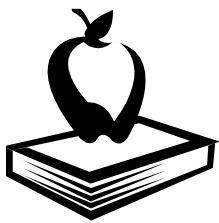


# OWENS COMMUNITY COLLEGE DENTAL ASSISTING CERTIFICATE



## ORIENTATION





CHECKLIST  
WHAT **MUST** BE DONE STARTING  
THE DENTAL ASSISTING CERTIFICATE PROGRAM

- √ **Register** as soon as possible and be in the class schedule no later than beginning of spring semester 2014.
- √ If you decide not to enter the program next fall, relinquish your seat ASAP by calling Mrs. Beth Tronolone at 567-661-7374
- √ Have your **physical examination** done this spring along with all health requirements
- √ Turn in the completed Physician's Report with documentation to the Dental Hygiene Department on or before February 1, 2014  
NO FAXES - ONLY THE ORIGINALS ACCEPTED



Remember you cannot start the clinical portion of your courses without the proof of Health, immunizations, and a copy of CPR card



Be prepared for a challenging, education year - I look forward to assisting you in your new career direction !!!

Margaret Bertin, Program Director

Beth Tronolone, Chair

**Health Requirements Checklist**

\_\_\_\_\_ **1. Pre-medication required for dental treatment (yes or no).**

\_\_\_\_\_ **2. CBC**

\_\_\_\_\_ **3. Urinalysis**

\_\_\_\_\_ **4. RPR/VDRL**

\_\_\_\_\_ **5. Mumps Titer**

\_\_\_\_\_ **6. \*\*2-Step PPD**

\_\_\_\_\_ **1<sup>st</sup>**  
\_\_\_\_\_ **2<sup>nd</sup>**

\_\_\_\_\_ **7. Diphtheria Toxoid & Tetanus Toxoid**

\_\_\_\_\_ **8. MMR**

\_\_\_\_\_ **9. Rubella Titre – unless documentation of MMR Vaccination**

\_\_\_\_\_ **10. Hepatitis B Documentation**

\_\_\_\_\_ **1<sup>st</sup>**  
\_\_\_\_\_ **2<sup>nd</sup>**  
\_\_\_\_\_ **3<sup>rd</sup>**

\_\_\_\_\_ **11. Physical form completed.**

\_\_\_\_\_ **12. Eye Exam**

Students who do not have completed physical forms, lab results, and immunizations will not be allowed to participate in clinical activities. This check list has been enclosed to assist you in keeping track of your completed requirements.

## **Introduction**

We are pleased that you have selected Dental Assisting as your certificate program and that we have the opportunity to assist you toward your career choice.

When you meet your educational requirements, you will have joined a profession with many opportunities.

### **Dental Assisting – THE OPPORTUNITY TO MAKE A DIFFERENCE**

Dental Assistants are nurturing professionals as well as critical thinkers who work in many settings. As a dental assistant, you, too, can enjoy the rewards of personally helping others and maximizing your potential.

Whether it's a professional beginning or a time for change, the many opportunities of a career in dental assisting can make a satisfying difference in your life.

Think of the advantages:

- ❑ Status of a healthcare professional
- ❑ Attractive income potential
- ❑ Rewards of keeping people healthy
- ❑ Flexible work schedule – full-time or part-time
- ❑ Direct patient care
- ❑ Variety of professional settings
- ❑ Opportunity to work nationwide or abroad
- ❑ Pleasant surroundings
- ❑ Career potential and stability

OWENS COMMUNITY COLLEGE  
**Dental Assisting Certificate**

**BOARD EXAMS**

The Commission on **Ohio Dental Assistants Certification** (CODA) Examination is the state certification exam to become a Certified Ohio Dental Assistant.

The Dental Assisting Certificate students are required to take the Certified Ohio Dental Assistant Examination given in Columbus. This is held at the Ohio Business College offered twice a year in May and October. This exam is given on the weekend.

**PROGRAM DESCRIPTION**

The mission of the Dental Assisting Program is to provide a scientifically current; competency-based curriculum focusing on intellectual, psychomotor, and affective education essential to become a competent Dental Assistant. The students are instructed in dental hygiene by highly qualified faculty to meet today's changing oral health care needs.

**ADMISSION**

Admission is limited and selective. Students must maintain a 2.0 average or better to progress in the Dental Assisting. Students who do not maintain this average or receive less than 75% in a Dental Assisting Course will not remain in the program. Students must obtain a "C" or better.

**READMISSION**

Students may be readmitted one time only on a space available basis.

**DENTAL ASSISTANT WORK ENVIRONMENT**

The dental assisting healthcare worker provides services in an environment that includes blood and saliva. Diseases may be encountered in this type of environment; however, research shows that risks are negligible when appropriate infection control procedures/barrier techniques are used. Upon entering the program, there is in-depth training to meet the protocol for a hazard-free, safe learning environment.

## ACADEMICS

Students are graded on more than lecture materials. They are accountable for ethical and professional behavior and must demonstrate a desire and capability to provide quality dental care to clients. All students are required to follow the American Dental Assistants Association Code of Ethics

Critical thinking is essential in a health care environment and information will be acquired and synthesized by the student and not only presented in a rote manner.

All program materials will not be presented in class time or lecture. Students are responsible for guided independent study. Also for reading and understanding all program manuals and syllabi.

To progress in the program the student must come to class prepared by reading assignments. It is estimated that for each course credit hour the student must do 3-4 hours of study each evening with approximately 8 hours on the weekends.

Students will be in class, lab or clinic approximately 16-18 hours a week, depending on the semester.

There will be required activities outside of courses in the curriculum such as; orientations, professional activities and the Student American Dental Assisting Association.

*The Dental Assisting Certificate is academically, clinically, and personally challenging. The compensation will come in the feeling of confidence and achievement you reach at the end of the program. At that time, you will have the privilege of entering the Dental Assistant Profession and all of the rewards associated with it.*

Ohio Board of Regents  
Operating Manual for Two-Year  
Campus Programs

Format/Associate Degree Proposal
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## Curriculum Summary

Provide a summary and classification of the courses comprising the program by quarter/semester, assuming full-time enrollment. Provide subtotals of credit hours by quarter, semester, by course type, and by total credit hours required.

Toledo

Campus

Dental Assisting Certificate

September 27, 2013

Certificate Program

Date

Course #	Course Title	Contact Hours		Credit Hours	
		Class	Lab	Tech	Non-Tech
<b>1<sup>st</sup> Semester</b>					
DAS 101	Introduction: Dental Assisting	1	0	1	0
DAS 102	Dental Sciences	4	0	4	0
DAS 103	Chairside Assisting I	2	3	3	0
DAS 104	Dental Materials I	1	3	2	0
DAS105	Infection Control	1	3	2	0
HIT 125	Language of Medicine*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>Total</b>	12	9	12	3
<b>2<sup>nd</sup> Semester</b>					
DAS 106	Practice Management	2	0	2	0
DAS 107	Dental Materials II	2	3	3	0
DAS 108	Chairside Assisting	1	3	2	0
DAS 109	Dental Radiography	<u>1</u>	<u>3</u>	<u>2</u>	<u>0</u>
	<b>Total</b>	6	9	9	0
<b>3<sup>rd</sup> Semester</b>					
DAS 201	Dental Assisting Seminar	1		1	0
DAS 202	Dental Assisting Practicum	<u>0</u>	<u>38</u>	<u>6</u>	<u>0</u>
	<b>Total</b>	1	38	7	0

Total 31 Credit hours

\*HIT 125 must be taken before DAS 202

## APPROXIMATE PROGRAM COST

Registration/Parking	\$ 20.00
Tuition	\$ 7,136.00
Books	\$ 181.00
Student Kits	\$ 357.00
Health Requirements – Vary	\$ 900.00
Lab Fees	\$ 960.00
Scrubs	<u>\$ 169.00</u>
<b>Total</b>	<b>\$ 8,733.00</b>

### Other Certificate Expenses

ADAA (Student Membership)	\$ 35.00
CODA Exam	\$ 65.00
Certificate Fees	<u>\$ 10.00</u>
<b>Total</b>	<b>\$ 110.00</b>





December, 2014

Welcome Dental Assisting Candidates!

The yellow physical examination form must be completed and returned to the Dental Hygiene Office by **February 1, 2014**. The Physician's Report must be current within **three months** of spring semester 2014. The following tests are required for admission: Rubella Titre, 2 Step P.P.D. T.B. Skin Test, CBC, Urinalysis, and VDRL.

IT'S THE LAW. You must receive the Hepatitis B vaccination, prove immunity to Hepatitis B, or receive a waiver from the Ohio State Dental Board exempting you. This vaccination series must be started as soon as possible. If you are receiving the vaccination, you must have at least **two** of the three injection series by **February 1, 2014**.

Students who do not have completed physical forms, lab results, and immunizations will not be allowed to participate in clinical activities. A check list has been enclosed to assist you in keeping track of your completed requirements.

Of course you may see your personal physician for the required medical procedure, but the laboratory tests and immunizations can be done on a more convenient basis at the following locations:

<p>Occu Health Centers 2150 W. Central Avenue Toledo, OH 43606 419-291-5517</p>	<p>Occupational Health Services (St. Luke's) Starbright Professional Center 28555 Starbright Blvd. (On SR 795 just east of Oregon Road) 419-887-8771</p>
<p>Occupational Health Services 5901 Monclova Rd. Maumee, OH 43537 419-891-8003</p>	<p>Lucas County Health Department 635 N Erie Toledo, OH 43604 419-213-4203</p>
<p>Well-at-Work 3949 N. Main St. Findlay, OH 45840 419-425-5121</p>	<p>Wood County Health Department 1840 E Gypsy Ln Rd Bowling Green, OH 43402 419-352-8402 or 419-244-1610</p>

Caviat: These names have been given to you for your convenience. Owens is not affiliated with these organizations or familiar with the changes in prices; locations or phone numbers.

Copies of your exams, tests, etc. and the blue form should be sent to Owens Community College, Dental Hygiene Program Office, P.O. Box 10,000, Toledo, OH 43699-1947 before **February 1, 2014**. **Please make sure all copies of lab results are sent to the Dental Hygiene Office.**

Facsimiles will not be accepted. The Dental Hygiene Program requires the original copy.

MEMORANDUM

TO: OSDB Staff

CC: BOARD MEMBERS

FROM: LILI C. REITZ, Esq.  
Executive Director

DATE: March 5, 2008

RE: Hepatitis B Vaccine (Revised)

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Upon consultation with the Ohio Department of Health and the Columbus Public Health Department, the following schedule for vaccines is appropriate.

<u>DOSE</u>	<u>Recommended Usual Schedule</u>
Primary 1 (shot 1)	**
Primary 2 (shot 2)	1-2 months from 1 <sup>st</sup> shot
Primary 3 (shot 3)	4-6 months from 2 <sup>nd</sup> shot

The first and second doses given at less than the minimum intervals (28 days or 4 weeks) should not be counted as part of the vaccination series.

The recommended schedule should be adhered to as closely as possible. However, if there is an extended period of time between the first two shots then the third shot must be received no later than sixty (60) days from the 2<sup>nd</sup> shot. Also, if the first two shots are given four to eight weeks apart, then it is not as important when the third shot is administered. The immunization occurs when two shots are given within four to eight weeks.

If the applicant does not fall into either category then a titer will be required to check for immunity. If a negative titer is received the applicant should follow up with their physician.

This schedule should be the basis for our review of applications.  
If you have any questions, please let me know.

### **DENTAL ASSISTING CERTIFICATE GOALS:**

The Dental Assisting Certificate Faculty and Staff base the curriculum on the following goals:

1. Uphold Professional Standards
2. Prepare Skilled Graduates

### **DENTAL ASSISTING CERTIFICATE OUTCOMES:**

Upon successful completion of the Dental Assisting Certificate Program, the graduate will be proficient in the following 4 competencies:

1. Demonstrates professional conduct in dental care and the decision making process.
2. Provide a safe, healthy, and compliant environment through the application of OSHA, HIPPA, and other regulatory standards.
3. Enhances the delivery of quality dental healthcare to the public.
4. Demonstrates the ability to work with a culturally diverse population.