

CSN

Academic Program Review

Dental Assisting

Brew, Carole
3-1-2019

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Introduction

The Dental Assisting Program consists of classroom work, laboratory studies and hands-on clinical experiences. Students are trained to perform supportive dental procedures specified by the Nevada State Dental Practice Act. They also gain valuable work experience through clinical rotations and externship opportunities at the UNLV Dental School and residency programs, private dental offices and both community and public health clinics.

Students can go on to careers ranging from working in general dentistry to lab tech support and public health.

The Dental Assisting Program accepts two classes each year, Spring and Fall. Admission to the program is limited (up to 16 students per semester), requires specific admission criteria, and is determined by clinical availability.

The CSN Dental Assisting Program is accredited by the Commission on Dental Accreditation. Graduates are eligible to take the Certified Dental Assistant exam. This exam is recognized by the American Dental Association and is facilitated through the Dental Assisting National Board.

Accreditation Status

Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, Illinois 60611, (800) 621-8099 or

(312) 440-4653; email: www.ada.org/coda; website: <https://www.ada.org/en/coda>.

See Accreditation Letter, page 11

CSN Mission Statement

The College of Southern Nevada creates opportunities and enriches lives with inclusive learning and working environments that support diversity and student success, The College fosters economic development, civic engagement, and cultural and scientific literacy, while helping students achieve their educational, professional, and personal goals.

ESHE Mission Statement

The mission of the Engelstad School of Health Sciences (ESHS) is to provide high-quality, student centered certificates and degree programs that meet the needs of state and local communities.

Dental Assisting Program Mission Statement

The mission of the CSN Dental Assisting Program is to provide students with job entry skills to be competent members of the dental care team to deliver quality dental health care to the public, meet the healthcare needs of the community and to contribute to the profession of dentistry.

Faculty

The Dental Assisting faculty provide our students with a positive learning environment with professional attitudes, knowledge and skills necessary to become competent dental assistants. Faculty strives to create balance to retain foundational knowledge while incorporating the most current principles and procedures. The students are provided opportunities to engage in Interprofessional Education (IPE) with other health care programs at CSN as well as the UNLV School of Dental Medicine.

There are 2 full-time faculty members and 3 part-time faculty to meet the teaching needs. Our accrediting agency requires that faculty providing didactic instruction must earn at least a baccalaureate degree and must be a "Certified Dental Assistant." Dental assisting faculty must have background in and current knowledge of dental assisting, the specific subjects they are teaching and educational theory and methodology consistent with teaching assignment. Laboratory, preclinical and clinical faculty must hold any current dental assisting credential required by the state in addition to a Dental Assisting National Board "Certified Dental Assistant" credential.

Full time faculty participate in institutional and professional service/committees, program assessment, and advising of in-program students. Part-time faculty attend convocation.

See [Faculty Resumes, page 14](#)

Student Information and Assessment

The DA program is an open entry program accepting two classes each year, Spring and Fall. Admission to the program is limited (up to 16 students per semester), requires specific admission criteria, and is determined by clinical availability. Students must provide proof of a high school diploma or GED, be 18 years of age, and have completed either ENG 100, 101, 107 or 113 successfully with a "C" or above. Potential students meet with the Program Director and attend a mandatory orientation before they are granted permission to sign into classes.

Student Profile:

Accepted in:	Males	Females	Hispanic	Asian	Black	White	2 or more	Unknown
2016 13		13	7		2	4		
2017 20	3	17	6	4	1	6		3
2018 11	2	9	3	3	2			
Totals	5	26	18	7	3	10		3

The Program shows a diverse population.

See [Student Admissions Form, page 29](#)

The completion rate for the 3 years of 2016, 2017, 2018 is 91%. One student left the program because she moved out of state. The other student left the program due to pregnancy and plan to come back in the future.

Graduates from the 2016, 2017, and 2018 have an employment rate of 93%.

To continue to the next semester students must pass all course in the prescribed sequence. Students are evaluated with written exams and quizzes, assignments, projects and presentations in lectures classes with a 75% or higher. Lab classes include a variety of skilled procedures that must be passed at a 75% as well. In their last semester students are placed in dental offices (with CSN affiliations) to provide them with hands-on experiences to interact as part of the healthcare team. Students must complete 300 hours in 15 weeks with a 75% satisfaction of the evaluator.

Working Program Outcomes:

1. Apply key concepts in dentistry.
2. Use standards of infection and hazard control in the dental office.
3. Produce radiographs of diagnostic quality.
4. Provide clinical support for the dental team during treatments with patients and in laboratory procedures.
5. Portray professional behaviors, ethics and appearance while providing care to patients of all ages and

diverse cultures.

6. Enhance principles of interpersonal skills with the dental health team and the patients in their care.

The students' final assessment of the learning outcomes is completion of 300 hours in 3 different clinical affiliations with a 75%. The student is eligible for an entry level dental assisting position.

Very few of our students take the DANB National Board since the state of Nevada does not require a dental assistant to be certified or licensed, assistance can be on-the-job trained. However, in 2018, a candidate took the board and passed. We have a 100% pass rate.

[See Exiting Student Survey, page 30](#)

[See Employer Survey, page 34](#)

Curriculum

The curriculum consists of 33 credits that includes successful completion of either ENG 100, 101, 107, or 113 with a "C" or above. The program specific courses meet the requirements of the accrediting body.

See degree sheet:

Course must be taken in the sequence specified to ensure logical continuity of instruction. Students must pass all courses with a 75% or higher to be eligible to continue in the program. Students' final grade in lectures courses are a composite of quizzes, written exams, assignments, projects, and presentations. Students are also assessed on their reflections of thoughts, feelings and opinions of new concepts and skills. Clinical competencies reflect the ethics, values, skills, and knowledge integral in all aspects of the dental assisting profession at an entry level with a 75%.

The learning environment in the Dental Assisting Program is intended to meet the educational needs of the students. Curriculum consists of lectures, labs, preclinical competencies, community service, externship competencies and Interprofessional education (IPE) helping students to grow to become lifelong learners. The curriculum content is intended to encourage threads of consistency, emphasis to develop and advance throughout the curriculum.

The Dental Assisting program is designed to educate participants as chairside and administrative dental assistants. Clinical experiences are board in scope. The Program is committed to the philosophy that field experiences in private, community and education health care facilities should be fundamental components of the curriculum. Students systematically assist with the collection of data on the patient's general and oral health status to provide support functions under the direction of the dentist before, during and after treatment. Students will also perform a variety of direct and indirect treatment procedures allowable by the Nevada State Dental Board, such as exposing radiographs, place sealants, and take preliminary impressions. The curriculum provides current and effective concepts of chairside practices including ergonomics, four-handed instrument transfer, operatory maintenance, isolation and evacuation procedures along with manipulation of materials/supplies and patient management.

At the end of each semester, all faculty teaching didactic and lab courses review their curriculum to meet the needs of the rapidly growing dental health care system to ensure that graduates are able to meet the required standards that are established accreditation standards (CODA). The instructors use a simple evaluation form to review their courses after which there is discussion of all the faculty before any major changes are made. After reviewing the total number of hours for the program it was discovered that we fell short 8 hours. Accreditation requires that there is a total of 900 hours and we calculated that we had 892 hours. Subsequently, it was decided to create a new class to meet with Interprofessional education standards in our accreditation. We created DA-105B- Interprofessional and Community Service Learning. This course is a total of 16 hours, 8 hours

of instruction and 8 hours of community service. The community-based experiences will provide opportunities and experiences that are essential to develop dental assistants to be responsive to the needs of a culturally diverse population.

[See Advising Sheet, page: 40](#)

[See End of Term Review, page: 41](#)

[See Academic Program Three Year Review, page: 42](#)

[See Three Year Assessment Plan, page: 44](#)

The State of Nevada doesn't require a dental assistant to be certified or registered. As a result we have had only 2 students take the national certification (DANB-Dental Assisting National Board) in the past 10 years. Both students passed the board so we in fact have a 100% pass rate.

Results of the employer and graduate surveys are 90% positive for the past 3 years. The employer surveys overwhelmingly agree that the students are well prepared for entry level jobs.

The student surveys all agree that they would recommend this program and feel that they are prepared for entry level jobs.

In the fall of 2018, all 4 of the graduates had jobs prior to graduation. Spring 2018, also graduated 4 students with 3 of the 4 offered jobs prior to graduation. These students were offered jobs during their externship assignments. The graduate students have become valuable member of the dental team. They perform many tasks to include patient care, exposing radiographs, scheduling appointments, and using interpersonal skills to communicate with patients, staff and the dentist.

Information, Technology, Space and Equipment Resources

Dental and Dental Assisting journals and magazines are available in the CSN Library. Students can check out the textbook used in class for several weeks if they don't have the funds to purchase initially.

The library also supports the DA program with periodicals, magazines, reference books and online references and publications.

The students have access to 20 laptop computers with Dentrax software which is the most popular software system in the Las Vegas valley. The Dentrax software is a practice management system the meets the needs of the business and clinic side of the dental office.

Student learn this system to enter clinic notes, chart patient treatment, schedule appointments, process insurance claims, and track payment reports.

Students have access to digital radiographs that integrates with the Eaglesoft software system. They learn to take three types of radiographs, digital sensors, phosphors storage plates and conventional dental film.

The field of dentistry is constantly evolving and by providing our students two different software programs and different types of radiographs our students are better prepared to assist in patient care with safe and successful treatments.

The dental assisting and dental hygiene programs share the dental clinic. There are 20 clinic operatories and 5 radiographic rooms. The dental assisting and hygiene programs have utilized Perkin and Capital Equipment funds to procure new equipment as well as update existing dental chairs. The dental hygiene budget covers most of the maintenance of the clinic repairs.

The clinic space works well for both programs sharing the space however classroom space can be problematic. There are 2 classrooms that are shared making it difficult when both programs want to schedule didactic classes at the same time. Dental Assisting often time utilizes the conference room, radiation therapy or ophthalmic classrooms. We have been very fortunate that their classrooms have been available to meet our needs.

External Factors

The Dental Assisting Program has several external factors that create challenges. The biggest challenge we face is the number of proprietary schools in the Las Vegas area. There are approximately 12 schools. These proprietary schools are not accredited by CODA however they do have some type of accreditation. These schools do offer financial aid, multiple class times and some with completion of the course in 10 weeks. This is a challenge as our dental assisting program works around another program's schedule. We work hard to group classes so that students are on campus for multiple classes and/or labs. The program always has three cohorts running. Students that start in the fall of 2019 will complete the course in fall 2020. There are three semester and at present there isn't a summer school session.

Another external factor we face is we are an open-entry program. Each semester the program director meets with approximately 30 to 40 students interested in the program. The admissions list is based on first come/first served basis. A mandatory orientation is held the first week after the semester ends, giving all students the opportunity to attend. The first 16 students that attend orientation are then given permission to sign into classes. These students are given a deadline in which to sign into classes. Those students that aren't signed into classes by the deadline no longer have permission to classes, so the next student or students on the list are given permission to sign into classes with a deadline date. While this registration process seems logical and simple students are often confused by the process and ignore deadline dates.

External Validation

See Accreditation Letter, Page 11

Strengths and Weakness

Strength:

The CSN dental assisting program has been very stable amidst the economic short falls of the state. We have been very successful in receiving Perkins grants and Capital improvement funding over the years to sustain our program with state of the art facilities.

Weakness:

Assess the financial allocations for faculty salaries for its ability to recruit and retain qualified faculty.

Strengths:

The program retention rate has increased and the faculty feels we have produced better qualified assistants. One of the board members is the past president of the local Dental Society, along with a local sales rep they attend board meeting on a regular basis. The local sales rep provides us with very candid views of the dental assisting needs.

Weaknesses:

Employer surveys are conducted in a traditional paper format but responses are generally low unless the office has a graduate from the program currently working for them. We have discussed conducting the survey electronically that would include an automatic analysis of the information.

Strength:

While enrollment has been down the students' achievement are higher since 2012. Students are given more one-on-one attention. The attention has allowed for a higher level of quality interaction between the students and faculty. Faculty is able to provide immediate feedback to ensure the mastery of the skills.

Weakness:

That enrollment in the spring semesters over the past 3 years has been low.

Strengths:

We have two classrooms primarily designated for the dental science programs. We have been designated for our program that we can accommodate all of the classes each semester.

Weaknesses:

Unfortunately, we have to work around the dental hygiene schedule making it difficult to schedule classes back to back, so that students don't have split sessions.

Strength:

The curriculum structure and sequence is designed to address the different learning styles of students. Faculty has created a variety of activities so the student can fully comprehend and retain what they are taught. The curriculum is comprehensive to provide them the skills, knowledge, principles to excel as a multifaceted dental assistant.

Weakness:

The students don't take their national board because the State of Nevada doesn't require that a dental assistant be registered or certified.

Strength:

At the end of the semester the faculty will fill out an "End of the Term Course Review Form" to evaluate the effectiveness of the course. The form is reviewed by the program director. If changes are to be made to the course or the curriculum the program fills out the proper paperwork and takes the changes to the Curriculum Committee for approval.

Weakness:

Sometimes implementation of the changes can take up to a year to implement.

Strengths:

Currently, the Dental Faculty Practice provided adequate supervisory and consultative services from the dental assisting program. The DFP practice has been an icebreaker for student who needed more practice on clinical skills before they are placed in a private dental office. The assistants in DFP have the students shadow them and allowed to ask questions concerning the task at hand offering the student a positive learning and working environment. After a few days of shadowing the DFP assistant has the student assist the dentist. The DFP dentist provide the student a positive comfortable learning environment to help them become successful in a real world situation. The DFP Practice over the years has been given many students opportunities to succeed that they wouldn't have had if we put them out on externship when they weren't ready.

Weaknesses:

The weakness is after June 30, 2019 the DFP practice will close. This is a real deterrent to our program. Our retention in this program has been high and the skills that the students leave the program exceed entry level because many of students could get additional help that they needed in the DFP clinic. DFP was a safe learning environment for our students that need additional help in their clinical skills before we could place them in the out in the community. While the program has many externship sites one unprepared student turns the office off to our program. An office only remembers the bad student not the 10 good ones you send them.

Supplemental Narrative Questions

1. How does the program relate to the Mission and Core Themes of the college?

The Dental Assisting program is able to meet all aspect of the Mission and Core Themes of the college by creating opportunities that promote student success and support diversity with inclusive learning and working environment. The Dental Assisting faculty provides an encouraging learning environment with positive feedback to improve student learning to support students achieve their educational, professional and personal goals.

2. To the best of your knowledge, how and to what extent is this program essential because of state laws, regulations and outside regulations, board of regents or legislative priorities?

Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. Although the state of Nevada doesn't require a dental assistant to be certified or registered, the CSN students understand and practice within their scope of practice. Students understand radiation safety and techniques providing both the patient and themselves a safe environment that an on-the-job trained assistant doesn't always practice or understand. The dental assisting students often have job offers during their externship assignments.

3. How and to what extent does this program relate to programs at other NSHE institutions? (Examples, overlapping programs, articulations or transfer relationships, etc.)

Truckee Meadows Community College is the only other NSHE institution that has a dental assisting program. We do not have any articulation or transfer relationships with other NSHE institutions. However 10 of the assisting students continued their education in the CSN dental hygiene program and 9 students went on to UNLV's Dental School.

4. How and to what extent does this program relate to non-HSHE colleges in Southern Nevada?

There aren't any programs that relate to non-HSHE colleges in Southern Nevada. Our students in the workforce will become peers and colleagues with a number of proprietary programs such as Pima, Northwest Institute, Milan, Carrington, American Careers as well as assistants that have been on-the-job trained.

5. How and to what extent does this program depend upon prerequisite courses form other disciplines at CSN?

This a certificate program. The only prerequisite to be eligible for the program is the successful completion of either one of the following English courses ENG 100, 101, 107 or 113 with a "C" or above.

6. How long and to what extent does this program utilize other college resources for academic support? (Example, library, technology, counseling, disability resources, tutoring, writing or math centers)

Smart Classroom are utilized in all the classrooms. The clinics have 20 computers in each operatory and 6 computers in the radiology clinic. Students use 2 different dental software programs to prepare for the work place. Students are below the 75% required to pass are referred to through the eAlert system for additional tutoring, however the instructor and program director will work with students during office hours as well. Students would be referred to counseling if the situation warranted it and the same would go for the disability resources. The program doesn't refer to the mater center however we have referred students to the writing center.

7. Does this program have an advisory board, or does the department have an advisory board relevant to this program?

The advisory board is represented by various dental healthcare professionals from a dental personal, a dental sales rep, dental assistants and a lay person. Every year a student representative is asked to be a board member.

8. If this program has a specialized accreditation, is the accreditation necessary for alumni licensure or employability?

The program has a specialized accreditation through CODA (Commission on Dental Accreditation). Students graduating for the program are eligible to sit for the Dental Assisting National Board. They are a nationally recognized certification organization for dental assistants. DANB exams are recognized or required by 39 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs. In the past 10 years we have had only 2 students take the certification. The state of Nevada does not require licensure or to be registered.

9. How and to what extent does the program contribute to CSN's regional or national reputation?

The CSN Dental Assisting students/graduates contribute a very positive regional reputation. Many of the students are hired during their externship assignments. The employer surveys overwhelmingly agree that the students are well prepared for entry level jobs.

10. Describe the level and nature of external demand for this program. (Example, occupational data, labor statistics, employer surveys, student surveys, etc.)

According to the Bureau of Labor Statistics, employment of dental assistants is projected to grow 19 percent from 2016 to 2026, much faster than the average for all occupations, as stated from the Occupational Outlook Handbook. The median wage in 2017 was, \$37,630 per year. Dental Assistants are ranked 25th according to Best Jobs Ranking from U.S. News.

CSN graduates from the 2016, 2017, and 2018 have an employment rate of 93%.

11. Describe the level and nature of external financial or practical support for this program. (Example, grants, donations, employer or clinical partnerships)

The Dental Assisting Program relies on Perkins Grant funding for major purchases, which we have received for the past several years. We do receive donations of expired materials from UNLV Dental School, Nevada Health Centers and several private offices that we can use in labs to give students additional practice. As far as monetary donation we don't receive any. Our employer and clinical partnerships exceeds more than 70 affiliations that include private offices, corporate offices, public health centers, and the UNLV Dental School. These partnerships provide the students their clinic hours while on externship. Students must complete 300 hour in the semester, which averages 20-24 hours.

As a side note, we will miss the Dental Faculty Practice that was support to both the assisting and hygiene programs. This was a safe learning environment for our students that need additional help in their clinical skills before we could place them in the out in the community. The instructors could check on the students regularly to get daily updates on their progress. Both the dentists and the assistants provide much support to these students to make sure that they would success.

12. What other options exist for students in the region to earn this degree of certificate?

The College of Southern Nevada is the only board certificated Dental Assisting Program in southern Nevada. Truckee Meadows Community College has a board certified Dental Assisting Program located in the Truckee Meadows of Reno in northern Nevada. Otherwise students could attend Pima, Northwest Institute, Milan, Carrington, and American Careers.

Accreditation Letter



Commission on Dental Accreditation

March 4, 2016

Dr. Michael Richards
President
College of Southern Nevada
6375 W Charleston Blvd – W32E
Las Vegas, NV 89146

Re: Dental Assisting Program

Dear President Richards:

At its February 4, 2016 meeting, the Commission on Dental Accreditation (CODA) considered the progress report on the dental assisting program sponsored by the College of Southern Nevada in Las Vegas, Nevada.

Following careful review of the information provided, the Commission determined that the recommendations cited in the August 6, 2015 site visit report have been met and adopted a resolution to change the program's accreditation status to "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested at this time from the program. The next site visit for the program is scheduled for **2022**.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated major changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are enclosed.

Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information ("Sensitive Information" or "PII") as outlined in "Privacy and Data Security Requirements for Institutions" (see below). Similarly, such documentation must not contain any identifiable patient information ("PHI"); therefore, no "patient identifiers" may be included (see below). This applies whether or not the program is required to comply with HIPAA.

Before sending documents such as self-studies or faculty CVs to CODA, institutions must fully and appropriately redact all PHI and all PII all patient identifiers such that the PHI and patient identifiers cannot be read or otherwise reconstructed. Covering information with ink is not an appropriate means of redaction.

211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611-2637
Main 312.440.4653 Fax 312.587.5107 ADA.org/CODA

President Richards

March 4, 2016

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If the program/institution submits documentation that does not comply with the directives on PHI and PII (noted above), CODA will assess a penalty fee of \$1000 to the institution; a resubmission that continues to contain PHI or PII will be assessed an additional \$1000 fee.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of “approval without reporting requirements”*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue,

Chicago, IL 60611. The Commission’s web address is: <http://www.ada.org/en/coda>.

If this office can be of any assistance to you, please contact the Allied accreditation managers, Ms. Patrice Renfrow at renfrowp@ada.org or 1-800-621-8099, extension 2695, or Ms. Alyson Ackerman at ackermana@ada.org or 1-800-621-8099, extension 4660.r

Sincerely,



Patrice Renfrow, RDH, BSDH, MA
Manager, Allied Dental Education
Commission on Dental Accreditation

PR/kk

Sent via e-mail:

CODA Accreditation Status Definitions

Reporting Program Changes in Accredited Programs

Electronic Submission Guidelines for General Correspondence

Link to Evaluation and Operational Policies and

Procedures <http://www.ada.org/coda/policies-and-guidelines>

Link to Accreditation Standards for Dental Assisting Education

Programs <http://www.ada.org/coda/current-accreditation-standards>

cc: Dr. Josh Hamilton, dean, School of Health Sciences

President Richards

March 4, 2016

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Ms. Carole Brew, program director, Dental Assisting

Dr. Karen West, chair, Commission on Dental Accreditation (CODA)

Dr. Sherin Tooks, director, Commission on Dental Accreditation, CODA

Ms. Alyson Ackerman, manager, Allied Dental Education, CODA

Mr. Herman Bounds, director, Accreditation Division, U.S. Department of Education (via CODA website)

State Boards of Dentistry (via CODA website) Institutional Accreditors
(via CODA website)

Faculty Resumes

Brew, Carole

***Carole Brew
425 Martha Street
Las Vegas, Nevada***

Citizenship: USA

Education: 1968 – Career Academy Dental Assisting Program, Washington, DC
2006 – College of Southern Nevada, Associate Degree General Studies
2006 – University of Nevada, Las Vegas, Bachelor of Science in
Education, Workforce Education
2008 – University of Nevada, Las Vegas, Masters of Education,
Educational leadership

Licensure: 2000-present DANB, Certified Dental Assistant

Faculty Appointments: 2000-2006 – Dental Assistant Program, Community College of
Southern Nevada (CSN), Las Vegas, NV

Administrative Appointments: 2006-Present – Program Director/Professor, Dental Assistant Program,
Community College of Southern Nevada (CSN), Las Vegas, NV

Awards: 2000 – Outstanding Service – UNLV, GPR
2003 – Phi Theta Kappa
2003-2004 – Who’s Who Among American Teachers
2005 – The National Society of Collegiate Scholars
2005, 2007-2008 – The National Scholars Honor Society
2008 – Phi Kappa Phi

Work Experience: ***Clinical Dental Assisting***
1968-1976 - Dr. William L. Boger, Warren, PA – Chairside Assistant
1976-1990 - Dr. Dwayne Ence, Las Vegas, NV – Lead Assistant
1990-1998 - Dr. Jim Bryan, Las Vegas, NV – Lead Assistant
1998-2000 - University of Nevada, General Practice Residency – Lead
Assistant
1999-Present – College of Southern Nevada – Dental Assisting -
Instructor

Carole Brew

Committee Work:

Convocation Planning Committee – Fall 2015 to Present
Search committee DMS Instructor – Chair –Fall 2015
Tenure Committee - Mike Simpson –Fall 2015
Convocation Planning Committee – Spring 2016
Dental Laboratory Services – DFP- Ken Foster – Spring 2016
Hiring Committee – AA – Fall 2016
Attended - CSN High School and the Academic Schools Cheyenne Campus 10/11/16
Search Committee Dental Hygiene - Instructor – Spring 2017
Search Committee Dental Assisting –Instructor – Spring 2017
IPE Committee Spring to Present
IPE Health Fair – 3 hours Spring/Fall 2017
Search Committee – Radiology Instructor Spring 2018
Search Committee (Chair) – Clinical Services Manager DFP – Spring 2018

Continuing Education Courses:

Panel Discussion on Veteran's Adjustment to the College Classroom 1/13/16
You're Hired! Creating Successful Students w/ Work-Based Mentality in Class 1/13/16
How to Embrace Change Helping Yourself and Others 1/13/16
Assessment 101 w/ Shari Peterson Spring 2016
DEXIS Training and Radiographic Interpretation -Kim Fuller 4CEUs 2/26/16
Pharmacological Implications in the Dental Office – Ed Herschaft, DDS 7CEU's 10/1/16
Mercury-Amalgam Safety and Hygiene for the Dental Team 3CEU CES 10/1/16
Occupational Safety - Part 1 (Updated) 01-4091-16013 1CES 10/11/16
Occupational Safety - Part 2 (Update) 02-4091-16022 2CES 10/11/16
Autoimmune Diseases - A brief review with practical applications for the dental professionals - 02-4091-16005 2CES 10/18/16
Infection Control – Ed Rangel, Lecture 4CEU 5/17/17
Infection Control – Ed Rangel, Lecture 2CEU 11/8/17
Infection Control for Dentistry – 2CEU 7/3/18
OSHA for Dentistry – 1.5CEU 7/3/18
Welcoming Older Adults to Your Dental Office 2CEU 7/17/2018
Understanding Self-Efficacy in Diverse Learners 8/18/2018

Community Service:

UNLV Pre-dental Club – Advisor – Spring 2012-Present
Conducted tour for Sunrise Mountain High School on CSN campus 1.5 hours 5/19/2016
Dental Science Standards Development for state of Nevada (Southwest CTA) Fall 2017-Present

Clark, Patricia

Name: Patricia L. Clark
C.D.A M.B.A

Current Institution: of Southern Nevada

Address: 6375 W. Charleston Boulevard

City, State, Zip: Las Vegas, Nevada 89146-1164

Phone: (702) 6515658

Fax:

E-mail: patricia.clark@csn.edu

EDUCATIONAL BACKGROUND (Begin with college level)

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
University of Phoenix, Las Vegas, Nevada	2005	MBA	Business Administration
University of Phoenix, Reno, Nevada	2003	BSBM	Business Management
Truckee Meadows Community College, Reno, Nevada	1998	A.A.S.	Dental Assisting
Truckee Meadows Community College, Reno, Nevada	1995	Certificate of Completion	Dental Assisting
Douglas High School, Minden, Nevada	1992	High school diploma	general

LICENSURE & CREDENTIALING (Do not include license number)

State License (if applicable)	From (Year)	To (Year)
CDA	1995	present
CPR American Heart Association	1982	2019

SELECT RELATED CE COURSES (most recent)

Course Title	Course Content and Provider	Month and Year
What dental assistants need to know about HIPAA and security	Patterson Dental	November, 2018
Caries Management for Pediatric Dentistry	DANB, Dale Foundation	November, 2018
Factors involved with dental care delivery expansion	Colgate.com	March, 2018
Blood Borne pathogens training	OSHA	May, 2018
Navigating the road to change	Jan Carlson, CSN	May, 2018
Trouble with textbook comprehension	Jan Carlson, CSN	Jan, 2018
Improving classroom engagement using Guiding Principles for Service Excellence	CSN	Jan, 2018
Infection Control	UNLV Dental School	November, 2017
Infection Control for the dental office	Colgate.com	January, 2016
Comparison of clinical efficacy of 3 toothpastes in reducing dentin sensitivity	Colgate.com	January, 2016
Infection control for the dental office	In office	June, 2015
Ultradent Zoom Whitening	Ultradent Representative	January, 2015

TEACHING APPOINTMENTS (Begin with current)

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
College of Southern Nevada, Las Vegas, Nevada	Full time Instructor, Dental Assisting	Full-time	2017	2019
Institute of Professional Careers, Las Vegas, Nevada	Full time instructor, Dental Assisting	Full-time	2012	2014
High Tech Institute, Las Vegas, Nevada	Full time instructor, Dental Assisting	Full time	2008	2010

CURRENT TEACHING RESPONSIBILITIES

Name of Institution, City, State	Course Number and Title	Discipline and Level of Students (Year)	Total Contact Hours Per Year	
			Didactic	Clinic/Laboratory
College of Southern Nevada, Las Vegas, Nevada	CPR/ BLS	Any student	32	
College of Southern Nevada, Las Vegas, Nevada	DA124 Integrated Science	Dental Assisting/first semester	128	
College of Southern Nevada, Las Vegas, Nevada	DA 119 Dental Chairsides procedures lab	Dental Assisting/ Second semester		24
College of Southern Nevada, Las Vegas, Nevada	DA 108 Introduction to dental assisting	Dental Assisting/first semester	64	
College of Southern Nevada, Las Vegas, Nevada	DA118 Dental Materials Lab	Dental Assisting/first semester		96
College of Southern Nevada, Las Vegas, Nevada	DA128 Dental Radiography	Dental Assisting/ Second semester	64	
College of Southern Nevada, Las Vegas, Nevada	DA123/Administrative procedures	Dental Assisting/ Second semester	96	

SELECT RELATED EDUCATION METHODOLOGY COURSES (most recent)

Course Title	Course Content and Provider	Month and Year
Teaching Methodology:	Identifying and assessing core skills for classes CSN- Sharon Petersen, RDH,M. Ed.	June, 2018

PRACTICE EXPERIENCE

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
College of Southern Nevada, Las Vegas, Nevada	Dental Assistant Instructor	2017	2019
UNLV Dental School Las Vegas, Nevada	Assistant Director of Clinical Operations	2016	2017
Nellis AFB, Las Vegas Nevada	Contracted Dental Assistant	2015	2016
Absolute Dental, Las Vegas, Nevada	Dental Assistant	2015	2015
Institute of Professional Careers, Las Vegas, Nevada	Dental Assistant Instructor	2012	2014
High Tech Institute, Las Vegas, Nevada	Dental Assistant Instructor	2008	2010

Piotrowski, Charmaine

Charmaine R. Piotrowski
7222 Platinum Creek Street
Las Vegas, Nevada

Citizenship: USA

Education: Anchorage Community College of the University of Alaska

August 22, 1981- Dental Assisting Certificate

Las Vegas Institute of Advanced Dental Studies, Las Vegas, Nevada

- Advanced Anterior Aesthetics Oct/Nov 1999
- Posterior Esthetic Dentistry Aug 2000
- Dynamic Team Concepts Dec 2000
- Occlusion Training for the Team June 2002
- DENTRIX Dental Systems Aug 2005

Licensure: 1985 to Present DANB, Certified Dental Assistant

1981 to Present CPR American Heart Association

Faculty appointments: 2004-Current –Adjunct Dental Assistant Program, Community College of Southern Nevada[CSN], Las Vegas, NV

DA 118L Dental Materials; DA 123L Practice Management; DA 128L Dental Radiology

Work Experience: Clinical Dental Assisting

1985-2008 Samuel E. Pick DDS Las Vegas, NV

2008-2009 Irwan Goh DDS Las Vegas, NV

2009 - 2017 Kazumi Funamoto DDS Las Vegas, NV

2017 – 2018 Jeffery Hadley, DDS Las Vegas, NV

Charmaine Piotrowski Continuing Education

Training Received

Course	Location	Date	Instructor	Hrs/Type
Navigating Clinical Challenges	UNLV	2/01/14	Pam Hughes RDH	4 Clinical
LANAP Laser Surgery	LV,NV	4/21/14	Ed DeAndrade DDS	1 Clinical
Don't Get Caught With Your "Dental Practice" Act Down!	CSN	4/26/14	Shari Peterson RDH,MEd	4 Clinical
CSN Adjunct Conference	LV,NV	8/16/14	Multiple Speakers	4 Ed/Methods
Dentin Hypersensitivity	LV, NV	10/18/14	M. Monsantoifils RDH	2 Clinical
Caries Management	LV,NV	10/18/14	M. Monsantoifils RDH	2 Clinical
Marijuana Affects	LV,NV	10/18/14	Heather Rogers RDH	2 Clinical
Restoratively Fit	LV,NV	1/16/15	David Hornbrook DDS	6 Clinical
Say Ahh Documentary	LV,NV	1/21/15	Ed DeAndrade DDS	2 Clinical
Teaching Methodology	LV, NV	5/21/15	Shari Peterson RDH,Med	2 Non-Clinical
Infection Control	LV, NV	6/13/15	Heather Rogers RDH	4 Clinical
CSN Adjunct Conference	LV,NV	8/2015	Multiple Speakers	4 ED/Methods
Infection Control	LV,NV	4/22/16	Tracey Wale RN	6 Clinical
AADSM Meeting	Denver, CO	6/9-6/11/16	Multiple Speakers	17.5 Clinical
CSN Adjunct Conference	LV, NV	08/16	Multiple Speakers	4 ED/Methods
Product Solutions	LV,NV	9/23/16	Shannon Brinker	4 Clinical
OSHA and Infection Control	LV, NV	4/28/17	Tracey Wale RN	6 Clinical
CSN Adjunct Conference	LV, NV	08/17	Multiple Speakers	4ED/Methods
OSHA and Infection Control	LV,NV	5/11/18	Tracey Wale RN	6 Clinical
Team Member Motivation	Online	7/9/18	Self/ Instruction	2 NonClinical
Aging and Oral Health	Online	7/9/18	Self/Instruction	2 NonClinical
Xerostomia	Online	8/03/18	Self/Instruction	2 NonClinical
CSN Adjunct Conference	LV,NV	8/18	Multiple Speakers	4 ED/Methods
Dentistry Update	LV,NV	10/05/18	Dr. Gordon Christiansen	7 Clinical

Rangel, Ed

EDUARDO RANGEL

8900 IRON HITCH AVENUE
LAS VEGAS, NEVADA 89143
(702) 326-4313

CITIZENSHIP: U.S.A

EDUCATION: Doctor of Business Administration in Business Management, Master's degree in Business Administration, Arizona Western College Yuma, Arizona, Nursing and Emergency Medical Technician U.S ARMY Dental Hygienist and Dental Assistant with expanded duties.

LICENSURE: C.D.A

FACULTY APPOINTMENTS: Part-time Dental Assistant Instructor, College of Southern Nevada (CSN).Adviser UNLV Pre-Dental Society, UNLV Co-Adviser Hispanic Student dental Association.

ADMINISTRATIVE APPOINTMENTS: US Army, Dental NCOIC, Lead Dental Assistant Dental Faculty Practice, CSN, UNLV Coordinator, Manager, ADAA Treasurer.

AWARDS: Summa Cum Laude, Meritorious Service Medal, Army Commendation Medal, Army Achievement Medal, Army Good Conduct Medal, National Defense Service Medal, Expert Field Medical Badge, Customer Service Excellence.

WORK EXPERIENCE:
January 2010- current
Event Manager

LHI

- Coordinate with the Military Dental events.
- Set and check all the equipment is working.
- Manage a team of doctors and Assistants.
- Confirm exam information is completed.
- Confirm all x-ray are readable.
- Completed pay roll.
- Completed all documentation and reports.
- Inventory equipment and supplies
- Schedule pick-up of equipment and supplies
- Meet with military POC and provide event summary.
- Provide after action report to LHI.

April 2004-current

UNLV-SDM

Emergency/Oral Surgery Coordinator

- Supervised five dental assistants
- Evaluated work performance
- Coordinated Dental Students rotation
- Configured Clinics
- Insured dental supplies where stocked for treatment
- Assisted Faculty and Dental Students as needed

Health and Safety/OSHA Infection Control Manager

- Write and implement regulations
- Emergency Protocol
- Maintain Emergency Cart (Crash cart)
- Medications: Dispense and maintain accurate records of those dispensed to the teams
- Schedule vaccinations and maintain the data for Student Doctors, Residents, Faculty and Staff
- Ensure Faculty, Staff and Students have training requirements
- Inspecting areas to see if Dental Students and Employees are complying with OSHA and infection control regulations
- Patient Advocate

Sep 2000-current

Dental Assisting Program, CSN

Dental Assistant Instructor

- Teach Dental Materials
- Teach Radiology
- Teach Radiology Safety
- Teach Introduction to Dental Assisting
- Teach Dental Chairside Assisting
- Tutor Dental Assisting Students

Aug 2000-2009 Dental Faculty Practice, CSN

Lead Dental Assistant

- Manage fourteen employees
- Hire and evaluate work performance
- Arrange employee work schedules
- Dental Assistant
- Coordinate student rotations
- OSHA and Infection Control Monitor
- Maintain and repair dental chairs and handpieces

Sep 1999-Aug 2000 United Dental Clinic Las Vegas, NV.

- Expose and mount radiographs
- Prepare instruments setups
- Mix dental materials
- Clean pack and sterilize instruments
- Schedule dental appointments
- Assist dentist in dental treatment procedures
- OSHA and Infection Control Monitor

Aug 1977- Nov 1999 US ARMY DENTAC

Senior Dental NCO

- Base Operation NCO for the installation Headquarters
- Supervisor of dental Clinics
- Instructor an the Academy of Health Sciences
- Dental Hygienist
- Public Dental Hygienist US ARMY
- Scrub Nurse
- Expanded duties dental assistant
- Dental assistant
- Dental Forensic team member
- Dental mobilization and deployment NCO
- Search and rescue NCO
- Medivac and Mast NCO
- OSHA and Infection Control Monitor

- Precious metal monitor
- Control substance monitor
- Hand receipt holder
- Awards committee member.
- Quality Assurance Committee member
- Executive Council Committee member
- Patient Care Assessment Committee member
- Well versed in reading, writing and interpreting Spanish ↔ English
- Ability to communicates with various languages skills while interpreting cultural similarities

TRAINING RECEIVED:

- Personal Management for manager and Supervisor, DA Leadership
- Education and Development, Hazard Communication, TQM
- Problem Solving, Primary Leadership Course, Basic Leadership
- Course, Advance Leadership Course, Dental Administration
- Course, ADEC Technical Training, Combat Life Saver Course,

Widdison, Gary

Name: Dr. Gary E. Widdison,
DDS

Current Institution: of Southern
Nevada

Address: 6375 W. Charleston
Boulevard

City, State, Zip: Las Vegas, Nevada 89146-
1164

Phone: (702) 651-5592

Fax:

E-mail: gary.widdison@csn.edu

EDUCATIONAL BACKGROUND (Begin with college level)

Name of School, City and State	Yr of Grad.	Certificate or Degree	Area of Study
University of Western States, Portland, Oregon	2017	MSHNFM	Human nutrition and Functional Medicine
University of the Pacific, San Francisco, California	1981	DDS	Dentistry
Brigham Young University, Provo, Utah	1978	BS	Microbiology, Chemistry
Rancho High School, North Las Vegas, Nevada	1970	High school diploma	general

LICENSURE & CREDENTIALING (Do not include license number)

State License (if applicable)	From (Year)	To (Year)
Nevada	1982	2019
Washington	1999	2018
Idaho	1997	2018
CDA		
RDH		
CDT		
CPR American Heart Association	1982	2018

SELECT RELATED CE COURSES (most recent)

Course Title	Course Content and Provider	Month and Year
Motivational Interviewing and patient engagement	How to properly interview Colgate oral health network	May, 2017
Oral Pathology & Oral Medicine- clinical Update 2017	Latest updates in Pathology and oral medicine Concord Seminars	March, 2017
Infection Control Guidelines for the dental healthcare setting/ OSHA	Latest OSHA regulations update Advanced Dental CE	January, 2017
Dental Law and Ethics in Dentistry	Nevada state laws and ethical concerns update Advanced Dental CE	January, 2017
Fundamentals of Clinical Instrumentation	Proper use of hand instruments CSN Cara Lutes-Kirby, RDH, MPH instructor	August, 2017

Dental Law and Ethics in dentistry	Law and ethics for the dental profession Advanced dental CE, Daniel Orr, DDS, PhD, JD, Md	January, 2017
Prescription Drug Abuse Prevention	How to recognize and handle potential drug abusers in the dental practice. Advanced dental CE, Dan Jenkins, DDS	January, 2017
Local Anesthesia Techniques	Review of proper local anesthesia techniques. CSN Sharon Peterson RD H, M.Ed.	August, 2017
Hepatitis C : Foundational Knowledge for the Dental Healthcare Professional	Review of Hep C- causes and treatments. Colgate Health Network Maureen Archer- Festa RDH, DDS	May, 2017
Importance of the Opioid Epidemic for the Dental Profession	How to deal with pain management without completely depending on opioids. Colgate Oral Health Network Ira Lamster DDS.	May, 2017
Need to Reduce the number of antibiotic Prescriptions	Over prescribing of antibiotics and what to do about it. Colgate Health Network. Ira Lamster DDS	September, 2017
Here's what you Need to Know about your Female Dental Students	Information regarding the care of females at any age. Sigma Phi Alpha Dental hygiene Honor Society, CSN, Dana Widdison, MSN, APN, CNM	October, 2017
Dental hygiene National Board Review	Review/ refresher course for the hygiene national board. Dental Hygiene Seminars, Inc. heather O. Mapp, RDH, M.Ed.	February, 2015
Diabetes Mellitus: A Link to Periodontal Disease	Latest research on the link between diabetes and periodontal disease. Western Schools online course.	May, 2015
Geriatric Dentistry: Providing Care for an Aging Population	Treatment approaches to care for the elderly. Western Schools online course.	May, 2015
7 th Annual Oral Pathology Institute for Educators	Review course for educators in oral pathology and teaching methodology. University of Minnesota School of Dentistry Continuing Dental Education	July, 2015

Name of Institution, City, State	Course Number and Title	Discipline and Level of Students (Year)	Total Contact Hours Per Year Didactic Clinic/Laboratory	
College of Southern Nevada, Las Vegas, Nevada	DH102 Oral Biology lecture	Dental hygiene- first year students	30	
College of Southern Nevada, Las Vegas, Nevada		Dental hygiene-first year students	30	

	DH119 General and Oral Pathology lecture			
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TEACHING APPOINTMENTS (Begin with current)

Name of Institution, City and State	Appointment Title	Specify Full-Time/ Part-Time/ Adjunct/ Clinical/ Didactic/ Content Areas Taught	From (Year)	To (Year)
College of Southern Nevada, Las Vegas, Nevada	Tenured Professor, Supervising Dentist, Executive director of Dental Faculty Practice	Full-time	2012	2018
College of Southern Nevada, Las Vegas, Nevada	Part-Time instructor	Part-Time	2011	2012

CURRENT TEACHING RESPONSIBILITIES

College of Southern Nevada, Las Vegas, Nevada	DH202 Pharmacology	Dental hygiene- first year students	30	
College of Southern Nevada, Las Vegas, Nevada	DH211 Dental Materials	Dental Hygiene studentssecond year	15	45

SELECT RELATED EDUCATION METHODOLOGY COURSES (most recent)

Course Title	Course Content and Provider	Month and Year
Teaching Methodology: Curriculum Mapping	Identifying and assessing core skills for classes CSN- Sharon Petersen,RDH,M. Ed.	October, 2017
Student Motivation and Determining Teaching Strategies	What motivates students and how to use this to better teach them. CSN- Sharon Petersen RDH, M. Ed.	September 2014
Teaching Methodology: Test Construction	How to construct tests to better reflect student learning.	November 2014

PRACTICE EXPERIENCE

Practice Location and Type (City and State)	Position Title	From (Year)	To (Year)
College of Southern Nevada, Dental Faculty Practice ,Las Vegas, Nevada	Executive Dental Director	2011	2018

Viva Family Dental, Las Vegas, Nevada	Owner/ operator	2004	2009
Bright Now Dental, Spokane, Washington	Managing dentist	1999	2004
North Las Vegas, Nevada, East Lake Mead Dental Center	Owner/manager	1982	1999

Student Admissions Form



Student Name: _____ **Date:** _____

A. You must have copies of the following requirements:

CPR (Heartsaver AED Adult/Child or BLS) _____

Proof Hepatitis B Injection

Date 1st injection _____ Date 2nd injection _____ Date 3rd injection _____

Varicella Immunization (or proof of immunization)

Date 1st injection _____ Date 2nd injection _____

Proof of MMR Immunization

Date 1st injection _____ Date 2nd injection _____

Proof of Tdap Immunization

(Once every 10 years) _____

High School Diploma/GED _____

Proof of successful completion of either ENG 100, 101, 107 or 113 _____

Proof of age 18 years or old

Please fill in the dates of the completed immunizations, this paper needs to be a part of your packet. If you are schedule to receive an immunization after the due day please fill in the date of the immunization. You can bring in the proof once you have received the immunization.
ALL PAPERWORK IS DUE ON or Before April 30th

Applications are keep on a first come/first serve.

Exiting Student Survey

COLLEGE OF SOUTHERN NEVADA

Dental Assisting Program

Exiting Student Survey - Fall 2018

A. Please rate your ability to perform the following procedures and skills.

A = Above Average
 B = Average
 C = Below Average
 D = Not applicable

	Procedure or Skill	PREPARATION BY CSN			
1.	Obtain a complete medical/dental history	A	B	C	D
2.	Provide appropriate patient education information	A	B	C	D
3.	Perform infection control procedures	A	B	C	D
4.	Perform coronal polish	A	B	C	D
5.	Expose and process diagnostic radiographs	A	B	C	D
6.	Chart suspicious lesions from both oral exam & radiographs	A	B	C	D
7.	Placement of topical fluoride	A	B	C	D
8.	Placement and removal of rubber dam	A	B	C	D
9.	Fabricate temporaries	A	B	C	D
10.	Remove sutures	A	B	C	D
12.	Removal of excess cement	A	B	C	D
13.	Place topical anesthetic	A	B	C	D
14.	Place pit and fissure sealants	A	B	C	D
15.	Fabricate bleaching tray	A	B	C	D
16.	Take impressions of diagnostic quality	A	B	C	D
17.	Pour & trim study casts	A	B	C	D
18.	Document patient's treatment	A	B	C	D
19.	Apply knowledge of dental insurance codes and procedures	A	B	C	D

A = Above Average
 B = Average
 C = Below Average
 D = Not applicable

	Procedure or Skill	PREPARATION BY CSN
20.	Establish good rapport with patients	A B C D
21.	Apply appropriate patient behavioral management techniques	A B C D
22.	Work cooperatively and efficiently with other dental personnel	A B C D
23.	Manage medical emergencies	A B C D
24.	Display professional and ethical conduct	A B C D
25.	Demonstrate good verbal skills with peers and patients	A B C D
26.	Apply knowledge of dental insurance codes and procedures	A B C D
27.	Dental Assisting Classroom Facilities	A B C D
28.	Dental Assisting Laboratory Facilities	A B C D
29.	Library Resources	A B C D
30.	Dental Assisting Positive/Supportive Learning Environment	A B C D
31.	Dental Assisting Curriculum	A B C D
32.	Dental Assisting Faculty Advising	A B C D
33.	CSN Financial Aid	A B C D

B. Comments on (1 - 33).

C. Please evaluate the following components based on your personal growth experiences at CSN.

A = Above Average
 B = Average
 C = Below Average
 D = Not applicable

	Procedure or Skill	PREPARATION BY CSN			
34.	Dental Assisting Clinical Experience	A	B	C	D
35.	Clinical Student Evaluations	A	B	C	D
36.	Dental Assisting Faculty	A	B	C	D
37.	Computer Resources	A	B	C	D
38.	Clinic Supplies	A	B	C	D
39.	Written Communication Skills	A	B	C	D
40.	Oral Communication Skills	A	B	C	D
41.	Self-confidence	A	B	C	D
42.	Learning on your own	A	B	C	D
43.	Developing self-reliance	A	B	C	D
44.	Problem solving and critical thinking	A	B	C	D
45.	Utilizing computer skills	A	B	C	D
46.	Recognizing the need for continuing education	A	B	C	D
47.	Recognizing the need for pursuing educational and learning experiences after graduation.	A	B	C	D
48.	Becoming active and involved in one's professional organization	A	B	C	D

D. Comments on (33-48).

E. What major areas of strength did you find in the CSN Dental Assisting Program?

F. What major areas of improvement of the CSN Dental Assisting Program are indicated?

G. Overall, I would rate my educational experience in the CSN Dental Assisting Program:

- 1. ____ Excellent
- 2. ____ Good
- 3. ____ Adequate
- 4. ____ Poor

H. I would recommend the CSN Dental Assisting Program to a future student.

- 1. ____ YES
- 2. ____ NO

The Dental Assisting Faculty THANK YOU for the time and thought you invested to complete this questionnaire.

Please place this survey in the attached envelope, seal it, and PLACE IN MRS. BREW'S MAILBOX.

Employer Survey

COLLEGE OF SOUTHERN NEVADA Dental Assisting Program Employer Survey - Fall 2018

Questions A through D: General information - Please check the response which most accurately reflects your dental practice situation.

A. I have been practicing dentistry for:

1. _____ 1-5 years
2. _____ 6-10 years
3. _____ 11-20 years
4. _____ Over 20 years

B. The term that best describes my practice is:

1. _____ General Practice
 2. _____ Specialty (please specify) _____
 3. _____ Other _____
-

C. I employ _____ dental assistants.

1. _____ 1
2. _____ 2
3. _____ 3
4. _____ 4
5. _____ 5
6. _____ 6 or more

D. At least one dental assistant employed in my practice graduated from College of Southern Nevada (CSN) within the last three years.

1. _____ YES (Please proceed to Section E)
2. _____ NO (You have completed this survey. Your cooperation is very much appreciated. Please return this document in the envelope provided. **OVER, PLEASE.**)

- E. *Please answer the following questions only as they relate to the College of Southern Nevada Graduate(s) employed within the last five years.*

The following list describes some of the responsibilities which may be delegated to a dental assistant in the state of Nevada.

In Column I (Importance): Circle the number corresponding to the importance of each procedure or skill in relation to the practice of dental assisting in your office. If it is not applicable, please mark NA.

- NA = Not applicable to my practice
- 1 = Not very important to my practice
- 2 = Moderately important to my practice
- 3 = Essential to my practice

In Column II (Preparation): Circle the appropriate level at which you feel the assistant you employ(ed) was prepared by CSN to performs each procedure or skill. Additional comments to better express your opinion are welcome in "F."

- NA = Need not be included in the curriculum
- 1 = Needs additional preparation
- 2 = Adequately prepared
- 3 = Well prepared

If more than one College of Southern Nevada graduate has been employed in your practice please reflect an average of their skill levels in the right hand column labeled Performance.

	<u>Column I</u>						<u>Column II</u>			
	IMPORTANCE IN MY DENTAL PRACTICE				PROCEDURE OR SKILL		PREPARATION BY CSN			
1 A	NA	1	2	3	Obtain a complete medical/dental history	1 B	NA	1	2	3
2 A	NA	1	2	3	Provide effective patient oral health education	2 B	NA	1	2	3
3 A	NA	1	2	3	Perform infection control procedures	3 B	NA	1	2	3
4 A	NA	1	2	3	Perform coronal polish	4 B	NA	1	2	3
5 A	NA	1	2	3	Expose and process diagnostic radiographs	5 B	NA	1	2	3
6 A	NA	1	2	3	Chart suspicious lesions from both oral exam & radiographs	6 B	NA	1	2	3
7 A	NA	1	2	3	Placement of topical fluoride	7 B	NA	1	2	3
8 A	NA	1	2	3	Placement and removal of rubber dam	8 B	NA	1	2	3
9 A	NA	1	2	3	Fabricate temporaries	9 B	NA	1	2	3
10 A	NA	1	2	3	Remove sutures	10 B	NA	1	2	3

PLEASE.

OVER,

	<u>Column I</u>						<u>Column II</u>			
	IMPORTANCE IN MY DENTAL PRACTICE				PROCEDURE OR SKILL		PREPARATION BY CSN			
11 A	NA	1	2	3	Placement and removal of perio dressing	11 B	NA	1	2	3
12 A	NA	1	2	3	Removal of excess cement	12 B	NA	1	2	3
13 A	NA	1	2	3	Place topical anesthetic	13 B	NA	1	2	3
14 A	NA	1	2	3	Place pit and fissure sealants	14 B	NA	1	2	3
15 A	NA	1	2	3	Fabricate bleaching trays	15 B	NA	1	2	3
16 A	NA	1	2	3	Take impressions of diagnostic quality	16 B	NA	1	2	3
17 A	NA	1	2	3	Pour / trim study casts	17 B	NA	1	2	3

PLEASE.

OVER,

	<u>Column I</u>					<u>Column II</u>				
	IMPORTANCE IN MY DENTAL PRACTICE				PROCEDURE OR SKILL		PREPARATION BY CSN			
18 A	NA	1	2	3	Establish good rapport with his/her patients	18B	NA	1	2	3
19 A	NA	1	2	3	Apply appropriate patient behavioral management techniques	19 B	NA	1	2	3
20 A	NA	1	2	3	Manage medical emergencies	20 B	NA	1	2	3
21 A	NA	1	2	3	Display professional and ethical conduct	21 B	NA	1	2	3
22 A	NA	1	2	3	Demonstrate good verbal skills with peers and patients	22 B	NA	1	2	3

F. Comments on any of the procedures and skills (E, 1-35). _____

G. What major areas of strength of the CSN Dental Assisting Program are indicated by the graduate's performance?

H. What major areas of improvement of the CSN Dental Assisting Program are indicated by the graduate's performance?

I. Please share additional comments or suggestions you would like the program to consider.

J. Overall, I would rate the recent CSN dental assistant graduate:

- 1. _____ Excellent
- 2. _____ Good
- 3. _____ Adequate
- 4. _____ Poor

The Dental Assisting Faculty THANK YOU for the time and effort you have invested to complete this questionnaire.

Please place this survey in the self-addressed stamped envelope and RETURN BY _____.

College of Southern Nevada
Dental Hygiene/Dental Assisting Program
ATTENTION: Carole Brew
6375 W. Charleston Blvd.
Las Vegas, NV 89146

Questions? Call 702-651-5851

Advising Sheet

Dental Assisting Clinical Emphasis Certificate of Achievement (33 Credits) Spring Semester

The Dental Assisting Office will be responsible for managing the registration process. The admission list is based on a first come/first served basis.

Qualified applicants must:

- Complete ENG 100, 101, 107, or 113 with a grade of "C" or better
- Possess a High School Diploma, GED, HiSet, or High School equivalent
- Be 18 years of age or older
- Meet with Program Director Carole Brew: (702) 651-5851 or email: carole.brew@csn.edu to schedule an appointment
- Attend Dental Assisting Orientation

Dental Assisting is NOT a Limited Entry program. A "Limited-Entry Application for Admission to a Health Science Program" is NOT necessary to begin course work.

PROGRAM PREREQUISITE COURSES: These are courses that must be completed before a student is considered eligible for entry into the Program.

Course	Title	Cr	Tech Prep	Min. Grade
ENG 100, 101, 107, or 113	English	<u>3</u>	No	C
Total		3		

ATTENTION: The 2nd Semester of the program requires a 2-step TB skin test, a physical, an eye exam, a drug test, and proof of medical insurance.

IMPORTANT POINTS TO REMEMBER:

- Selection Occurs: Twice a year
- Program Begins: Spring
- Document Deadline: **Oct 31**
- Meet with Program Director: **Aug 1-Oct 31**

Proof of completion of program prerequisite must be submitted to Dental Assisting office by Document Deadline.

- Maximum number of students admitted: (up to) **16**

PROGRAM COURSES: These are specialized courses within a health discipline and are restricted to students who have been accepted into the program. Program courses are subject to revision; this will not impact program admission.

<i>1st Semester (Spring)</i>	<i>2nd Semester (Fall)</i>	<i>3rd Semester (Spring)</i>
DA 108B.....2 cr Introduction to Dental Assisting	DA 119B/L.....4 cr Chairside Procedures	DA 126B/L.....6 cr Clinical Externship
DA 115B.....1 cr Dental Health Education	DA 128B/L.....3 cr Dental Radiology	DA 136B.....3 cr Dental Specialties
DA 124B.....4 cr Integrated Science	DA 123B.....3 cr Practice Management	
DA 118B/L.....3 cr Dental Materials	DA 105B.....1 cr Interprofessional and Community Service Learning	
Total Semester.....10 cr	Total Semester.....11 cr	Total Semester.....9 cr
		Total Program Course Credits: 30

Courses must be taken in the sequence specified to ensure logical continuity of instruction.
This is an UNOFFICIAL college tool to be used for advisement purposes only.

End of Term Review

End of Term Course Review Conducted by Instructor

Date of Review _____ Course _____ Instructor _____ Semester _____

1. Check the competencies that are taught in this course and indicate level of proficiency expected of student (I= Introductory, D= Developing, C= Competent)

- I D C 1. Apply the knowledge and skills required to systematically collect diagnostic data;
- I D C 2. Function as an effective and efficient member of the dental health team by performing a variety of clinical supportive treatments;
- I D C 3. Utilize the most current infection control and safety precautions in all laboratory and clinical settings;
- I D C 4. Apply the knowledge and skills required for basic business office procedures;
- I D C 5. Communicate effectively both verbally and in writing with dental team members and patients;
- I D C 6. Function in a responsible, professional and ethical manner;
- I D C 7. Demonstrate the clinical skills needed to perform direct patient care as stated in Nevada State Board of Dentistry

2. Teaching Format:

_____ Lecture _____ Lab _____ Preclinical _____ Externship

3. Evaluation Methods Used:

Assignments/Projects _____ Oral Presentation _____ Quizzes _____

Group Activities _____ Lab/clinic skill eval _____ Midterm _____

Research _____ Self Evaluations _____ Final Exam _____

Written paper _____ Table Clinic _____ Journals _____

Portfolios _____ Community Rotations _____ Other _____

4. List courses in the DA Program that Review/Enhance material presented in this course:

Topic _____ Other Course/s _____ Review Enhance

Topic _____ Other Course/s _____ Review Enhance

Topic _____ Other Course/s _____ Review Enhance

Academic Program Three Year Review

College of Southern Nevada
Certificate of Completion
Dental Assisting
Three-Year Assessment PLAN

Assessment Plan Submission Process

- All academic degree and certificate granting programs must submit a three-year assessment plan to the Department Chair and Academic Dean for review and approval by Oct 1 of Academic Year 1 in the assessment planning cycle designated for the academic school (see <https://www.csn.edu/assessment> for the timeline).
- All approved and signed three-year assessment plans should be forwarded from the Academic Dean's office to the Office of Assessment for final approval by October 12 of Academic Year 1.

Three Year Assessment Cycle: 2019-2020
Department: Dental Assisting
Dated Completed: 2/28/2019
Completed By: Carole Brew
Contact Email: carole.brew@csn.edu
Contact Phone: 702-651-5851
Academic Program External Accrediting Organization: (if not applicable put N/A) CODA
Year of Next Accreditation Review: (if not applicable put N/A) Self-study 2021; Site-visit 2022
Mission, Student Success, & Institutional Effectiveness
<i>We prepare our dental assisting graduates with job entry skills, to deliver quality dental health care to the public, meet the healthcare needs of the community, and contribute to the profession of dentistry. The majority of our students find job upon graduation which creates income opportunities for the students that can change their lives by becoming productive members of the community. The spring 2018 and fall 2018 we had 8 graduates, with 7 working in dental offices. We are not sure what has happen to the 8th student, as we have lost touch with them.</i>
Annual Assessment Review
<i>Each instructor is given a Program Review Sheet in May to evaluate the courses they are teaching. Instructors made adjustments to assignments and the tests. In reviewing DA 119 the learning objectives need to be revised as well as the competency sheets to reflect a mastery of skills that they will need to be successful on externship.</i>

Directions for 3-year Assessment Planning
All Program Student Learning Outcomes (SLOs) and program courses should be reviewed at least once every 3 years. <ol style="list-style-type: none">1. List the program SLOs to be reviewed for each year of the 3 year plan.<ol style="list-style-type: none">a) Identify the assessment artifact that will be used to assess each program SLO. Outcomes can be determined through multiple direct and indirect artifacts. However, at least one artifact must be a direct measure of ability. (visit https://www.csn.edu/assessment for examples of direct and indirect assessment measures).b) Identify how the artifact will be evaluated (e.g. rubric, percent correct, scores, competency-level, etc.).c) List the performance indicator (criteria for success) and achievement benchmark (score) for achievement of each SLO (e.g. "80% will achieve a rubric score of 4 or more" or "75% will score 80% or higher on the assignment"). If a comprehensive measure is used to measure all SLOs, identify the performance indicators for each outcome criteria, and the overall achievement benchmark (rubric score).2. Indicate the timeframe when the assessment artifacts will be administered within the program of study.<ol style="list-style-type: none">a) Indicate each program course (e.g., ENG 101 Composition I) that will be reviewed and curriculum mapping completed.

Academic Year 1: 2019-2020
1. Program SLOs and Assessment Artifacts
Review the student learning outcomes. 1. Apply key concepts in dentistry. 2. Use standards of infection and hazard control in the dental office.
2. Program Courses
DA 108 –Introduction to Dental Assisting – reviewing vocabulary terms DA 115 – Dental health – Project Rubrics DA 124 – integrated Science – Tests Students will need to pass with a 75%

Academic Year 2: 2020-2021
1. Program SLOs and Assessment Artifacts
3. Produce radiographs of diagnostic quality. 4. Provide clinical support for the dental team during treatments with patients and in laboratory procedures.
2. Program Courses
DA 128 – Dental Radiology - Competency sheets DA 118 - Dental Materials - Competency sheets DA 119 – Chairside Assisting - Competency sheets Students will need score at 80% on competency sheets and project rubrics to show mastery.

Academic Year 3: 2021-2022
1. Program SLOs and Assessment Artifacts
5. Portray professional behaviors, ethics and appearance while providing care to patients of all ages and diverse cultures. 6. Enhance principles of interpersonal skills with the dental health team and the patients in their care.
2. Program Courses
DA 123 - Practice Management = Project Rubrics DA 126 – Clinical externship - Competency sheets and Site Evaluations DA 136 Dental Specialties – Project Rubrics DA 105 Interprofessional and Community Service Learning – Project rubrics Students will need to score at 85% on competency sheets, project rubrics, and site evaluations to pass.

Review & Approve	Signature	Date
Program Director: Carole Brew		10/03/2018
Department Chair: Jim Godin		
Dean: Janice Glasper		
Director- Office of Assessment: Shari Peterson		

Three Year Assessment Plan

Three-Year Assessment Plan

Degree Program: Dental Assisting (Certificate of Achievement)

Assessment Coordinator: Carole Brew

Academic Year: Multiyear Plan (2017-2018, 2018-2019, 2019-2020)

Program Mission:

The mission of the CSN Dental Assisting Program is to provide students with job entry skills to be competent members of the dental care team to deliver quality dental health care to the public, meet the healthcare needs of the community and to contribute to the profession of dentistry.

Working Program Outcomes: (Completely Revised)

1. Apply key concepts in dentistry.
2. Use standards of infection and hazard control in the dental office.
3. Produce radiographs of diagnostic quality.
4. Provide clinical support for the dental team during treatments with patients and in laboratory procedures.
5. Portray professional behaviors, ethics and appearance while providing care to patients of all ages and diverse cultures.
6. Enhance principles of interpersonal skills with the dental health team and the patients in their care.

Direct Measures of Learning:

The direct measure of learning occurs in DA 126B Clinical Externship. A capstone portfolio is created by the student which is evaluated using a rubric. The portfolio includes evidence of competency in performs essential dental assisting skills and decision-making abilities.

Indirect Measures of Learning:

Graduation rates: At least 100% of the students that enter the Dental Assisting Program will graduate in three semesters.

Job Placement (Graduate Survey): At least 85% of all graduates who desire employment in the dental field will be employed as dental assistants.

Program Satisfaction (Graduate Survey): 100% of Dental Assisting graduates will rate the overall quality of the program with an excellent rating stating that they were well prepared for an entry level position as a dental assistant.

Program Satisfaction (Employer Survey): 85% of all the employers surveyed will return the survey with a good to excellent rating stating the graduates are well prepared for an entry level position as a dental assistant.

Performance rate (DANB National Board): Very few of our students take the DANB National Board since the state of Nevada does not require a dental assistant to be certified or licensed, assistance can be on-the-job trained. However, in 2011-2012, one candidate took the board and passed. We have a 100% pass rate.

Three-Year Plan of Action

Year 1: 2017-2018

Review and revise program educational outcomes

Review DA 107, DA 118, DA 128 lab performance competencies; revise to reflect direct measures of learning

Complete annual report using data from Capstone rubric by August 2018

Year 2: 2018-2019

Review DA 119 & DA 126 clinical performance competencies; revise to reflect direct measures of learning

Complete annual report using data from Capstone rubric by August 2019

Year 3: 2019-2020

Review and revise curriculum for didactic courses DA 108, DA 115, DA 123, DA 124, DA 128 and DA 136

Next multi-year plan to be written: 2020-2021, 2021-2022, 2022-2023

Complete annual report using data from Capstone rubric by August 2020

Attachment E: Action Plan Form

Program: Dental Assisting

Department or Academic Unit: Dental Sciences, Diagnostic Evaluation and Rehabilitation Services

Academic Year: 2018-2019

Identified Area of Concern:

The area of concern or the weakness that the program faces in the future is the closing of DFP practice. DFP was designed to support both the dental assisting and dental hygiene programs. DFP supported the clinical element for dental assisting students. Students gained practical, real-life skills they could apply what they had learned and what they will encounter in the dental office. The DFP staff prepared the students to become part of the dental team in real world situations. Over the years the DFP staff has been given many students opportunities to succeed that they wouldn't have had if we put them out on externship when they weren't ready. Offices only remember the bad student not the 10 good ones you send them. We have lost good sites because these students will slow the doctor's production down. The externship sites want to teach however they don't want to babysit students.

Side note: DFP was available for us to place students year round, making it easy for the instructors to checking on or observe the students interaction with staff and patients at any time since DFP was only a few steps away. Their availability worked well for our students as all of our students have full time jobs, allowing the students to volunteer at their convenience.

Action Plan:

Currently, we are in talks with 2 externship sites, UNLV Dental School Residency Program and Nevada Health Centers (NHC) Dental Department. We want to make arrangements for students that we have identified that need to gain more practical and real-life skills in a positive work environment. Students would work with more seasoned and experienced assistants to gain more confidence and to build their self-esteem working chairside with the dentist.

Side note: Both of these facilities are limited to availability which could make it difficult for our students to volunteer. Also, the UNLV Residency Program is 4 miles away and the NHC is 15 miles away not making it convenient to checking on in person.

Department Chair

Date

Dean

Date

VPAA

Date