

DENTAL ASSISTING SCHOOL CATALOG



The Cleveland Dental Institute

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Welcome to Cleveland Dental Institute!

A personal welcome from Dr. Hussein Elrawy, CEO of Cleveland Dental Institute (CDI). I believe that practical workforce knowledge and skills must be combined with a strong academic program to prepare professional Dental Assistants. You are an important part of this endeavor. We encourage your growth and participation at CDI and look forward to your successful graduation and employment in the field of dental assisting. The Institute is an active dental practice and learning center for Dental Assisting. CDI is located at 4071 Lee Road, Cleveland, OH.

Dr. Hussein Elrawy

Mission

The Mission of the Dental Assisting Certificate Program 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 ambassadors in their community for the values and professionalism inspired by their experience at CDI.

Objectives

Cleveland Dental Institute will accomplish these goals by:

- ✓ preparing its students with an exceptional and unique foundation in 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 comprehensive 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; and

- ✓ promoting the value and importance of community service by offering the 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 that 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 and graduation:

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:

- i. Accurate, consistent, and complete documentation when serving in professional roles, and
- ii. Effective communication using verbal, nonverbal, written, and electronic communication skills.

- B. Ethical Behavior encompasses the ability to discern and to manage the ethical issues faced in dental assisting practice and dental treatment.

The graduate must be able to demonstrate:

- i. Integration of professional ethics in all professional endeavors and adherence to local, state, and federal laws, recommendations, and regulations for dental assisting actions and service.
- ii. Serve all patients without discrimination, appreciating the diversity of the population; and
- iii. Apply principles of risk management to manage professional risks and prevention.

Dental Assisting Clinical Practice Standards

- A. The Dental Assisting graduate is qualified to be 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.

- B. 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

- i. Educate patients to prevent and control risk factors that contribute to caries and other oral diseases/conditions and to maintain restorations and function,
- ii. Utilize accepted infection control and HIPAA procedures,
- iii. Obtain radiographs and images of diagnostic quality,
- iv. Assist with pain and anxiety control strategies before, during, and after treatment through use of behavioral techniques,
- v. 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,
- vi. Provide pre-and post-treatment education and instructions,
- vii. Obtain and record accurate and complete medical/dental histories and vital signs,
- viii. Provide supportive dental treatment services that can be legally performed by a licensed Dental Assistant in the State of Ohio,
- ix. Perform laboratory procedures under the direction of the dentist and manage communication and scheduling of laboratory cases,
- x. Participate during the management of medical emergencies in the patient care environment, and
- xi. Participate in a variety of office management responsibilities including maintaining scheduling and patient flow, process treatment transactions, and maintaining HIPAA and confidentiality requirements.

Health Promotion

- A. Trends toward consumerism, self-care, disease prevention, health promotion, and health lifestyles mean 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.
- B. 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 education, 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:

- ✓ 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.

Professional Commitment and Advancement

For professional advancement and lifelong learning, the Dental Assistant 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 servicing the professions. To that end we endeavor to mentor our Dental Assisting students to:

- i. Advance the values of the profession through leadership, collaboration, and active participation,
- ii. Demonstrate progressive skill and knowledge through commitment to self-improvement, and
- iii. Utilize scientific literature to make evidence-based decisions that advance the profession of Dental Assisting.

History

Cleveland Dental Institute (CDI) is the educational home for Advanced Education in all disciplines of Dentistry. CDI 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. In August of 2019, the Institute was approved by the Ohio Board of Colleges and Schools and began teaching a program in Dental Assisting at the 4071 Lee Road location.

Approvals and Accreditation

Cleveland Dental Institute is approved and licensed by the Ohio Board of Colleges and Schools.

Facilities

The Institute is located within a functioning dental office, housing an accredited AEGD Residency Program and 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: 12,00 total Sq. Ft.—Maximum number of students 12

Lab Size: 306 Total Sq. Ft.

Sterilization: 300 Total Sq. Ft.

Learning Center: 1,682 Total Sq. Ft.
14 Total Operatories

The space houses:

- ✓ Learning Center
- ✓ Conference Room
- ✓ 14 dental operatories, including a 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
- ✓ Locker and Student Lounge
- ✓ Staff Room

Admissions

1. Application Location

All written applications or correspondence must be directed to:

CDI

4071 Lee Road #260

Cleveland, OH 44128

440-290-1959

Or

m.schor@cdiohio.org

2. Dental Assisting Application Process:

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in the CDI training program based on age, race, gender, disability, or national origin.

Applications must meet the following requirements:

- a) Provide proof of at least a high school diploma or GED.
- b) Have paid or have made a school-approved arrangement to pay the tuition in full.
- c) Have an enrollment agreement.

In addition:

- An official high school transcript (9-12 grades) of academic work must be submitted.
- If you are currently enrolled in your senior year of high school, the initial transcript should include the fall semester of our senior year. Final official transcripts for all academic work completed must be received by CDI prior to the deadline before admission decisions can be made.
- If you are currently enrolled in college courses or have 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), Test of English as a Foreign language (TOEFL), or other appropriate test 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.

Minimum Skill Standards for Admission and Retention

Admission to CDI 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 will consider applicants who 1) have completed the appropriate application process, 2) have fulfilled all prerequisites, 3) can acquire the necessary knowledge, and 4) can 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 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 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.

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 did you choose 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.

Tuition and Fees

Tuition for this 11-week program is \$ 1875.00.

Registration Fee..... \$ 125.00

Registration Fee is due upon acceptance into the program.

Tuition is payable, two installments, 50% prior to the start of the program, and 50% two weeks prior to the end of the program. Exact dates will be specified within the acceptance letter.

Book Fee.....Included

Laboratory Fee.....Included

Total Cost..... \$2,000

Total projected cost of program at current tuition and fee rates: **\$2,000**

Students provide uniforms/scrubs, color and style determined by the administration.

Down payments are permitted.

Late fees will be assessed on past due tuition, and interest will be charged to the student at a rate of 2% over prime from the due date.

Tuition and fee charges are subject to change at the school's discretion.

Dental Assisting Program – Payment Policy

To ensure a smooth enrollment and financial process, the following payment policy applies to all students enrolled in the Dental Assisting Program:

Accepted Payment Methods

Students may make payments using any of the following methods:

- **Credit Card** (Visa, MasterCard, American Express, Discover. Processing fee is waived)
- **Cashier's Check**
- **Money Order**
- **Bank Transfer**

Please note:

- Personal checks are **not accepted**.

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 a 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. There is one (1) academic term for this program that is 350 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10 and the Accrediting Commission of Career Schools and Colleges:

(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 10% 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 50% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 50% completed but less than 75% will be entitled to a refund of 25% of the tuition and fees, not including the registration fee and books and supplies used.

(6) A student who starts class and withdraws after the academic term is 75% completed, the student is responsible for all 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.

Credit for previous experience, education, and training

Credit may be given at the discretion of the School Director 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 by experience. Credit may be in the form of full or partial exemption from courses offered and a reduction in the total tuition based on the credit transferred.

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to CDI's courses. The applicant must supply a college syllabus, catalog, or course description and an official transcript for transfer to occur. The decision of the School Director and/or Program Director is final.

Classroom Format and Times

Training is Monday, Wednesday, Friday, 9 am – 4:30 pm for 11 weeks. Training takes place within a fully functional dental practice. 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 assistance 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/Clinical

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 students 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 students 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 curriculum. Upon completion of the externship, the student will submit a time sheet, signed by the dental office, to CDI 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.

Program Dates and Schedule

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 the class be cancelled due to the weather, it will be rescheduled. This could impact the graduation date.

Program Dates

Fall – Spring – Summer of each year

Exact dates are available by calling the administrative office.

Academic Information and Standards of Satisfactory Progress

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

Students are given 9 quizzes prior to the midterm. Midterm is during 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. A grade of 75% is the minimal passing grade.

The student will 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. The student may be allowed to raise the grade at the next quiz if the program director and/or instructor determine there were mitigating circumstances. The period during the next quiz is considered the probationary period.

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

Maximum Time For Completion

The program is 11 weeks in length. The maximum time for completion is 13 weeks with the approval of the School Director. The additional time is only available for the externship portion of the program.

Attendance Policies

Absence: Students are to attend all listed hours of program instruction. The classroom instructor maintains the attendance roster which is always kept at the school. 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 37.5 missed hours) will cause dismissal from the program. There is no attendance probation. Each student attendance record will be evaluated bi-weekly.

Clock-Hour School

CDI is a clock-hour school, not a credit-hour school. Courses are expressed as clock hours in lecture, lab, or externship.

Make-up Policy

CDI recognizes that emergencies occur. Should there be extraordinary circumstances, students are requested to speak with the 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 them 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.

Remediation

Dental Assisting students will receive faculty evaluation at mid-term and in advance of the conclusion of the term. If deficiencies in performance are identified, the student, in collaboration with the Program Director, will complete the form provided, describing the area of study that requires remediation. The student will be responsible for identifying the remedial course of action that is necessary to fulfill the academic requirements and performance expectations.

Re-enrollment/Leave of Absence

There is no LOA policy, but CDI understands 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 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 37.5 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 external outcomes again, he/she 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.

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 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 by CDI for all sessions.

Drug-free school and workplace

CDI has 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 of being 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 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 make 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 within 30 days. 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

Radiology Training

Enrollment in this program provides the necessary education and clinical experience to pursue licensure in radiologic technology. Completion of the program does **not guarantee licensure**, as students must also meet state-specific requirements, including passing state certification exams. The program will assist with preparation and documentation needed for the licensure process.

Dental Assisting

Dental assisting is an 11-week program with a tuition and fees of \$2,000. Graduates of this program receive a Certification in Dental Assisting and are eligible for certification by the Ohio State Dental Board. Students may also earn a Certification in Radiology upon completion of DA130. Our instructor 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 ASSISTING PROGRAM

375 Clock 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 and front desk administration. The assistant is responsible for all preparation of the dental procedures, chairside 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. Duties trained are those permissible by the Ohio State Board of Dentistry, Administrative Code **4715-11-02 Basic qualified personnel functions.**

The program is 11 weeks in length

Course Number:	Course Name:	Lecture Clock Hours:	Lab Clock Hours:	Extern/Clinical Hours:	Total Clock Hours:
DA100	Introduction to the Dental Profession	10	0	0	10
DA105	Dental Anatomy and Physiology	30	0	0	30
DA110	Sterilization Techniques and Infection Control	30	20	0	50
DA115	Dental Procedures, Equipment and Instruments	10	20	0	30
DA120	Four-Handed Dental Assisting	10	20	0	30
DA125	Patient Management- Vital signs and History Taking	20	0	0	20
DA130	Dental Radiology	10	20	0	30
DA135	Laboratory Procedures	10	20	0	30
DA140	Ethics and Professionalism, Communication and Conflict Resolution	20	0	0	20
DA145	Health Insurance Portability and Accountability Act	10	0	0	10

	(HIPAA) and Confidentiality				
DA150	Basic Life Support and Emergency Management	20	0	0	20
DA155	Clinical Practicum	0	0	85	85
DA160	Job Interview and Placement Assistance	10	0	0	10
	Total	190	100	85	375

Course Descriptions

DA 100: Introduction to the Dental Profession

Lecture Hours: 10 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 10

Course Description: In this course, instruction is provided in the skills performed by members of the dental team, as well as the educational requirements and professional organizations that represent each of the dental professions. Coursework includes an introduction to the law as it pertains to the dentistry field. **No prerequisites**

DA105: Dental Anatomy and Physiology

Lecture Hours: 30 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 30

Course Description: In this course, instruction is provided in the location, structure and functions of the head and neck anatomy. Including, bones of the head and face, musculature, innervation and the circulatory system. This course also provides instruction in the structure and forms of human teeth and their locations in the mouth. As well as eruption schedule and function of each tooth in the primary and permanent dentition and related terminology. **Prerequisites: DA100**

DA 110: Sterilization Techniques and Infection Control

Lecture Hours: 30 Lab Hours: 20 Clinical/Extern Hours: 0 Total Hours: 50

Course Description: In this session, students will gain a thorough understanding of essential infection control practices, including sterilization, patient medical history, and the proper use of personal protective equipment (PPE). They will learn the importance of preventing contamination and the steps involved in handling and caring for instruments, particularly those used with HIV-positive patients. Topics covered will include the methods of HIV transmission and prevention, disinfecting techniques, and proper care of treatment rooms. Students will also learn the correct procedures for handling hazardous waste, soiled instruments, and PPE. The session will include a discussion on the Occupational Safety and Health Administration (OSHA), its role in maintaining workplace safety, and its regulations concerning infection control and healthcare standards. **Prerequisites: DA105**

DA 115: Dental Procedures, Equipment and Instruments**Lecture Hours: 10 Lab Hours: 20 Clinical/Extern Hours: 0 Total Hours: 30**

Course Description: This course provides comprehensive instruction on the various hand instruments, equipment, and procedures used in dentistry. Students will receive in-depth presentations on general, local, and topical anesthesia, and will learn essential techniques such as loading and unloading syringes, passing syringes to the dentist, and properly disposing of needles and cartridges. **Prerequisites: DA110**

DA 120: Four-Handed Dental Assisting**Lecture Hours: 10 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 10**

Course Description: Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water syringes and exchanging of instruments from assistant to doctor and dentist to assistant. Isolation techniques are presented and include the use of gauze and cotton roll placement. The definition and reason for equipment are explained. Students will role play by rotating through each position acting as the dentist and assistant performing the procedures taught. **Prerequisites: DA115**

DA 125: Patient Management – Vital Signs and History Taking**Lecture Hours: 20 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 20**

Course Description: 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 medical history and review medical history on recall patients. **Prerequisites: DA120**

DA 130: Dental Radiology**Lecture Hours: 10 Lab Hours: 20 Clinical/Extern Hours: 0 Total Hours: 30**

Course Description: This course provides students with a comprehensive understanding of the history, principles, and practices surrounding dental radiology and radiation physics. Students will be introduced to the essential components of dental x-ray machines, including different types of radiation, the visual characteristics of the radiation beam, and the methods for measuring radiation. Key topics include the proper techniques for taking dental x-rays, their intended purposes, and the impact of radiation exposure on the human body. Students will learn the critical safety protocols for both patients and dental assistants to minimize radiation risks. Legal considerations are also covered, including federal and state regulations governing the use of x-rays in dentistry, the necessary licensure for practitioners, and risk management practices to ensure compliance with the law. Students will become familiar with state licensure requirements and the Consumers Patient Radiation Health and Safety Act. Instruction on extraoral imaging techniques is included, specifically panoramic and cone beam imaging (CBCT). The course will explore the principal differences between various extraoral imaging systems, their operating procedures, and patient positioning for safe and accurate image capture. Students will gain hands-on experience in utilizing both 2D panoramic and 3D CBCT technologies for diagnostic imaging in dentistry. **Prerequisites: DA125**

DA 135: Laboratory Procedures**Lecture Hours: 10 Lab Hours: 20 Clinical/Extern Hours: 0 Total Hours: 30**

Course Description: Prosthodontics is explained, and instruments, materials and treatment procedures are demonstrated. Students see our in-house lab; lab models following the various stages of partials and full denture and learn how to take impressions with alginate material using impression trays. Porcelain/metal crowns, dentures and partials are shown on models for the use of “touch and feel” demonstration. Bridges and crowns are presented including types, role of laboratory, protocol and role of assistants in each part. Students will handle and mix all associated materials and learn the different types of materials. **Prerequisites: DA130**

DA 140: Ethics and Professionalism, Communication and Conflict Resolution**Lecture Hours: 20 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 20**

Course Description: This course explores the critical aspects of ethics, professionalism, communication, and conflict resolution within professional settings. It is designed to equip students with the knowledge and skills necessary to navigate ethical dilemmas, maintain professionalism, and communicate effectively in various workplace scenarios. The course emphasizes the importance of ethical decision-making, professional conduct, and the role of communication in fostering positive work environments. Students will learn how to apply ethical principles to real-world situations, develop strategies for clear and effective communication, and acquire techniques for resolving conflicts constructively. Topics include ethical frameworks, maintaining integrity and accountability in the workplace, professional behavior, active listening, non-verbal communication, conflict management strategies, and negotiation techniques. Upon completion of the course, students will be better prepared to handle the complexities of professional environments with integrity, professionalism, and effective communication skills, while fostering a collaborative and harmonious atmosphere in the workplace. **Prerequisites: DA135**

DA 145: Health Insurance Portability and Accountability Act (HIPAA) and Confidentiality**Lecture Hours: 10 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 10**

Course Description: This course provides healthcare professionals with a comprehensive understanding of the Health Insurance Portability and Accountability Act (HIPAA) and the critical importance of patient confidentiality. Students will learn about the legal requirements and ethical obligations related to safeguarding protected health information (PHI) and ensuring patient privacy. **Prerequisites: DA140**

DA 150: Basic Life Support and Emergency Management**Lecture Hours: 20 Lab Hours: 0 Clinical/Extern Hours: 0 Total Hours: 20**

Course Description: Students will be introduced to the topic of medical emergencies, emergency medical kit, spill kit and medications commonly used to manage emergency situations. Students will learn cardiopulmonary resuscitation, abdominal thrust, back blows and basic life support skills in a 4 hour training session that will result in being certified in BLS and CPR.

Prerequisites: DA145**DA 155: Clinical Practicum****Lecture Hours: 0 Lab Hours: 0 Clinical/Extern Hours: 85 Total Hours: 85**

Course Description: All students are to complete 85 hours of hand-on dental assisting experience in a dental practice setting, as described elsewhere in the document. **Prerequisites: DA150**

DA 160: Job Interview and Placement Assistance**Lecture hours: 10 Lab Hours: 0 Clinical/Extern Hours: 10 Total Hours: 10**

Course Description: 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 operate a mock job interview from the telephone response to a one-on-one interview. **Prerequisites: DA155**

Program Outcomes

At the conclusion of the program, it is expected that students will successfully:

- Manage confidentiality/ HIPAA, infection and hazard control protocols consistent with professional guidelines and standards.
- Relate the regulation of dental assistants pursuant to state laws and regulations.
- Demonstrate providing patients with oral hygiene instructions and nutritional counseling.
- Obtain vital signs and medical/dental history information.
- Apply knowledge of oral and maxillofacial structures to assist in the care of the patient.
- Perform chairside assisting procedures in general and specialty dentistry.
- Apply knowledge of the preparation and application of dental materials, tray set ups and operatory management.
- Assist with the management of medical and dental emergencies with certification in basic life support.
- Demonstrate knowledge of radiation health and safety measures.
- Perform intraoral radiographic procedures.
- Provide individual patient oral health and giving post-operative instructions as prescribed by the dentist.
- Fabricate and perform laboratory procedures associated with chairside assisting.
- Perform skills within the business practice management systems of dental practices.
- Insert notes in a patient record as directed.
- Accept accountability for dental assisting role by functioning in a collaborative manner with all team members.
- Demonstrate ability to apply, adapt and modify learned skills to unique clinical situations.

- Perform all duties in a manner consistent with the AADA Standards for Ethical and Professional Conduct.

**Consistent with Ohio State Board Administrative Code 4175-11-02
Student Support Services and Financial Assistance**

Funding Options

No matter your financial situation, you can cover your educational cost from several options. You can pay for your dental assisting training program with Department of Labor Funding, military scholarships and grants, private student loans, out of pocket funds and any/other payment plans you choose. Our admission team can help you determine which funding option is right for you.

Housing

CDI does not provide housing for students.

Tutoring

The school director may recommend tutoring for students who are experiencing academic or competency success. The tutoring is arranged on an individual, if needed, basis and is provided without charge to the student.

Career Services

Upon graduation, students will receive assistance in finding employment. While CDI cannot guarantee employment, the administration will work with graduates until they secure positions in the field.

Administration, Staff and Faculty

Dr. Hussein Elrawy, President and Owner of Cleveland Dental Institute

Dr. Fady Faddoul, Dean of Dental Services

Madelyn Schor, Director and Instructor of CDI Dental Assisting Program

