

Dental Assisting Program Application Packet Fall, 2019

Packet Includes:

- Program Information***
- Application Information, Process and Deadlines***
- Program Prerequisites***
- Immunizations/CPR Information***
- Technical Standards***
- Program Application Form***

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

Dental Assisting Program Information

The Dental Assisting Program is a 9-month, full-time limited enrollment certificate program that admits 36 students in the FALL term only.

A) Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Dental Assisting students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: CPR certification, immunization status, TB screening test results, criminal background check and drug screen. Students may also be required to submit to an additional 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety. Some Practicum sites also require completion of a behavioral interview.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact Enrollment Services at 503 399-5001.

B) Criminal Background Check and Drug Screening

Once a student has been accepted to the Dental Assisting Program, he/she will be required to pass a criminal background check and a ten-panel drug screening urinalysis which fulfills the requirements of clinical sites. If a student does not pass the criminal background check and/ or the drug screening, program registration will not be possible.

If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Dental Assisting program of the arrest. The student's status in the Program will be reviewed by the Dental Assisting Program Chair and the Dean of Health Sciences office. A possible outcome of the review may be the student's inability to continue in the Program.

Students may also need to submit to a ten-panel drug screen urinalysis (UA) and/or an additional criminal background check prior to spring term practicum placement as requested by practicum sites.

Information for the required criminal background check and the drug screening will be provided with the Acceptance letter by Chemeketa email.

C) Technology Requirements

It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Dental Assisting Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

Program Expenses Prior to Fall Term

Please be aware that the following expenses must be paid after being admitted to the program and **prior** to starting fall term. The expenses are based on past data and are an estimate of the costs.

<u>Expenses</u>	<u>Cost</u>	<u>Due Date</u>
Dental Kit	\$434.00	July 10 - 28
Immunizations/TB tests	\$150.00	July 10 - 28
CPR class	\$80.00	July 10 - 28
Criminal Background Check and Drug Screening	\$90.00	July 10 - 28
Uniform and shoes	\$350.00	August Orientation

DENTAL ASSISTING PROGRAM GOALS AND OUTCOMES

The Dental Assisting Program goals and outcomes are consistent with Chemeketa's mission, vision, and values.

The Program goals are for each student to:

- Successfully complete the Program
- Obtain his/her professional credentials
- Find satisfying employment in dentistry

The program outcomes for the Dental Assisting Program at Chemeketa Community College are:

1. To perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures;
2. To manipulate dental materials to support chairside and laboratory procedures;
3. To perform basic office procedures necessary to assist in managing a dental practice;
4. To demonstrate proficiency in exposing, processing and mounting dental images;
5. To practice professional behaviors as applied to the workplace environment; and,
6. To manage asepsis, infection control and hazard control protocol to promote a safe work environment.

Through these goals and outcomes, graduates are comprehensively prepared as competent dental assistants.

National Program Accreditation

This program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Questions?

Contact Lynn George, Program Chair
Phone: 503.399.5265 – email: lynn.george@chemeketa.edu

Dental Assisting Program Fall 2019 Application Information

APPLICATION PROCESS:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

(<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>)

Directions: Submit the following required materials as one complete packet between the hours of 8 a.m. - 5 p.m. in Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus:

- Dental Assisting Program Application Form (Pages 13 & 14)
- A copy of your high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores (Unofficial accepted)
- A copy of your Placement Test scores (print from MyChemeketa)
- A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, a Chemeketa transcript will be created. *You must print the Chemeketa transcript and submit it with your packet.* An official Chemeketa transcript will be generated by the Chemeketa Registrar's Office after spring term 2019 grades are posted for purposes of reviewing your packet. Please be sure that any grade changes are processed by that time. Courses must be graded and transcribed to be included in the assessment.
 - In order to create a Chemeketa transcript, submit your Request for Evaluation and Transfer of Previous Credit and official transcripts to Enrollment Services. Please refer to "Application Deadline" for details. See below "Other College Transcripts" for information.
- Documentation of job shadow experience (see Dental Assisting Application Scoring Sheet for details)
- Documentation of military-related dental experience (see Dental Assisting Application Scoring Sheet for details) (If Applicable)
- Letter of Re-admission (see page 5)

Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take two weeks.

IMPORTANT: You are **NOT** an applicant to the Dental Assisting Program until you have submitted an application packet that includes all items listed above. **You may submit an application packet BEFORE you have taken all the required prerequisites.** All courses must be completed with a "C" grade or higher by the end of spring term, 2019. Application points will be awarded for prerequisites completed during spring term of the application year. Applicants completing prerequisites during summer term may be considered if the program has not been filled. Prerequisites must be completed prior to starting the program.

The receipt you receive from admissions is proof of your application submission.

APPLICATION DEADLINE:

Application packets will be accepted from **Monday, March 11, 2019 to Friday, May 31, 2019 between the hours of 8:00 am - 5:00 pm**. Any application packets received after May 17, 2019, 5:00 pm may be considered if the program has not been filled. Applicants will be notified by Admissions of their status beginning in early July via your MyChemeketa email. **Applicants should check their MyChemeketa email daily beginning mid-June for Chemeketa Program communications.**

RE-ADMISSION STUDENTS:

Students who left the program (withdrawal, failure, or dismissal) and wish to be re-admitted must provide a letter with this application packet. The letter of re-admission requirements include: 1-2 pages, double spaced, in 12 pt. font explaining what steps the student has taken to be successful in the program and address any other relevant information. Re-admission students are not required to complete an 8 hour job shadow.

REQUIRED PROGRAM ORIENTATION:

Students who accept an offer of Program Admission **must attend a program orientation in August** at the Salem Campus. Students will be notified by MyChemeketa email of the date, time and location of the orientation. Also, there will be a **mandatory Program Induction** session scheduled for Wednesday, the week before classes start fall term. Again, students will be notified by MyChemeketa email of the date, time and location of this session.

COURSE COSTS:

The fees for the program are subject to change.

**Chemeketa Community College
Dental Assisting Program Prerequisite Courses
Fall 2019**

**FOR APPLICANT INFORMATION ONLY
(Do not submit this form with your application)**

Prerequisite Requirement	Criteria for Fulfilling Requirement	Completed with "C" Grade or Higher?	Final Grade
BI060 - Basic Science for Dental Assistants <i>*Not offered every term – see catalogue</i>	<ul style="list-style-type: none"> • Taken within the past 5 years; OR • BI171 and BI172 with a C grade or higher taken within the past 5 years; OR • BI231 and BI232 with a C grade or higher taken within the past 5 years 	Yes No	
CIS101 - Introduction to Microcomputer Applications	<ul style="list-style-type: none"> • Taken within the past 5 years (includes College Credit Now); OR • CS101 completed with a C grade or higher (includes College Credit Now); OR • Comparable college level computer science or computer applications course, 3 or more credits, with word processing, spreadsheet, and data base. No high school coursework or other non-college level training will be accepted. 	Yes No	
RD115 - Academic Thinking and Reading	<ul style="list-style-type: none"> • RD115 or higher with a C grade or higher; OR • Placement test score for RD120 or higher 	Yes No	
COMM111 - Fundamentals of Public Speaking (or higher)	<ul style="list-style-type: none"> • COMM111 or higher with a C grade or higher; OR • SP 111 or higher with a C grade or higher • Comparable college transfer course from another institution with a C grade or higher 	Yes No	
FYE105 - First Year Experience	<ul style="list-style-type: none"> • FYE 105 completed with a C grade or higher; OR • Waived with Associate Degree or higher 	Yes No	
SSP112 - Effective Learning	<ul style="list-style-type: none"> • Required <u>if placement test score for reading is below RD120</u> 	Yes No	

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Dental Assisting program on an annual basis.

**Chemeketa Community College
Dental Assisting Program Application Scoring Sheet
Fall 2019**

Courses must be completed by the end of spring term, 2019 to receive designated points.

**FOR APPLICANT INFORMATION ONLY
(Do not submit this form with your application)**

1. Prerequisite Grades:	<u>Points Possible</u>
<i>*If Reading and Effective Learning course waived with Placement Test scores applicant will receive 5 points.</i>	20
<input type="checkbox"/> BI060 or equivalent	A or B = 6 pts. C = 3 pts. _____
<input type="checkbox"/> FYE 105 or Degree GPA	A or B = 4 pts. C = 2 pts. _____
<input type="checkbox"/> RD115 or equivalent	A or B = 4 pts. C = 2 pts. _____
<input type="checkbox"/> SSP 112 or equivalent	A or B = 2 pts. C = 1 pt. _____
<input type="checkbox"/> CIS101 or equivalent	A or B = 2 pts. C = 1 pt. _____
<input type="checkbox"/> COMM111 or higher	A or B = 2 pts. C = 1 pt. _____
<i>*To determine if a class you have completed meets these requirements, please refer to the criteria on page 6.</i>	

**Any course with a "P" (Pass) grade will receive points equivalent to a "C" grade.

2. General Education Grades:	<u>Points Possible</u>
<i>Courses that are part of the Dental Assisting certificate program</i>	12
<input type="checkbox"/> MTH060 or higher	A or B = 4 pts. C = 3 pts. _____
<input type="checkbox"/> WR121 or higher	A or B = 4 pts. C = 3 pts. _____
<input type="checkbox"/> PSY101 or higher	A or B = 4 pts. C = 3 pts. _____

3. High School Diploma or GED	<u>Required</u>
	Yes No
4. Job shadow in a dental setting (minimum 8 hours total; of which at least 4 hours must be in General Dentistry)	<u>Required</u>
	Yes No
<i><u>Must</u> be documented on the dental office or dental organization letterhead and signed by the dentist or office manager, indicating date and hours of job shadow. This experience must occur within 24 months prior to program entry.</i>	

5. Military service in dental setting	<u>Points Possible</u>
<i>Must be documented from military supervisor listing length, date and type of experience.</i>	3

6. Letter of Re-Admission (see page 5)	<u>Required</u>
<i>Must be included for students who left the program (withdrawal, failure, or dismissal) and wish to be re-admitted. Item #3 above is not required for re-admission students.</i>	Yes No

Total Possible Points: 35 points Applicant Score: _____ /35

In case of tied scores among applicants, preference will be given in the order listed below:

1. Grade of "A" in COMM111 only (no substitutes)
2. Cumulative GPA from Dental Assisting Program prerequisite classes.
3. Successful completion of required General Education courses MTH 060, WR 121, and PSY 101 by end of summer term prior to Fall admission.



Health Sciences Programs 2019

TB Screening, Immunizations & CPR Requirements

Once you have been accepted into the Program

Copies of all required documentation must be submitted with attached cover sheet included as one complete packet no later than August 19, 2019.
Incomplete immunization packets cannot be accepted.

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Hepatitis B, Measles, Mumps and Rubella (MMR); Tetanus, diphtheria, pertussis (Tdap), and Varicella. Required screenings include tuberculosis. The Chemeketa Dental Assisting Program is also requiring the influenza vaccine. All reports of TB screening and immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to register for Health Sciences courses. We accept copies of childhood immunizations. Healthcare CPR certification is also required.

MANDATORY IMMUNIZATION/CPR REQUIREMENTS: **COPIES ONLY – NO ORIGINALS**

- 1. TB Screening** - TB test is a 2-step Mantoux PPD Tuberculin skin test and must be given and read after June 14, 2019 *or* receive the quantiferon gold test.
 - If you have NOT had a TB test done before, follow the steps below:
 - **Step 1** – first TB test administered, results read in 48 to 72 hours.
- ONE TO THREE WEEKS LATER -
 - **Step 2** – second TB test administered, results read in 48 to 72 hours.
 - **Step 3** - If you need the Varicella and/or MMR immunization(s), please have them done **with or after the second** TB skin test.
 - If you have had a TB test done within the last 12 months, follow the steps below:
 - **Step 1** –Please bring a previously documented negative TB test result dated within past 12 months.
 - **Step 2** – Will need new TB test administered, results read in 48 to 72 hours.
 - **Step 3** - If you need the Varicella and/or MMR immunization(s), please have them done **with or after the** TB skin test.
 - If you have had a previously documented positive TB test result or have a history of known positive reactions, please submit a recent medical evaluation to certify you do not have active infectious tuberculosis.
- 2. Measles, Mumps, Rubella (MMR) vaccine**
 - Administer **with or after second TB skin test is complete (see above)**
 - Proof of two doses of MMR; second dose of MMR **cannot** be given sooner than 28 days after first dose *or*
 - Proof of positive titer
 - Can be given at the same time as Varicella
- 3. Varicella (Chicken Pox) vaccine - (having the disease does not count as proof)**

- Administer **with or after second** TB skin test is complete (see above)
- Proof of two doses of varicella; second dose of varicella **cannot** be given sooner than 28 days after first dose *or*
 - Proof of one dose received prior to age 13 *or*
 - Proof of positive titer
- May be given at the same time as MMR

4. Hepatitis B (HBV) vaccine

- Series of three injections *or*
 - Proof of positive titer
- A minimum of the first injection is required before fall term registration
- The minimum timeframe between the first and second injection is one month, and between the second and third injection is five months.

5. Tetanus, Diphtheria and Pertussis (Tdap) vaccine

- Vaccination within the last 10 years. May be given at an interval shorter than 10 years.

6. Flu vaccine

- Students will be informed of deadline to receive flu vaccine after term begins.

7. CPR Certification

- Certification must be dated after July 1, 2019
- **Only one type of certification is accepted:**
 - American Heart Association – BLS for Health Care Providers
 - Information on classes listed on the Dental Assisting Launch Pad

Exemptions to the requirements for immunizations may be claimed by students for medical or non-medical reasons. Documentation for exemption requires one or more of the following:

a. Medical –

A written statement of exemption signed by a licensed independent practitioner; or

b. Non-Medical –

A signed Vaccine Education Certificate you receive after talking with your healthcare provider *or* watch the College Measles Module online and print out and sign the Vaccine Education Certificate at the end of the module. You can find more information at:

<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx>

IMPORTANT: Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from the Health Sciences program.

Student Accessibility Accommodations (if requested): Medical evaluations of physical capacity may be necessary to provide information needed to accommodate functional limitations. When needed for this purpose, reports of an examination conducted by a licensed healthcare professional may be required from students. Students requesting accommodations should make an appointment with the College’s Student Accessibility Services at 503-399-5276.



Health Sciences Programs 2019 TB Screening, Immunizations & CPR Packet PACKET COVER SHEET

Submit COPIES of all required documentation as one complete packet including this COVER SHEET no later
than **August 19, 2019.**

Incomplete immunization/CPR packets cannot be accepted!

Student Name: _____ K Number _____

Program: _____

Please check boxes with immunizations included in this packet.

TB Screening – 2-step Mantoux PPD Tuberculin skin test

MMR

Varicella – NOTE: having the disease does not count as proof.

Hep B

Tdap

CPR – after July 1st & from American Heart Association – BLS for Health Care Providers.

By Email: healthsciences@chemeketa.edu

By Mail/In Person: Health Sciences Department
Chemeketa Community College
PO Box 14007, Bldg. 8, Room 114A
Salem, OR 97309

Dental Assisting Application Technical Standards

Introduction

Certain functional abilities are essential for the delivery of safe, effective dental assisting care. These abilities are essential in the sense that they constitute core components of a dental practice. There is a high probability that negative consequences will result for patients and/or co-workers of the dental assistant who fails to demonstrate these abilities. A program preparing students for the profession of dental assisting must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Dental Assisting Program at Chemeketa Community College identifies the functional abilities deemed by the dental assisting faculty to be essential to the practice of dental assisting. Reference materials used in the development of these standards include Division 42 of the Oregon Administrative Rules of the Oregon Board of Dentistry, the Oregon Health Division, the American Dental Association Commission on Dental Accreditation, OSHA Standards, and the Centers for Disease Control and Prevention guidelines. The Technical Standards are reflected in the Dental Assisting Program's Performance-based Outcomes, which are the basis for teaching and evaluating all dental assisting students.

Student Accessibility Services

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Dental Assisting Program should contact the Office of Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email studentaccess@chemeketa.edu). Students should seek accommodation advising as soon as possible after admission to the dental assisting program so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission into the dental assisting program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Student Accessibility Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of dental assisting practice for all students.

If a student is dissatisfied with any outcomes from Student Accessibility Services, he/she may appeal the decision through the Dean of Health Sciences.

Standards

The practice of Dental Assisting requires the following functional abilities with or without reasonable accommodations:

Fine Motor Skills

A dental assisting student must be able to perform all required activities needed for laboratory procedures, clinical practice, patient care and emergency procedures. The ability to safely, accurately and effectively manipulate all instruments, equipment, and materials utilized in the dental assisting process is essential.

Sensory Skills

A dental assisting student must have adequate control of all sensory functions so that the student, patients, peers, and instructors/operators will be able to work and respond in ways that contribute to a safe environment and provide sound evaluation and treatment services. Must have sufficient abilities to receive directions or instructions and safely participate in the laboratory and/or clinical procedures.

Communication Skills

A dental assisting student must be able to communicate information effectively, accurately, reliably and intelligibly with individuals, groups and all members of the healthcare team using the English language. The dental assisting student must be able to provide inclusive, clear, and legible chart notations and descriptions of clinical findings as dictated by the operator. A dental assisting student is expected to participate and communicate effectively in teams during the many opportunities in the dental assisting program.

Cognitive Skills

A dental assisting student must be able to collect, analyze, synthesize, integrate and recall information and knowledge to participate safely and effectively in laboratory and chairside procedures.

Physical Endurance, Strength and Mobility

A dental assisting student must be able to tolerate physically taxing workloads that include but are not limited to sitting or standing for long periods of time in one position, or lifting at least 25 pounds with or without accommodations, to meet clinical requirements. Must also safely manipulate instruments, equipment, containers, and dental materials.

Behavioral/Professionalism Skills

A dental assisting student must be able to work effectively under stress and adapt to changing situations. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. A dental assisting student must be able to use tactful, congenial and personal mannerisms while interacting with others. The dental assisting student must work with the dental team and patients in such a way as not to alienate or antagonize anyone. A dental assisting student is expected to be prepared for all classes, clinic lab and practicum and to be prepared to accept reasonable, instructive, and professional criticism, and to respond with a professional attitude and appropriate modification of behavior. A dental assisting student is expected to abide by The Creed and The Pledge of the American Dental Assistants Association as well as the regulations in the Dental Assisting Program Student Handbook.

Dental Assisting Program Application Form Fall, 2019

Name (Print): _____

Address (Print): _____

City, State, Zip (Print): _____

Telephone Number (Include area code): _____

Student ID/K#: _____

Program application requirements must be presented, **AS ONE COMPLETE PACKET**. A complete Dental Assisting Application Packet includes this checklist. **The application period is open Monday, March 11, 2019 to Friday, May 31, 2019.** Applications will be accepted between the hours of 8 a.m. - 5 p.m. in Enrollment Services in Building 2, Room 200 on Chemeketa's Salem campus.

I have completed the College Admission application form online:

1. Apply online at <http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>
 If you are already a Chemeketa student, you have completed this step.

I have attached the following documents to this application form:

1. Copy of my high school diploma, or high school transcripts showing graduation date, or GED certificate and/or GED scores
2. Copy of my Chemeketa Placement Test scores
3. A current unofficial Chemeketa transcript with name and K number. If you are transferring courses from another college/university, please refer to "Application Process" for additional details. *Please print the Chemeketa transcript and submit it with your packet.*
4. Documentation of 8-hour job shadow experience
5. Documentation of military dental experience (if applicable)

- I have updated my current address and/or phone number with Chemeketa.
- I have clicked on the Gmail icon at the top of the page in MyChemeketa to verify MyChemeketa email is active.
- I have submitted official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form to Enrollment Services.
- I have detached the Program Application form from this packet (this page) and will retain the packet for my reference.
- I have read and accept the statement on page 2 regarding A) Disclosure of Student Information to practicum sites; B) Criminal Background Check & Drug Screening.
- I have read and understand the requirements regarding Technology Requirements, Immunizations, CPR certification, and Technical Standards.
- I understand that an offer of admission to the Dental Assisting program for this fall is dependent on my having completed all prerequisite courses required with at least a "C" grade. I also understand that if I qualify for admission, I will be placed on a Dental Assisting program admission or alternate list based on the evaluation of my application packet.

- If I am offered admission and accept, I will attend the mandatory program orientation in **August** and the Program Induction in **September** (Page 5).
- I have read and understand the Program expenses required prior to Fall term (Page 3).
- I have included a Letter of Re-Admission if I am a student who left the program (withdrawal, failure, or dismissal).
- I hereby attest that all of the documentation I have submitted with this packet is accurate and complete.

Signature: _____ Date: _____