Great Falls College MSU Dental Assistant Program

Student Information and Application Packet
Fall 2018

(Application is subject to change year to year)
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Dear Prospective Dental Assistant Student,

I am pleased by your interest in the Dental Assistant program at Great Falls College MSU. I graduated from this Dental Assistant program in 1987 and have found dental assisting to be a very rewarding career. In the coming years the demand for skilled dental assistants is expected to rise significantly. In fact, according to the U.S. Bureau of Labor Statistics, job openings for Dental Assistants are expected to increase by 19% in the next few years.

Great Falls College MSU’s Dental Assistant program is accredited through the American Dental Association and upon graduation from the program, students are eligible to sit for the Dental Assisting National Board certification exam to become a Certified Dental Assistant (CDA.) In addition to general chairside assisting duties, graduates are qualified to perform the expanded functions allowed by the Montana Board of Dentistry rule, including (but not limited to) taking and processing oral radiographs, coronal polishing, placing dental sealants, providing oral hygiene instruction, and fabricating temporary crowns.

The Dental Assistant program has a limited enrollment capacity. Eighteen new students are enrolled in the fall of each year. The small class size is advantageous to students, allowing them more individualized attention and more opportunity for hands-on experience. The Dental Assistant program selects students on a first come, first served basis from the pool of completed applications received by the application priority deadline. A hybrid delivery option is being developed for students outside of the Great Falls area. If you are interested in this option, please contact me for more information.

Information regarding the profession, the program, and application materials for fall 2018 entry are enclosed in this packet. Please read the materials carefully. For additional information, answers to specific questions, or to set up an appointment please contact Student Central at (406)268-3700 or Robin Williams, CDA, MS, Dental Assistant Program Director at (406) 771-4351. Please don’t hesitate to contact us.

Sincerely,

Robin R. Williams, CDA, MS
Director, Dental Assistant Program
Great Falls College Montana State University
2100 16th Ave S
Great Falls, MT 59405
(406)771-4351
rwilliams@gfcmsu.edu

Updated February 14, 2018 for Fall 2018 intake
Great Falls College Montana State University
Dental Assistant
One-Year Certificate of Applied Science Program

Job description and occupational outlook

Dental Assistants are important members of the dental health care 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 Montana is currently $11.00 - $16.00, with a mean annual salary nationally of $37,890 (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-2015. Retrieved November 25, 2017 from http://www.bls.gov/ooh/healthcare). Various benefit packages may be available, depending on location and demand factors.

Program Description and Expectations

The Great Falls College MSU Dental Assistant program is a one year (11 month) limited-enrollment program accepting up to 18 students each year. Interested students must complete a current application to the program (separate from the institution’s application) for acceptance and are urged to contact Student Central or advisors for student advising specific to program admission requirements. 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, actual clinical experience in our on-site Dental Clinic (which is open to the public), and service learning activities. All Dental Assistant program coursework 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 DENT 195, 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.

Students can expect to commit to a full week at Great Falls College MSU each week. Most dental courses also 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 as well as restorative clinic 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.

The American Dental Association Commission on Dental Accreditation accredits the Dental Assistant program at Great Falls College MSU. Ninety days prior to graduation, eligible students will apply to sit for the national certification examination administered by the Dental Assisting National Board to become Certified Dental Assistants upon program completion.
Graduates are also qualified to perform expanded functions approved by the Montana Board of Dentistry. Students must be currently certified in healthcare provider CPR (American Red Cross and American Heart Association are two of several instruction providers) and be current on all immunizations including the Hepatitis B series. Students are also strongly encouraged to become student members of the American Dental Assistants Association.

**Program Goals**
The Dental Assistant program will:

I. Maintain an instructional curriculum that meets the standards of the American Dental Association Council on Dental Education and of the local dental community.

II. Deliver relevant learning experiences and curriculum sequencing to assure graduates achieve adequate knowledge and skill to become Certified Dental Assistants and become employed in the field as entry-level Dental Assistants.

**Technical Standards for the Dental Assistant Profession**

We are providing a listing of our technical standards and exit criteria with this application so that all students will understand the broad scope of the program and its expectations.

To successfully complete the dental assistant program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

1. Accurately perform dental assisting procedures such as positioning patients, setting up and operating dental equipment.
2. Accurately perform expanded function dental assisting procedures such as taking dental radiographs, dental sealant placement, coronal polishing, topical anesthetic placement, and using dental instruments in the oral cavity.
3. Accurately assessing the condition of the oral cavity.
4. Maneuver patients and themselves within the dental clinic operatory & dental facility.
5. Effectively communicate and interact with faculty, staff, peers, patient/clients, families, and healthcare workers in a culturally sensitive manner.
6. Accurately perform CPR and other basic life support functions and assess medical emergencies in the clinical setting.
7. Consistently adhere to standard precautions for infection control by:
   a. sterilizing and disinfecting contaminated equipment
   b. sterilize dental instruments
   c. breakdown and set up dental operatory for patient treatment
   d. maintaining asepsis throughout patient treatment
8. Accurately document treatment information in patients’ charts.
10. Demonstrate understanding and adherence to the professional standards of the American Dental Assistants Association and the state of Montana.
11. Effectively communicate critical information in oral and/or written form to faculty, staff, peers, patients, families while adhering to HIPAA standards.

Copies of all program policies on safety and infection control are available to students and the public upon request at the GFC MSU Dental Clinic office or through the program website.

**Admission to Great Falls College MSU**

Students must be admitted to the College and in good academic standing prior to the submission of the Dental Assistant program application. Dental Assistant program applications will not be reviewed until applicants have been admitted to GFC MSU.
Acceptance to GFC MSU requires a completed admissions application file. An application may be obtained by visiting the campus, calling the College (406-268-3700), or completing the online application at http://admissions.gfcmsu.edu/apply.html

It is the applicant’s responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Dental Assistant program admissions process

All eligibility forms and documents are enclosed in the Dental Assistant Program Information and Application Packet, Fall 2018.

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 coursework prior to entry into 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. Only students in Good Academic Standing will be eligible for program acceptance. The earliest postmarks will be given the highest priority and only complete applications will be accepted for evaluation purposes. Please only submit copies of the original documents.

The complete Dental Assistant program application must be submitted via mail to:

GFC MSU Dental Clinic Coordinator
Dental Assistant Program
2100 16th Ave S
Great Falls, MT 59405

by June 1, 2018 for priority selection to the program.

Priority applicants will be notified of their admission acceptance by June 22, 2018 for Fall 2018 semester entry to the program. The Dental Assistant Program Admissions Committee will consider applications received after the priority deadline of June 1, 2018 only if any of 18 admission positions remain open. Again, the earliest postmarks on complete applications will determine admission for any of these remaining openings.

Equal Opportunity Policy

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officer is the Chief Student Affairs & Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300
Program Curriculum

Students that apply to the Dental Assistant program must have already successfully completed (C- or better) M 065 Pre-Algebra or equivalent course OR be currently at the competency level for the program-required math and writing courses (M 090 and WRIT 101, 121 or 122). Students may also complete any or all of the general education coursework (non-DENT) prior to entry to the Dental Assistant program if they choose to do so, but the required general education courses may also be taken during the program. If you have any questions, please contact the Program Director. The program course sequence is as follows:

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLS 103</td>
<td>Becoming a Successful Student</td>
<td>1</td>
</tr>
</tbody>
</table>

Fall Semester 2018

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 110</td>
<td>Theory of Infection Control &amp; Disease Prevention</td>
<td>1</td>
</tr>
<tr>
<td>DENT 115</td>
<td>Head, Neck, &amp; Oral Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>DENT 116</td>
<td>Dental Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DENT 120</td>
<td>Oral Radiology I</td>
<td>3</td>
</tr>
<tr>
<td>DENT 123</td>
<td>Chairside Theory and Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose from one of the following: #

| WRIT 101** | College Writing I                              |         |
| WRIT 121** | Intro to Technical Writing                     |         |
| WRIT 122** | Intro to Business Writing                      | 3       |

TOTAL SEMESTER CREDITS 17

Spring Semester 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 121*</td>
<td>Oral Radiology/Radiography II</td>
<td>2</td>
</tr>
<tr>
<td>DENT 124*</td>
<td>Chairside Theory and Practice II</td>
<td>4</td>
</tr>
<tr>
<td>DENT 140*</td>
<td>Dental Sciences/Preventive Dentistry</td>
<td>4</td>
</tr>
<tr>
<td>DENT 145*</td>
<td>Dental Specialties</td>
<td>3</td>
</tr>
<tr>
<td>M 090**</td>
<td>Introductory Algebra or higher</td>
<td>3-4</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER CREDITS 16-17

Summer Semester 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 195*</td>
<td>Clinical Practice and Seminar</td>
<td>7</td>
</tr>
<tr>
<td>COMX 115</td>
<td>Intro to Interpersonal Communications OR</td>
<td></td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER CREDITS 10

Total program credits (including general education coursework) 43-44 credits

* Indicates program prerequisite needed (see catalog for details)

** WRIT & M courses listed are the minimum program requirements. Students who test into higher level writing and math courses should take the appropriate level course to fulfill the program’s writing and math requirements.

# Note: WRIT 095 will no longer be accepted as a writing option effective Fall 2018.
Information regarding transferable courses

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcripts to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

Registrar’s Office
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405
406-771-5128

All transfer work has to be from a regionally accredited institution.

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 & clinic supplies (approx. $1330)
- Two professional uniforms (approx. $250)
- Comfortable, professional shoes
- Graduation fees (approx. $50)
- Certification examination fee (approx. $425)
- Student medical insurance (approx. $3700*)
- Transportation and lodging for hybrid option students and distant clinical experience or service learning sites, if applicable

Student Health Insurance

Program students entering the clinic setting are strongly advised to carry their own medical health insurance. Students will be financially responsible for their health care if they become ill or injured in the clinical setting.

Student Health Insurance Option (Subject to change)

All GFC MSU students enrolled for 6 or more credits are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross/Blue Shield of Montana. This plan provides coverage for injuries and illnesses on or off campus. Please contact Student Central for more information. Please see http://students.gfcmsu.edu/insurance.html for more information.

Student Central
Great Falls College MSU
Phone: 406-771-4304
APPLICATION PACKET COVER & CHECK-OFF SHEET

NAME __________________________________________________________

ADDRESS ______________________________________________________

CITY _______________________________ ST ______ Zip Code ____________

TELEPHONE (Home) ___________________ (Other) ___________________

E-Mail ADDRESS __________________________________________________

GFC MSU STUDENT IDENTIFICATION NUMBER: _________________________

APPLYING FOR: _____ On-Campus Option ______ Hybrid Delivery Option (see page 14)

Check-off List

<table>
<thead>
<tr>
<th>√</th>
<th>Item</th>
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<tbody>
<tr>
<td></td>
<td>Application Packet Cover &amp; Check-off sheet <em>(personal information must be complete and legible) (page 9)</em></td>
</tr>
<tr>
<td></td>
<td>Completed Admissions File. A completed admissions file includes a completed application, payment of the $30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.</td>
</tr>
<tr>
<td></td>
<td>In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar’s or admissions office to confirm that they are in good academic standing.</td>
</tr>
<tr>
<td></td>
<td>Completed Student Immunization and Verification form <em>(page 10)</em></td>
</tr>
<tr>
<td></td>
<td>Photocopy of current CPR certification card or proof of registration for a class to be taken prior to program entry <em>(must be Healthcare Provider CPR or equivalent)</em></td>
</tr>
<tr>
<td></td>
<td>Completed Job Shadow Experience Verification Form <em>(page 12)</em></td>
</tr>
<tr>
<td></td>
<td>Official Transcripts for all post-secondary education completed outside of Great Falls College MSU <em>(Send transcripts to Registrar- No need to include in packet)</em></td>
</tr>
</tbody>
</table>
GREAT FALLS COLLEGE MSU
Student Immunization and Verification Form

<table>
<thead>
<tr>
<th>Name</th>
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</table>

**IMMUNIZATIONS: PLEASE LIST DATES and provide proper documentation**

<table>
<thead>
<tr>
<th>Measles, Mumps, Rubella</th>
<th>Diphtheria</th>
<th>Tetanus (within last 7-10 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>__________</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Series dates (proof of test results required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Titer (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________</td>
</tr>
</tbody>
</table>

**VERIFY THE FOLLOWING**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted.
(Photocopy of certification card, both sides, showing expiration and instructor's signature).

I have read the Technical Standards in the program of application.

I have provided proof of all immunizations or test results required.
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 with a dental assistant at the general 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 (4) 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 accepted to the Dental Assistant program. Fill out the included confidentiality statement prior to your job shadow and provide it to the facility personnel when you arrive for your job shadow, the confidentiality statement remains at the dental office for their records. After you have completed your job shadow, have the staff member(s) that you observed complete and sign the attached Job Shadow form. Include the completed form in your application packet for the Dental Assistant program at Great Falls College MSU.

Dress is professional NO blue jeans, low-cut tops or open toe shoes. Chewing gum is not acceptable during your job shadow experience. No jewelry should be worn with the exception of watch, wedding set, and one pair of earrings.
Great Falls College Montana State University  
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 Great Falls College Montana State University. 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 your employed dental assistants for as many different procedures as possible in your office/clinic. The student will 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 the individual listed below. We thank you for your assistance in providing this opportunity for this applicant. Please return the completed form to the applicant.

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 one small pair of earrings.

APPLICANT NAME: __________________________________________________________

DATE OF OBSERVATION: ___________________________________________________

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

Dental Office/Clinic OBSERVED: ____________________________________________

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

________________________________________________________________________

PROCEDURES OBSERVED: ________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Dentist/Dental Assistant SIGNATURE: __________________________________________

Any questions, please call: Robin Williams (406)771-4351
I thank you for this opportunity to job shadow in your facility. I realize that everything that I observe, hear, or read 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/Student: ___________________________________________

Please Print Name

Signature: ___________________________________________

Date: ____________________________
Dental Assistant GFC MSU program Hybrid Delivery Option

Students living 30 or more miles from the GFC MSU campus have the option of applying for the hybrid delivery option for the program. Hybrid delivery students attend classes in real-time via 2-way video conferencing and attend on-campus lab and clinic sessions approximately every other weekend during the fall and spring semesters.

Dental Assistant program hybrid delivery students must be on campus for:
- Dental Assistant program orientation and the Health Science Division Orientation (1 full day)
- Dental Assistant program hybrid student orientation (1 full day)
- DENT 120, DENT 121, DENT 123, DENT 124 laboratory sessions approximately every other weekend noon- 8 PM Friday and 8 – 5 on Saturday.

Checklist for Hybrid option qualification:
- Hybrid students MUST live 30 or more miles from the GFC campus
- Hybrid students MUST have easily accessible and reliable high speed internet access
- Hybrid students MUST have a reliable computer with audio and video capability
- Hybrid students MUST have reliable transportation and lodging for all mandatory on-campus sessions
- Hybrid students MUST have access to an identified test proctor/site

Questions regarding the Dental Assistant program Hybrid Option should be directed to the Dental Assistant program director, Robin Williams. Phone: 406-771-4351 or rwilliams@gfcmsu.edu