how to manage and avoid conflict, personal appearance, dress code, personal attitude and dental office “do’s and don’ts”.

14. Clinical Practicum – 85 hours of hands-on dental assisting experience in a dental practice setting, as described elsewhere in the document.

15. Job Interview and Placement Assistance – Faculty (8):

Margaret Bertin, CDA, BS, MA
Kathy Becker, CDA, CODA, EFDA

Job interview techniques are presented including describing the type of job the dental assistant is seeking and what they offer the employer, locating employment opportunities, constructing a resume, interviewing skills, how to answer questions, and salary negotiation. Students may practice a mock job interview from the telephone response to a one-on-one interview.

Under the umbrella of each of these fifteen sections (excluding Practicum) are multiple classes. Lectures are followed by an afternoon of clinical, “hands on” training in our state-of-the-art dental clinic and learning center. During their study, students learn the operation of all equipment, instrumentation and materials. All students receive 23+ hours of instruction in radiology and training. Students are exposed to simulation settings prior to direct patient care. CDI’s unique facility and advanced, accredited Dental Residency education programs provides the Dental Assisting Student with ample on-site opportunity for hands-on clinical assisting incorporating all facets of curricular content.

Institutional Hours Requirement

Certificate Requirements

385 Hours:

Program Requirements.....150 hours lecture/seminar; 130 hours lab, equipment, and clinical/administrative simulation; 30 hours radiology; 85 hours assisting practicum)

DA 100: Introduction, Dental Theory and Terminology	10
DA 105: The Functioning Dental Practice and Specialties	10
DA 110: Dental Materials, Equipment, and Instruments	30
Da 115: Four-Handed Dental Assisting/Operatory Management	10
DA 120: Patient Management – Vital signs and history taking	18
DA 125: Laboratory Procedures	30
DA 130: Radiology	30
DA 135: Sterilization Techniques and Infection Control	50
DA 140: HIPAA and Confidentiality	10
DA 145: Basic Life Support and Emergency Management	22
DA 150: Documentation	10
DA 155: Receptionist – Front Desk Office Management	40
DA 160: Ethics and Professionalism, Communication, and Conflict Resolution	12
DA 165: Clinical Practicum	85
DA:170 Job Interview and Placement Assistance	8
Total hours	385

Textbook: “Modern Dental Assisting”

Edition 12

Robinson, DS, CDA; and Bird, DL, CDA

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STUDENT SUPPORT AND FINANCIAL AID

Funding Options

No matter your financial situation, you can cover your educational costs from a number of options. You can pay for your dental assistant training program with Department of Labor funding, military scholarships and grants, private student loans, out of pocket funds and/or other payment plans that you choose. CDI offers payment plan options through Care Credit. Our admissions team can help you determine which funding option is right for you, so don't delay on starting your education!