

Rocky Mountain Dental Assisting Institute

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Introduction

The **Rocky Mountain Dental Assisting Institute** (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The School is owned by Rocky Mountain Dental Assisting Corporation of Colorado. The officers of the school are J. Taylor Workman, President; Shannon Workman, Secretary.

Faculty Members

J. Taylor Workman DDS, Director
 Monique Garcia, Clinical Instructor
 Shannon Workman, Student Services

Programs/Courses Offered

Diploma/Certificate Programs:

Program A, 168 Hours Dental Assisting Course

Occupational Objective: The graduate should be able to acquire an entry-level position in the field of dental assisting.

Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>
Program A:	\$2,545	\$150	\$2,695

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule

Saturday 8:30am – 5:30pm Lecture/Lab
 Wednesday 5:30pm- 7:30pm Additional Lab

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by

the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

Enrollment

Prospective students may enroll anytime, provided there is space in the program. Late enrollments will be accepted only one week into the course, depending on length of the course.

2010 Schedule is: Winter- Jan. 9th to March 20th; Spring- April 3rd to June 12th, Summer- June 26th to Sept. 4th, Fall- Sept. 11th to Dec. 4th.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Rocky Mountain Dental Assisting Institute offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must maintain an 85% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

96 – 100 = A	Excellent
86 – 95 = B	Above Average
76 – 85 = C	Average
66 – 75 = D	Below Average
Under 66 = U	Unsatisfactory

Students will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 13605 Xavier Lane Suite C, Broomfield CO 80023. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available. The Resource Center, developmental study and career assistance are available to students.

Educational Services

Program: Dental Assisting

Courses:

Week 1- The Dental Assisting Profession and Sciences in Dentistry

This class is an introduction to the practice of dental assisting. It begins with a basic overview of the profession of dental assisting as well as a basic overview of different specialties in dentistry in which an assistant may work. Also covered in this class are basic terms in dentistry and their definitions. The students will also get hands-on experience in the lab this first day of class.

Week 2- Oral Health and Prevention of Disease

Detection and prevention of dental carries and periodontal disease. Discussion of nutrition as it relates to the oral cavity. Basic oral pathology and developmental tooth disorders will be reviewed.

Week 3- Infection Control and OSHA

This session includes microbiology and the discussion of disease transmission and infection control. Principles and techniques of disinfection, instrument processing and sterilization.

Room set up and break down and instrument processing area reviewed. Students will learn how to break the chain of infection, recognize the methods of disease transmission and how to prevent them. By implementing infection control and safety information, the student will learn to minimize the risk of disease transmission.

Chemical and waste management, hazard communication program, and dental unit water lines. Discussion of blood borne pathogens and proper handling. Instruction on ergonomics in the dental office.

Week 4- Dental Radiology

The session begins with a presentation on radiation including what it is and what safety is involved. Students learn about radiology, purpose of x-rays, the dental assistant's responsibility, x-rays as a diagnostic tool, exposure, precautions, and how to take x-rays, techniques, components of the x-ray machine, x-ray terms and types of radiation, patient and dental assistant safety, and state regulatory requirements. Each student takes a full set of x-rays using sterile film holders and employing all safety precautions.

Week 5- Dental Materials

Restorative and aesthetic dental materials will be covered in detail. The student will learn how each material is used and will have the chance to work with each material. Some of the materials include: filling materials, bleaching materials, dental liners, bases and bonding systems, cements, and impression materials. Dental laboratory materials and procedures will also be presented. This includes taking impressions, pouring, trimming, and mounting patient study models.

Week 6- Amalgam, Composite, Tub and Tray Systems

Instruments for basic chairside procedures are discussed. Students will become familiar with the basic structural parts and classifications of dental hand pieces and they will learn the instrument sequence. They will also learn the room and tray set up for amalgams/composites.

Week 7- Crowns, Bridges, Implants, Inlays/Onlays, Impression Materials, Taking Impressions, Provisional Fabrication

Students will learn the instruments used in all of these procedures. They will learn the role of the laboratory and how to fill out lab forms. Students will understand the role of the dental assistant in each of these procedures. The discussion will also include: Types of impression materials, impression trays, choosing impression trays for indirect restorations, provisional fabrication, types of provisionals, materials used in fabrication of provisionals, fabrication of provisionals, cementation and adjustment of provisionals.

Week 8- Dental Specialties

An overview of the different specialties in dentistry including: Prosthodontics, endodontics, periodontics, oral surgery, and pediatric dentistry. An in-depth study of dentures: Factors influencing choice of removable prosthetics, removable partial denture, full (complete) denture, home care instructions, immediate dentures. In-depth study of endodontics: Causes of Pulpal Damage, Symptoms of Pulpal Damage, Endodontic Diagnosis, Diagnostic Conclusions, Endodontic Procedures, Instruments and Accessories, Medicaments and Dental Materials in Endodontics, Overview of Root Canal Therapy. In-depth study of periodontics: Periodontal Examination, Periodontal Instruments, Non-Surgical Periodontal Treatment, Surgical Periodontal Treatment, Lasers in Periodontics. Study of dental assisting for oral surgery- specialized instruments and surgical asepsis. Overview of pediatric dentistry and special needs as relating to children.

Week 9- Four-Handed Dentistry

The student will learn how to use and care for basic dental equipment. Four-handed dentistry is presented including operating zones, suction/evacuation, saliva ejectors, retractors, air and water

syringes, exchanging of instruments (assistant to dentist and dentist to assistant), and bur replacement. Isolation techniques are presented and include use and placement of cotton rolls and gauze. The definition and reason for use of rubber dams is presented along with associated equipment and how to place and remove. Students role-play by rotating through each position acting as the dentist, assistant, and patient and performing the procedures taught.

Students will be familiarized with dental instruments and handpieces. Discussion on moisture control, anesthesia, and pain control. Delivery of local anesthesia and use of syringes cartridges, and needles is demonstrated. Students learn and practice how to individually load syringes, practice passing syringe, unload, recap and dispose of needle and cartridge. Students learn the role of assistant in pre- and post-administration of anesthesia to patient.

Week 10- CPR Certification and Basic Life Support

Students learn cardiopulmonary resuscitation, Heimlich, and Basic Life Support skills in a 4-hour training session that will result in being certified in CPR. Certification is for both child and adult CPR. The instructor will also go more in-depth with the students about radiology and the students will have lab time to practice and get comfortable taking x-rays.

Week 11- Dental Administration and Communication Tools

Learning effective communication is key to being a valuable team player. The students will learn the importance of effective patient communication. From the time patients walk in the door to treatment planning and case presentation, communication is vitally important in helping the patient choose optimal oral health. The students and instructor will role play different patient scenarios to fully understand communication and the patient experience.

The basics of dental administration will be reviewed: patient scheduling, understanding insurance, basic excel, and phone skills.

Week 12 and 13- Internship

During this 80-hour internship, the student will work in another dental office or offices observing and assisting in any capacity that the dentist sees fit. The student will dress professionally, as required by the dental office in which they work. The student will be able to ask appropriate questions, as time permits, while observing. Upon completion of the 80-hour internship, the student will have the dentist sign an Internship Form indicating that the student interned for at least 80 hours.

Occupational Objective: To secure an entry-level position as a dental assistant.
Tuition: \$2695

Length of Program- 13 weeks

Number of lessons or units of instruction - 13

Type of instruction: Classroom and Laboratory

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. **The school** does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

If a student shall have a grievance with the school which they feel has not been resolved by the instructors, they address their concerns in writing to Dr. Workman, president, and mail to 13605 Xavier Lane, Suite C, Broomfield, CO 80023. The school will make every attempt to address concerns and to reach a satisfactory resolution with the student.

Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at highered.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is [based on the percentage of contact hours attended](#) as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.