CLINICAL DENTAL ASSISTING PROGRAM

ADMISSION INFORMATION

&

APPLICATION PACKET

Rio Salado College
CLINICAL DENTAL ASSISTING PROGRAM
PROGRAM INFORMATION

A. DESCRIPTION:
The Certificate of Completion (CCL) in Clinical Dental Assisting program is designed to provide an opportunity for students to practice clinical dental assisting skills. The distance education format allows for flexibility in program completion. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Courses must be taken in specific chronological order with clinical internship experience completed in partnership with a licensed, practicing dentist.

The Associate in Applied Science (AAS) in Clinical Dental Assisting program is designed to provide an opportunity for students to complete their associate's degree. Students may concurrently enroll in general education courses while enrolled in the Clinical Dental Assisting program to complete their general education requirements or they may continue with the general education courses after completion of their dental assisting certificate program. The AAS degree consists of three components, Required Courses, Restricted Electives and General Education Requirements. The distance education format and frequent enrollment opportunities for the general education courses allow for flexibility in program completion.

You can become a dental assistant in less than 12 months. Rio Salado's program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA). This award-winning distance learning program is the only one of its kind in the state and was developed in partnership with the Arizona Dental Association (AzDA).

Upon graduation from our dental assisting program, you’ll become an integral part of a dental team with dentists relying on you to help them deliver quality oral healthcare. Your coursework will cover dental anatomy, X-ray imaging and the clinical skills you need to begin a great career in the healthcare field. Courses are supplemented with comprehensive video instruction and feature unique distance lab kits, which can be mailed right to your home.

Internship - 300 hours of clinical experience in an approved dental office in Arizona.

B. OCCUPATIONAL INFORMATION:
Employment opportunities exist in general dentistry or dental specialties, such as oral and maxillofacial surgery, orthodontics, endodontics, periodontics, children's dentistry, public health dentistry and other specialties. Dental insurance companies and dental supply companies also offer employment opportunities for the dental assistant.

The dental assistant's skills and education can also be utilized in the teaching field. Another positive aspect of being a Dental Assistant is the flexibility in working hours. The work schedule can be full-time or part-time.

C. ELIGIBILITY FOR CERTIFICATION:
Because the Rio Salado College Clinical Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), graduates of the program are eligible to take the Dental Assisting National Board (DANB®) exams.
Graduates of the program may submit proof of completion of the program to DANB as part of Pathway I requirements to obtain their CDA® credential. Students will also be prepared to take the DANB written exam components to obtain their Arizona Clinical Radiology certificate and their Coronal Polishing certificate. This program is not reviewed or endorsed by DANB.

For additional information regarding accreditation or certification, contact:
ADA/ CODA: 211 E. Chicago Avenue, Chicago, IL 60611-2678; 312-440-2500.
DANB: 444. N. Michigan Ave., Ste. 900, Chicago, IL 60611; 312-642-3368
CERTIFIED DENTAL ASSISTANT™, CDA®, and DANB® are trademarks for the Dental Assisting National Board, Inc. (DANB).

**WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Dental Assisting Program does not guarantee state or DANB certifications. Certifications are the exclusive right and responsibility of the State Boards of Dentistry in each state and/or DANB. Students must satisfy the requirements of the Dental Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. It is recommended that you consult the Arizona State Board of Dental Examiners for requirements at 602-242-1492 or www.azdentalboard.org.

**D. COST ESTIMATE FOR THE CLINICAL DENTAL ASSISTING PROGRAM:**
Approximately $5,500 (subject to change).

**E. IN-PERSON REQUIREMENTS:** The Clinical Dental Assisting Program has in-person requirements. By submitting an application, you are acknowledging and accepting the following requirements:
- In-person assessments during open lab hours or at the end of each course.
- 300 hours total of full-time in-person internship at two MCCCD approved facilities/clinics.
- Students are responsible for the recruitment of clients for their in-person skills assessments.
- Students are responsible for transportation to and from clinical sites.
- Students must act as patients as a part of student learning.

**INFORMATION FOR APPLICANTS**

**ZERO TOLERANCE POLICY:** The Dental Programs supports a Zero Tolerance Policy for the following behaviors:
- Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.

Dental Programs students engaging in this misconduct are subject to immediate dismissal from the Clinical Dental Assisting program and disciplinary action as described in the Student Handbook of the college.

**HEALTH DECLARATION:** It is essential that Dental Programs students be able to perform a number of physical activities in the clinical portion of the program. Students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical Dental Programs experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in Dental
Programs courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Students must be able to fully participate in program activities whether in the classroom, laboratory, or clinical settings. This is inclusive of externships which may have additional requirements and or restrictions for participation. Should a student become unable to participate partially or fully in the programs’ activities he/she may be withdrawn from the program.

Invasive procedures are innate in the clinical dental assisting program and include but are not limited to digital palpation of a needle tip in a body cavity or the simultaneous presence of the Heath Care Workers (HCW) fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site. The performance of exposure prone procedures presents a recognized risk of percutaneous injury to the HCW, and—if such injury occurs—the HCW’s blood is likely to contact the patient’s body cavity, subcutaneous tissues, and/or mucous membranes. This can pose a material risk to patients and students in the program should the HCW have a communicable chronic illness.

Please refer to the following website for the CDC’s MMWR for recommendations for Preventing Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Patients During Exposure Prone Invasive Procedures. http://www.cdc.gov/mmwr/preview/mmwrhtml/00014845.htm

The Dental Programs Faculty Chair will review on a case by case basis the ability for a student to fully participate in and complete the program.

- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in Dental Programs courses.

- **BACKGROUND CLEARANCES:** The level 1 fingerprint clearance card must remain current and valid throughout enrollment in the program. All Dental Programs students must also undergo a background check to verify identity, social security number, and to show proof that they do not appear on the OIG/LEIE databases. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in Clinical Dental Assisting program. For all allied health who seek to begin MCCCD healthcare programs on or after September 1, 2011, new background check standards will be in effect. Additionally, students who have been admitted to an MCCCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign an MCCCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCD’s largest clinical experience hospital partners have established stringent background check standards that preclude MCCCD from assigning students to those sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. (http://healthcare.maricopa.edu/pdfDocs/FAQs_Background_Check.pdf)

- **CPR CERTIFICATION:** Prior to enrollment students are required to obtain a CPR certification at the Healthcare Provider level which will remain current for the duration of the program.

- **Allied Health Policies Documentation:** The Clinical Dental Assisting Program follows the MCCCD Non-Academic Allied Health Program Policies For Students. Please follow this link to familiarize yourself with these policies and requirements: https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/for-students
ESSENTIAL ABILITIES REQUIREMENTS FOR PROMOTION AND RETENTION

Essential abilities are academic performance requirements that refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of a clinical dental assisting program curriculum, and the development of personal attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and diagnosis) and the behavioral and social aspects of the performance of a dental programs student. These are attributes each dental programs student must possess and the use of a third party for the fulfillment of these attributes is not adequate.

Motor Skills
- Physical dexterity to master technical and procedural aspects of patient care.
- Lifting/ sitting for long periods of time.
- Adequate physical stamina and energy to carry out taxing duties over long hours.
  (These vary by specialty and must be made program-specific.)

Sensory Abilities
- Students must be able to gather information with all senses, especially sight, hearing and manual dexterity, in order to perform the dental process of care.

Communication Skills
- Students must be able to communicate effectively with patients, including gathering information appropriately, explaining medical/dental information in a patient-centered manner, listening effectively, recognizing, acknowledging and responding to emotions, and exhibiting sensitivity to social and cultural differences.
- Students must be able to communicate effectively and work cooperatively with supervisors, other students, and all other health care team members.

Intellectual Abilities
- Students must be able to comprehend and learn factual knowledge from readings and didactic presentations, gather information independently, analyze and synthesize learned material and apply information to clinical situations. Students must be able to develop habits of life-long learning.
- Students must be able to develop sound clinical judgment and exhibit well-integrated knowledge about the dental process of care, to include: assessment, planning, implementation and evaluation of dental services. They must be comfortable with uncertainty and ambiguity in clinical situations, and seek the advice of others when appropriate.

Behavioral, Social and Professional Abilities
- Students must possess the emotional maturity and stability to function effectively under stress that is inherent in healthcare professions and to adapt to circumstances which are unpredictable or that change rapidly. They must be able to interact productively, cooperatively and in a collegial manner with individuals of differing personalities and backgrounds, and be an active contributor to the process of providing health care by demonstrating the ability to engage in teamwork and team building. They must demonstrate the ability to identify and set priorities in patient management and in all aspects of their professional work. They must be punctual and perform work under strict time frames.
- Students must be capable of empathetic response to individuals in many circumstances and be sensitive to social and cultural differences.
- Students must exhibit an ethic of professionalism, including the ability to place others’ needs ahead of their own. They must exhibit compassion, empathy, altruism, integrity, responsibility and tolerance, as well as demonstrate the ability to exercise the requisite judgment required in the practice of dental care.

CLINICAL DENTAL ASSISTING PROGRAM
INFORMATION AND APPLICATION PACKET

REQUIREMENTS FOR ADMISSION

1. **Register at Rio Salado College:**
   - Go to www.riosalado.edu and select “Start at Rio”. Select “Become a Student”. Follow each step of the process to complete your admission and pre-registration requirements for Rio Salado College.
   - Schedule an appointment with an Academic Advisor at Rio Salado College to complete and submit your application to the Clinical Dental Assisting Program.

Shortly after the Dental Assisting Program application deadline, you will be notified of your acceptance into the Dental Assisting Program and upon confirmation, the program administrator will enroll you into all dental assisting courses.

2. **High School graduation or GED:**
   High school graduation or GED is required for the Certificate of Completion in Clinical Dental Assisting. Applicants must indicate that they meet this requirement by signing the application page containing the Declaration of High School Graduation or GED.

3. **Transcripts:** *(If pre-requisites were taken from a college other than a MCCCD community college)*
   Request that ALL official college/university transcripts be sent to the Admissions Office at Rio Salado College. Please request that the institution include a current name and student identification number. It is the students' responsibility to confirm the receipt and evaluation of all transcripts with the Academic Advisor. Please note each college has their own evaluation processing times which can vary.

4. **Fingerprint Requirement:**
   Provide a copy of the front and back side of a current Level One Fingerprint Clearance Card with your application. For information in applying for the card, go to the MCCCD Healthcare Education website link: https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/for-students/healthcare-education-other-student-information/fingerprint-clearance-card-information Allow a minimum of 4 to 8 weeks to receive the card.

5. **Supplemental Background Check:**
   All allied health students who seek to begin MCCCD healthcare programs must complete a certified background check. Information regarding the background check can be found at www.castlebranch.com or MCCCD Healthcare Education at 480-731-8240. (https://asa.maricopa.edu/sites/default/files/FAQs__Background_Check_1.pdf )
   Should the applicant fail the background check, they will be removed from the application process. The applicant who does not pass the background check has the prerogative to appeal the failure with Castlebranch. Should the applicant win the appeal and be cleared of the failure, they may be reinstated to the program.

   To complete the background check, students must go to www.castlebranch.com. Click on the Place Order tab in the top right corner. **Enter package code: RI68bg and click the Submit button.** You will need to **complete the questions and pay online** for the background check. Once the background check is complete (usually 3-5 business days), you will receive an email alert and be able to print off the confirmation of passing. **Please see an advisor for additional help if needed.**

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6. Prerequisites:

| Pre-Requisite Courses Required Prior to Participating in the Dental Assisting Program: |
|---------------------------------|-------------------------------------------------|-----------------|
| ENG101 OR ENG107                | First-Year Composition OR First-Year Composition for ESL | 3 credits       |
| BIO156 OR BIO160                | Introductory Biology for Allied Health OR Introduction to Human Anatomy and Physiology | 4 credits       |
| HCC130AD                       | Communication and Teamwork in Healthcare Organizations | 0.5 credits     |
| EMT/HCC/RES109                 | CPR for Health Care Provider (0.5) OR Proof of current Healthcare Provider CPR certification | 0–0.5 credits   |

**APPLICATION PROCESS**

1. Where to Apply:
Submit the Clinical Dental Assisting Program Application with the required documentation of admission requirements to your Rio Salado College Academic Advisor.

2. How to Apply:
   **Complete the Application:** Complete the 2-page application, sign it, have your Academic Advisor review and sign it and attach copies of all requirements. Turn in the completed application postmarked by the due date listed on the website.

   **Requirements for a Complete Application:**
   - Fingerprint Clearance Card Level 1 – Copy of the front and back of card
   - Proof of passing supplemental background check (Pass Certificate only)
   - Admission to Rio Salado College

3. When to Apply:
Applicants may apply for the Clinical Dental Assisting Program while still enrolled in Prerequisite courses, however, all prerequisites must be completed with a grade of “C” or better, prior to participating in the Clinical Dental Assisting Program. **Be sure to discuss your Block Schedule with your Advisor if you are still enrolled or need to complete a pre-requisite in any Rio Salado courses at the time of applying.** Admission to the Clinical Dental Assisting Program is conditional until all requirements have been satisfactorily completed. Applications are accepted at any time during regular campus business hours.

Cohorts will have spring and fall start dates depending on the number of applicants. Applicants will be notified about the status of the cohort 1 month prior to the start date.

4. Notification of Admission Status:
   - You will receive an e-mail and/or a letter indicating acceptance of your application.
   - Applicants must respond to the email indicating their intent to accept admittance or defer to the next placement cycle.
   - Applicants accepting placements will receive an acceptance letter and packet of information from the college. The packet will contain the date of the Clinical Dental Assisting Student Orientation, registration information, and directions on completing the Health and Safety Documentation Checklist and Health Care Provider Signature Form.
5. **Deferring Placement:**
   Once the applicant receives the acceptance email, he/she may choose to defer placement. Applicants may only defer placement once. If the applicant chooses to defer their placement a second time, the student must file a new application.

6. **Clinical Dental Assisting Program Reaplication Guidelines:**
   A student exiting the clinical dental assisting program for any reason must complete an Exit Interview Form with the Dental Programs Faculty Chair to be eligible for readmission.

   **No student is guaranteed readmission.** A student may be granted ONE readmission if: there is space available; the student has had no previous readmissions; the student meets current admission criteria, and provides evidence of how they will be successful if awarded readmission. The student must meet all current admission requirements.
   The Dental Programs Admissions Council reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, and/or inappropriate conduct.
   The final determination for readmission is made by the Dental Programs Admissions Council.
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APPLICATION: (Page 1 of 2)
Must be reviewed and signed by Academic Advisor
Return your completed application to Dental Programs Admissions office and/or advisor.

<table>
<thead>
<tr>
<th>Check enrollment preference:</th>
<th>Fall – August start date</th>
<th>Spring - January start date</th>
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(PRINT) Name ____________________________________________

Last
First
Middle

All names previously used: __________________________ MCCCD Student ID Number _______________________

Phone: Day __________________________ Evening __________________________ Cell __________________________

Mailing Address ____________________________________________

City ____________________________________________ State ___________ Zip ___________

E-Mail Address ____________________________________________

This E-mail will be used to contact you regarding placement into the program.

Do you speak a 2nd language? If so, which: ____________________________ DOB ___________

Declaration of High School Graduation or GED:

<table>
<thead>
<tr>
<th>Name of High School:</th>
<th>City/State:</th>
<th>Date of Graduation:</th>
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OR GED: Date of Completion

I have read and have had the opportunity to have all of my questions answered regarding the Essential Abilities Requirements for Promotion and Retention in the MCCCD Dental Programs (from page 5 of this packet) and I certify that the above information is true to the best of my knowledge. My signature represents that I understand and will abide by these requirements.

________________________________________________________________________

Signature

Date

________________________________________________________________________

Print Full Name
### Application Admission Checklist (Page 2 of 2)

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>MCCCD Student ID:</th>
<th>Date:</th>
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**Application Checklist:**

- **Admission to Rio Salado College**
  - Yes [ ]

- **Fingerprint Clearance – Level I Card:**
  - Advisor must copy (front and back) of card and attach to application.
  - Date of Expiration: [ ]

- **Supplemental Background Check:**
  - Attach proof to application
  - Proof of Passing [ ]

- **GED or High School Diploma:**
  - Signed Declaration on pg 1
  - Yes [ ]

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<th>Prefix</th>
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<tr>
<td>BIO156 OR BIO160</td>
<td>Introductory Biology for Allied Health OR Introduction to Human Anatomy and Physiology</td>
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<td>HCC130AD</td>
<td>Communication and Teamwork in Healthcare Organizations</td>
<td>0.5</td>
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<td>EMT/HCC/RES109</td>
<td>CPR for Health Care Provider (0.5) OR Proof of current Healthcare Provider CPR certification</td>
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**Academic Advisor Signature:**

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