

**Docket Item:**

Community College Approval: Chemeketa Community College, Certificate of Completion in Dental Assisting, within 51.0601, Dental Assisting/Assistant.

**Summary:**

Chemeketa Community College proposes a new Certificate of Completion in Dental Assisting. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

**Staff Recommendation:**

The HECC recommends the adoption of the following resolution:

RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CC2 in Dental Assisting.



**Chemeketa Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Dental Assisting.**

**Program Summary**

The Dental Assisting program offers technical training to people who want to work in dental offices and clinics. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611-2678. The telephone number is 312.440.2500. The Web site is [www.ada.org](http://www.ada.org). The program includes instruction in assisting dentists in private offices or dental health clinics plus clinical and field trip experiences. Typical duties of dental assistants include preparing patients for treatment, mixing dental materials, taking impressions, sterilization and infection control, exposing and processing radiographic images, assisting with clinical procedures, expanded functions, and inventory control. Laboratory duties include pouring study models of teeth and fabrication of custom trays, temporary crowns, and small appliances. As office manager, a dental assistant acts as a receptionist, schedules appointments and insurance billings, and is responsible for the general appearance of an office.

**1. Describe the need for this program by providing clear evidence.**

According to [qualityinfo.org](http://qualityinfo.org), there are jobs available for graduates as it shows 177 positions statewide. It also states that there are on average 108 annual openings statewide with approximately 14 new positions due to growth every year and another 94 replacement openings. While it may be possible that some of the position may be part-time, there is the possibility for a living wage for those who are working full-time with an average annual wage of \$43,286 and a starting fulltime wage of approximately \$32,843.

**2. Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?**

The college uses a range of sources to establish ongoing partnerships with its community constituencies. Some of these partnerships include: Northwest Commission on Colleges and Universities, the State Board of Education, Community College Workforce Development, employment advisory boards, student placement organizations, and licensing boards for appropriate occupations. The Dental Assistant Certificate of Completion was approved on February 18, 2020 by the Chemeketa Community College's Curriculum Committee and then approved by Chemeketa Community College's Board of Education on March 18, 2020. Chemeketa Community College has partnerships with local high schools to offer courses in their schools for college credit. These courses will prepare students for entry into the program soon after graduating. Other required and general education courses will be valuable

in preparation for entrance into the program and the workforce. Collaboration with workforce and economic development partners assists the college to build a skilled and trained workforce ready to enter their fields immediately upon completion of the program. The Dental Assistant department that will be offering this Dental Assistant Certificate of Completion has an advisory committee composed of professionals from across the Willamette Valley:

Haylee Carriger: Kaiser Permanente

Melissa Estrada, NW Dental Arts & Sleep Therapy

Jennifer Frankel, NW Dental Arts & Sleep Therapy

Dr. Luisa Snyder, Fairmount Dental Center

Dr. Tricia Ray, Smile After Smile

Dr. Matthew Woolsey, Woolsey Family Dental

Rachel Zimmerman, Dr. Eyre-Dental Practice

**3. *Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

The courses for this program have been approved by the advisory committee so that students are fully prepared for the workforce. The program courses are:

DEN150: Dental Sciences (3)

DEN151: Introductory Concepts in Dental Assisting (3)

DEN153: Dental Materials 1 (3)

DEN156: Dental Anatomy (4)

DEN160: Dental Specialties (3)

DEN161: Dental Assisting Practicum 1 (3)

DEN162: Intermediate Clinical Skills (2)

DEN163: Dental Materials 2 (3)

DEN164: Dental Radiology 1 (3)

DEN165: Dental Office Emergency Management (2)

DEN170: Dental Office Management (2)

DEN171: Dental Assisting Practicum 2 (9)

DEN172: Expanded Functions (3)

DEN174: Dental Radiology 2 (2)

These courses were approved by the advisory committee on October 24, 2019. Chemeketa's Dental Assisting Certificate of Completion program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$43,286 per year and starting wages at \$32,843 (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career

4. *Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?*

The design of the program is a 67 credit hour approved Certificate of Completion. The primary audience for this program is students who wish to focus on health careers. The learner outcomes for each course provide a range of skills to allow graduates to pursue employment in this industry:

DEN150: Dental Sciences

- Understand infection control, safety, and BBP concepts and procedures in the dental environment.
- Identify and perform a variety of methods of sterilization and disinfection procedures.
- Explain the types and characteristics of oral pathology.

DEN151: Introductory Concepts in Dental Assisting

- Demonstrate understanding of dental terminology.
- Demonstrate understanding of dental history.
- Identify legal and ethical concepts and issues related to dentistry.
- Professional Organizations: Identify the roles and qualifications of the dental team members, including dental specialties.
- Demonstrate appropriate chairside techniques and dental instrumentation.
- Demonstrate skill in documenting chairside patient treatment.
- Demonstrates appropriate professional behaviors.
- Communicates effectively with dental team, peers, faculty, and patients.

DEN153: Dental Materials 1

- Demonstrate understanding of instruments and materials needed for specified operative procedures.
- Demonstrate understanding of dental material properties, uses, and manipulation. Explain the concepts related to cavity preparation design.
- Demonstrate the proper operation and care of specific laboratory equipment.
- Explain the steps and processes involved in restorative procedures.
- Demonstrate dental care that minimizes risk of harm to patient, self, and others.

DEN156: Dental Anatomy

- Define terms and abbreviations that pertain to oral anatomy. (Cognitive: Knowledge)
- Recognize the developmental stages of the tooth and its supporting structures. (Cognitive: Analysis).
- Recognize the concepts of tooth function and form through identification of various teeth. (Cognitive: Analysis).
- Recognize specific anatomical structures of individual teeth in the oral cavity. (Cognitive: Analysis).

- Differentiate between teeth of the maxillary arch and the mandibular arch of the adult.
- Identify, demonstrate and use correct charting symbols and different charting systems (Cognitive: Knowledge).

#### DEN160: Dental Specialties

- Identify the various dental specialties. (Cognitive: Knowledge)
- Identify the general principles and armamentarium associated with each dental specialty. (Cognitive: Knowledge)
- Examine the various roles of auxiliary personnel as they relate to each dental specialty. (Affective: Valuing)
- Demonstrate legally delegable dental assisting skills as they relate to the dental specialties. (Psychomotor: Demonstrate)
- Demonstrate patient management skills through the use of psychological concepts and communications skills. (Psychomotor: Demonstrate)

#### DEN161: Dental Assisting Practicum 1

- Participate in basic chairside assisting procedures with an increase in self-confidence and initiative.
- Demonstrate appropriate professional and ethical behaviors.
- Demonstrate knowledge of equipment and instruments needed for various chairside procedures.
- Operate the high and low velocity oral evacuators and the three-way syringe efficiently to maintain a clear operating field. (Psychomotor: Operate)
- Recognize and transfer instruments required for various procedures. (Affective: Receiving)
- Mix dental materials as required for immediate use at chairside. (Psychomotor: Mix)
- Demonstrate dental care that minimizes risk of harm to patient, self, and others.

#### DEN162: Intermediate Clinical Skills

- Demonstrate various plaque-removal techniques using appropriate products and provide rationale for usage. (Psychomotor: Demonstrate.) (Cognitive: Knowledge).
- Assess patient home care and give oral hygiene instruction (Affective: Valuing.)
- Perform a patient dietary assessment and give nutritional counseling. (Affective: Valuing).
- Examine the role of motivation in affecting behavior change. (Affective: Valuing).
- Prepare and present a preventive program for clinical application, integrating information related to nutrition and plaque diseases. (Psychomotor: Application).
- Demonstrate sensitivity to the needs and interests of the patient in providing oral care instruction. (Psychomotor: Demonstrate).
- Demonstrate correct utilization of dental dams and provide rationale for usage. (Psychomotor: Demonstrate) (Cognitive: Knowledge)
- Demonstrate proper alginate impression techniques and bite registration and provide rationale for usage. (Psychomotor: Demonstrate). (Cognitive: Knowledge).

## DEN163: Dental Materials 2

- Compare and contrast fixed and removable prosthodontics using principles, indications, and chairside procedures. (Cognitive: Evaluation) (Cognitive: Knowledge)
- Demonstrate precision technique for all laboratory procedures. (Psychomotor: Demonstrate)
- Demonstrate proper safety procedures when utilizing laboratory equipment and materials. (Psychomotor: Demonstrate)
- Assemble and prepare all instruments and materials needed for specified laboratory procedures. (Psychomotor: Assemble, Prepare)
- Demonstrate proper manipulation and fabrication of specified laboratory materials and appliances. (Psychomotor: Demonstrate)
- Prepare a written laboratory prescription for fixed and removable prosthodontic procedures. (Psychomotor: Prepare)

## DEN164: Dental Radiology 1

- Recognize the names of important people associated with the history of dental radiology and identify their contribution.
- Employ and apply terminology pertinent to dental radiology.
- Understand principles of radiation physics, radiation health, safety, and protection.
- Differentiate between normal anatomical landmarks of the skull and suspected pathologies.
- Demonstrate infection control techniques during laboratory and clinical practice.
- Identify characteristics important to a diagnostic radiograph.
- Demonstrate correct procedures involved in obtaining, processing, evaluating, and mounting dental films.
- Explain the legal responsibilities regarding use of ionizing radiation
- Apply technical theory to complete diagnostic radiographs.

## DEN165: Dental Office Emergency Management

- Recognize the importance of office and staff preparation in order to prevent the occurrence of medical emergencies. (Cognitive: Recognize)
- Identify those groups of patients more likely to have medical emergencies. (Cognitive: Identify)
- Examine the importance of obtaining a thorough patient health history and accurate vital signs prior to dental treatment. (Analysis: Examine)
- Demonstrate proficiency in obtaining vital signs, including blood pressure, pulse rate, respiratory rate, and temperature. (Psychomotor: Demonstrate)
- Discern the duties of different office personnel in an emergency. (Analysis: Discern)
- Identify the types of emergency equipment, drugs, and other supplies that should be present in the dental office. (Cognitive: Identify)
- Distinguish between the treatments of various emergency-related conditions such as loss of consciousness, respiratory distress, chest pain, allergic/drug reactions, neurological and psychological conditions. (Analysis: Distinguish)

- Examine the legal ramifications of providing emergency care. (Analysis: Examine)
- Identify the concepts of anesthesiology and pharmacology as they pertain to dentistry. (Comprehension: Knowledge)

#### DEN170: Dental Office Management

- Identify the duties of the business assistant. (Cognitive: Knowledge)
- Demonstrate appropriate professional verbal, written, and electronic communication. (Cognitive: Comprehension)
- Identify patient's rights in a dental office. (Cognitive: Knowledge)
- Prepare a weekly appointment schedule. (Psychomotor: Prepare)
- Design an inventory control system for a dental office. (Psychomotor: Design)
- Utilize an electronic dental recall system. (Psychomotor: Design)
- Define dental insurance terminology. (Cognitive: Knowledge)
- Accurately prepare dental insurance claim forms. (Psychomotor: Prepare)
- Prepare patient walkout statements and daily accounts receivable reports. (Psychomotor: Prepare)
- Prepare for employment by developing effective resume writing skills and interviewing techniques. (Cognitive: Identify)

#### DEN171: Dental Assisting Practicum 2

- Develop communication rapport with the dental team and patients.
- Perform specified basic, intermediate, and expanded function chairside procedures.
- Complete reception and business office tasks.
- Construct the necessary dental laboratory procedures as requested by the dentist.
- Expose and process patient radiographic images as directed by the dentist.

#### DEN172: Expanded Functions

- Apply correct clinical technique for the following expanded functions: (Psychomotor: Demonstrate).
  - Coronal polish and apply topical fluoride.
  - Polish amalgam/composite restorations
  - Fit and temporarily cement provisional restoration
  - Remove provisional coverage and clean teeth for final cementation.
  - Remove supragingival cement utilizing hand instruments
  - Place pit and fissure sealants
  - Perform teeth whitening
- Identify and demonstrate elements of a patient intra- and extra-oral examination. (Cognitive: Knowledge)

#### DEN174: Dental Radiology 2

- Prepare x-ray operatory to receive a patient. (Psychomotor: Prepare).
- Demonstrate correct exposure, processing, mounting, duplication, and evaluation techniques of radiographs. (Psychomotor: Demonstrate).

- Approach the patient with care, giving special attention to patient comfort. (Affective: Characterizing).
- Comply with radiation safety regulations when making exposures. (Affective: Responding).
- Demonstrate correct receptor placement and exposure techniques for various images. (Psychomotor: Demonstrate).
- Describe techniques and errors related to patient positioning, exposure and processing for panoramic radiography. (Cognitive: Comprehension).
- Demonstrate correct technique to localize a foreign object. (Psychomotor: Demonstrate).
- Explain the basic concepts related to digital radiography. (Cognitive: Comprehension).
- Identify the characteristics of diagnostic radiographic images. (Affective: Organizing).
- Apply technical theory to complete a minimum of 18 diagnostic patient radiographs (Cognitive: Application).

These courses lead to the following outcomes that students will be prepared to accomplish:

- Demonstrate proficiency in exposing, processing, and mounting dental radiographic images.
- Manage asepsis, infection control, and hazard control protocol to promote a safe work environment.
- Perform basic and expanded chairside functions to facilitate the completion of restorative and advanced operative procedures.
- Perform basic office procedures necessary to assist in managing a dental practice.
- Practice professional behaviors as applied to the workforce environment.

Learning will be ensured through the assessment of these program outcomes with the following methods:

Classroom projects and exams along with practicum experiences in dental offices.

Instruction methods within this program will be face-to-face. Students will have general education courses for the degree. Any general education courses may be provided in a face-to-face, a hybrid, or an online environment. Program course lectures provide various hands-on activities.

The college has a unit planning process that includes a program assessment on an annual basis. Student, faculty, advisory committee, and administrative collaboration is incorporated to ensure students are prepared with appropriate skills to enter the workforce and meet the requirements of Dental Assisting.

**5. *Does the community college identify and have the resources to develop, implement, and sustain the program?***

The Northwest Commission on Colleges and Universities (NWCCU) accredits Chemeketa Community

College. The new program will have startup costs of \$0. While this new program is a new type of certificate of an existing program, the program has sufficient revenues and expenses to ensure the solvency of the program. The Dental Assisting program has three (3) full-time faculty positions and three (3) classified staff along with numerous adjunct faculty who generally work full-time in the industry. The program has the flexibility to use general fund dollars to expand the adjunct workforce to teach additional courses in the degree and to offset full-time workload as needed. Chemeketa Community College has begun programs over the last fifty years and has had the institutional support in hiring qualified and trained faculty to teach in all CTE programs. This new program and its courses have been developed and approved by the employer-based advisory committee, as well as approved by the college's Curriculum Committee and Chemeketa Community College's Board of Education. Faculty will regularly participate in professional development activities to stay current and up-to-date with industry changes and requirements, which will translate into the classroom learning environment. The program will reside at Salem Campus. The college has strong relationships with industry partners/employers and will continue to foster these relationships. This program has an employer-based advisory committee. The program will continue to work with local industry leaders and educational institutions to recruit students for this program.

#### ***Assurances***

Chemeketa Community College has met or will meet the four institutional assurances required for program application.

1. *Access.* The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.