

Creative Smile Institute Dental Assistant Program



Student Information and Application Packet

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DENTAL ASSISTANT ENTRY LEVEL CERTIFICATE PROGRAM

Job description and Occupational outlook

Dental Assistants are important members of the dental healthcare team and primarily help to increase the efficiency and productivity of the dental practice by assisting the dentist in delivering patient care. The Dental Assistant performs a wide variety of tasks requiring both interpersonal and technical skill. Most of the time, Dental Assistants work clinically with the dentist delivering patient care, although at times, they may also work independently or in the business aspect of the dental office.

The dental assisting profession provides a rewarding career in service to the public. It calls for individuals who are flexible, responsible, intelligent, and caring. General dentists or dental specialists employ most Dental Assistants, however other opportunities for employment exist in public health settings, insurance or supply companies, and educational institutions. Because dentists often employ two or three Dental Assistants, employment opportunities are excellent. The approximate average hourly wage for most entry - level Dental Assistant graduates in the DC Metro area is currently \$15.00 with various benefits, depending on location and demand factors.

Upon graduation, students sit for the national Radiation Health and Safety certification examination administered by the Dental Assisting National Board to become Certified Dental Assistants. They are also qualified to perform limited expanded functions approved by the District of Columbia Board of Dentistry. Students must be currently certified in healthcare provider CPR, obtain a Hepatitis B vaccination series and TB skin test, and have a current physical examination completed. Students are also encouraged to become student members of the American Dental Assistants Association.

The Creative Smile Institute Dental Assistant program is a 10 months limited enrollment program accepting up to 20 students each class. Interested students must complete a current application to the program for acceptance and are urged to contact Creative Smile Institute, Program Director at 202-239-7108 for additional information. Following acceptance to the program, the Dental Assistant program is three semesters in length concluding summer semester with the students being enrolled in clinical practice. Dental Assistant program students will receive their training through a variety of methods including classroom lecture, practice in mock procedures, and actual clinical experience in our on site Dental Clinic (which is open to the public.) All Dental Assistant program course work must be completed with a "C" or better to continue in and/or graduate from the program. All Dental Assistant program coursework must be successfully completed prior to enrollment in Clinical Practice and Seminar. Students will also be required to purchase uniform attire, pay for their certification examination, and provide own transportation and lodging costs (if necessary) during clinical office practice.

Dental Assistant program admissions process

The Dental Assistant program admissions committee reviews submitted application packets. Although not required, it is recommended that students complete most, if not all general education core course work prior to entry to the Dental Assistant program. The **postmarked date** of submission of a complete application packet will be the decisive factor for accepting up to 18 students to the program. The earliest postmarks will be given the highest priority and only complete applications will be accepted for evaluation purposes.

The complete Dental Assistant program application must be submitted to:

Dr. Oluwole Ajagbe
3636 16th Street, N.W. Ste. AG64
Washington, DC 20010

By May 25, 2014 for priority selection to the program.

Priority applicants will be notified of their admission acceptance by May 25, 2014 postmark for Fall 2014 semester entry to the program. The Dental Assistant program admissions committee will consider applications received after the priority timeline of May 25, 2014 only if any of 20 admission positions remain open. Again, the earliest postmarks on complete applications will determine admission for any of these remaining openings.

Dental Assistant program characteristics/expectations

Students can expect to commit to a full week at Creative Smile Institute each week. Most dental courses include assignments that require the students to commit time (outside the scheduled class time) to program duties, responsibilities, and community based activities. Duties include clinical cleaning and maintenance rotations. These assignments are considered a part of the dental curriculum, so personal activities will need to be scheduled around these responsibilities.

There are a variety of learning activities within the program which make for an exciting and challenging student experience. Students should read assigned material and complete any other assignments prior to class attendance. A good rule of thumb is that for every class hour, a student will spend at least 2 hours outside of class in preparation for class and/or completion of assignments.

Program course requirements

Dental Assistant program expenses

The Dental Assistant program is a relatively expensive program. Students should begin planning early for financial aid or other arrangements to meet their educational needs. The college offers the students a variety of opportunities to participate in fundraising efforts; however, it is recommended that a student not rely on these funds to meet educational expenses. Beyond tuition and fees, students will be required to purchase the following:

- Books and classroom supplies
- Two professional uniforms
- Comfortable, professional shoes
- Name tag
- Graduation fees
- Certification examination fee
- Transportation and lodging at distant clinical experience or service learning sites, if applicable

Fall Session 2014

Course Title Credits

DA110 Infection Control 1
DA115 Head, Neck & Oral Anatomy 2
DA120 Oral Radiology/Radiography I 3
DA123 Chair-side Theory and Practice I 4
DA118 Dental Office Management 4
WRIT090 Critical Reading & Writing or higher 4
DA121* Oral Radiology/Radiography II 2
DA124* Chair-side Theory and Practice II 4
DA150* Dental Sciences/Preventive Dentistry 4
DA165* Dental Specialties 3
MATH 090 Introductory Algebra or higher 4
DA190* Clinical Practice and Seminar 7
COMM135 Interpersonal Communications OR PSYX 100 General Psychology 3

TOTALSEMESTERCREDITS 45 credits

* Indicates program prerequisite needed

Students that apply to the Dental Assistant program must have already successfully completed (C or better) High school MATH , Pre-algebra, and ENGL Intro to Critical Reading/Writing (or their equivalent courses) **OR** be currently at the competency level for the program required math and English courses. Students may also complete any or all of the general education coursework (non-DA) prior to entry to the Dental Assistant program. Again, if you have any questions, please contact the DA Program Director. The program course sequence is as follows:



This evaluation is only to determine readiness for program participation. It should not be used as a substitute for regular health maintenance examinations.

Pulse _____	Blood Pressure _____	Hemoglobin (optional) _____	UA (Optional) _____
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	Normal	Abnormal Findings	Initials
1. Eyes			
Pupils			
2. Ears, Nose, Throat			
3. Mouth and Teeth			
4. Neck			
5. Cardiovascular			
6. Chest and Lungs			
7. Abdomen			
8. Skin			
9. Musculoskeletal: ROM, Strength, etc.			
10. Neurological			

Comments / Recommendations regarding Abnormal Findings:

LIMITATIONS RELATED TO:

Back _____	Musculoskeletal system _____
Coordination _____	Visual _____
Hearing _____	Other _____

JOB SHADOW INSTRUCTIONS

In order to insure that you are aware of what is involved in the job of a dental assistant, we require that you complete a mandatory job shadow experience. This experience may be carried out at the dental office/clinic of your choice. You should select a facility large enough to provide you with a full range of dental procedures. You are required to complete a minimum of four (12) hours of observation time. You are encouraged to ask the individuals you shadow pertinent questions related to dentistry and observe as many procedures as possible. It is essential that you become aware of what you will be participating in if you are selected for the clinical portion of the program. Fill out the attached confidentiality statement prior to your job shadow and provide it to the facility personnel when you arrive for your job shadow. After you have completed your job shadow have the technologist(s) that you observed complete and sign the attached form. Include the completed form in your application packet for the Dental Assistant program at Creative Smile Institute.

Dress is professional/casual. NO blue jeans, low cut tops or open toe shoes. Chewing gum is not acceptable while on duty. No jewelry allowed with the exception of watch, wedding set, and small earrings for pierced ears only.

**Creative Smile Institute
Dental Assistant Program
JOB SHADOW VERIFICATION**

The individual who is providing this form is in the process of making an application to the Dental Assistant program at Creative Smile Institute. We feel that it is essential that this individual become aware of what is involved in the job performance of a dental assistant. We request that you have this individual observe as many different procedures as possible in your department and then document on this form which procedures they were able to observe. If you have any questions regarding this request or the form please feel free to call either of the individuals listed below. We thank you for your assistance in providing this opportunity for this applicant. **Please return the completed form to the individual.**

Dress is professional/casual. NO blue jeans, low cut tops or open toe shoes. Chewing gum is not acceptable while on site. No jewelry allowed with the exception of watch, wedding set, and small earrings for pierced ears only.

APPLICANT NAME: _____

DATE OF OBSERVATION: _____

TIME OF OBSERVATION: _____ a.m. / p.m. to _____ a.m. / p.m.

PROCEDURES OBSERVED: _____

Dental Office/Clinic OBSERVED: _____

Please print name(s) of the dental practitioner(s) observed:

FACILITY: _____

Dentist/Dental Assistant SIGNATURE: _____

For questions please call: Dr. Ajagbe @ 202-239-7108

**Creative Smile Institute
Dental Assistant Program
JOB SHADOW
Confidentiality Statement**

I thank you for this opportunity to job shadow in your facility. I realize that everything that I observe during this time **must be kept confidential** to protect patient privacy and by signing below, I agree to keep this information confidential while at your facility and afterward.

Healthcare Observer: _____
Please Print Name

Signature: _____

Date: _____