

D.A. Academy of NC, Inc.

2022

School Catalog

Volume 6

Administration

Ruby N. Jones.....	Executive Director
Donna U. L. Thompson	Administrator
Sarah Jones Reynolds	Project Manager/Business Programs Director
Claudia Leyva.....	Admissions Advisor/Instructor
Terica Morgan.....	Lead Instructor
Juana Garcia.....	Instructor

Ruby N. Jones, BA, DAI, RSO Executive Director/Lead Instructor

Ruby is transplanted from Waianae, HI. She is an Alumna of the UNC at Charlotte with a Bachelor's Degree in Biology. She started her career in dental after graduating from Myers Park School of Dental Assisting, after completion she served as an instructor there for over 5 years. Ruby has been a practicing chair-side assistant for more than 12 years. Ruby is the Executive Director/Lead Instructor for the D.A. Academy of NC since its inception. Ruby is a North Carolina Dental Board Certified Radiology Instructor through the University of North Carolina at Chapel Hill.

Donna Letuli Thompson, DA I, Administrator

Donna is skilled in the area of patient relations and front of management. She attended her native University of Hawaii at Manoa and has more than 15 years of dental office management experience. She was an instructor for Myers Park School of Dental Assisting for 5 years. She also is an office-trained DAI and is proficient with treatment plans, insurance, and certified in Dental Radiology in the state of North Carolina.

Sarah Jones Reynolds, BA, DAI, RSO Project Manager/Business Programs Director

Sarah is a graduate of DAANC. She has a Bachelor's Degree in Interdisciplinary Studies, a Minor in Theology, and a concentration in Business Management from Belmont Abbey College. She has 15 plus years of experience in Mental Health/Substance Abuse/IDD in which she assisted with opening and developing programs for Adults, Youth, and Children in all capacities. Which translates well with working closely with individuals or groups. Sarah is also a licensed instructor with the American Heart Association for the past 10 years. She is also an authorized instructor with American Safety & Health Institute.

Terica D. Morgan, DAI, RMA, RSO Instructor

Terica is competent in the area of chair assistance and front office administration. She has been in the health field for over 9 years, with 5 of those years and counting on practicing as a Dental Assistant. She is certified in Dental Radiology in North Carolina. She graduated from the North Carolina Police Academy as well as King's College with an Associate Degree in Applied Sciences for Medical Assistance.

Claudia Leyva, DAI, RSO Admissions Advisor/Instructor

Claudia is a former graduate of the D. A. Academy of North Carolina in 2016. She is also NC Radiology certified. She has two years of chair-side assistant experience. Fluent in English and Spanish in all capacities. She has a great passion, dedication to teaching and helping others succeed in achieving their goals.

Juana Garcia, DAI, Instructor

Juana is a former graduate of D.A. Academy of North Carolina in 2019. She is NC Radiology certified. She has been working as a chair-side assistant in a pediatrics office since graduation. She is Bilingual in Spanish and loves working in dental. She is dedicated to teaching and helping students succeed in achieving their goals with dental.

DENTAL ASSISTANT 1 2022 SCHEDULE-June 2023

Tentative Schedule

<u>Monday/Wednesday</u> <u>6pm-9:30 pm</u>	<u>Monday/Wednesday</u> <u>9 am-12:30 pm</u>	<u>Tuesday/Thursday</u> <u>6pm-9:30 pm</u>	<u>Friday</u> <u>9am-5pm</u>	<u>Saturday</u> <u>8am-4pm</u>
February 21 May 16 August 8 October 3 January 9 April 3	January 10 April 4 June 27 September 19 January 9 April 3	February 1 April 26 July 19 October 11 January 17 April 18	January 28 April 22 July 22 October 21 January 27 April 28	February 12 May 7 July 30 October 22 January 28 April 29

<u>Coronal Polishing for the DA II</u>	<u>Nitrous Oxide Monitoring</u>	<u>HOLIDAYS:</u>
February 10 April 7 June 9 August 11 October 20 December 15 February 2 April 6 June 8	February 17 May 12 July 7 September 29 November 17 February 9 April 13 June 15	December 31 - New Year's Eve January 1 - New Year January 20 – Martin Luther King, Jr. April 13– Easter May 25 – Memorial Day July 4 – Independence Day September 7 – Labor Day November 26 – Thanksgiving Day December 25 – Christmas Day

Attendance Policy

Attendance: Due to the amount of information covered during this course, full attendance is strongly recommended. Students are ***allowed one absence (8 hours) per 12-week session*** before being administratively withdrawn by the Executive Director. Students are encouraged to refer to their syllabus to review lost material, as ***makeup work/quizzes/exams are not available*** for absences. Students must be present for 75% of instruction time to be considered present. However, attendance is ***required on the days Radiology and CPR are scheduled, with no exceptions. Failure to attend = retake class at cost***

Leave of Absence: LOA can be requested by a student to the director if there is a need for temporary interruption in the program. An appointment with the Director to discuss the available options will follow.

Make-up Work: NO makeup work is available in this course. This is applicable to absences as well as tardies exceeding 15 mins. Students are encouraged to refer to their course program syllabus to review lost material. (Class work includes: Assessments, Quizzes, Exams, clinicals)

Tardiness: Students are encouraged and expected to arrive on time. Arrival 15 minutes after the start time is considered a tardy. 3 tardies will result in a 3-point deduction from the student's overall grade. Each additional tardy will result in a deduction of 1 point per occurrence. If arrival is 30 minutes after the start time, the student will not be allowed class entry and is considered absent for the day. There is NO MAKE UP work for ANY absences or tardies.

Class Cuts: When the student attends class during part of the day or leaves without notifying the instructor or does not return to class after a break, it is considered an absence. Students must be present for 75% of instruction time to be considered present.

Enrollment

Enrollment: D.A. Academy of NC, Inc. maintains an open-door admission policy for high school graduates and for those who hold a high school equivalency certificate (GED). D.A. Academy of NC, Inc. reserves the right to deny admission or re-admission to students whose presence is constructed by the administration as harmful or potentially harmful to D.A. Academy of NC, Inc. students, faculty, and or staff.

Enrollment Dates: Applications must be submitted no later than one day prior to the first day of class.

Admission: To register, students must submit a completed application, a \$100 processing fee payment, and an official copy of High School or GED transcripts. Prior to the first day of class, students must have either paid tuition in full or finalized appropriate payment arrangements as detailed in the D.A. Enrollment Agreement & Application.

Specific Entrance Requirements: An official transcript is required for Enrollment. (High school or GED accepted)

Statement of Discrimination: Applicants will be considered without regard for race, creed, sex, age, religion, national origin or physical handicap.

Dental Assistant I and Dental Assistant II

In North Carolina, there are two classifications for Dental Assistants (DAI and DAII.) North Carolina does NOT certify assistants. Classification is based on experience and/or training as listed below. It is up to the employer to verify an assistant's qualifications and determine if he/she is a DAI or DAII.

Education and Training Requirements

To be classified as a Dental Assistant II, an assistant shall meet one of the following criteria:

(1) completion of:

- (a) an ADA-accredited dental assisting program and current certification in CPR; or
- (b) one academic year or longer in an ADA-accredited dental hygiene program, and current certification in CPR; or

(2) completion of the Dental Assistant certification examination(s) administered by the Dental Assisting National Board and current certification in CPR; or

(3) completion of:

- (a) a 3-hour course in sterilization and infection control;
- (b) a 3-hour course in dental office emergencies; and
- (c) current certification in CPR.
- (d) after completing Sub-Items (3)(b), (c), and (d) of this Rule, dental assistants may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist, except as listed in Sub-Item 3(e) of this Rule.
- (e) dental assistants may take radiographs after completing radiology training consistent with G.S. 90-29(c)(12).
- (f) full-time employment and experience as a chairside assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist.

Please refer to web address for verification: https://www.ncdentalboard.org/dental_assisting.htm

Standards of Progress

Grading Scale: 90-100 = A 80-89 = B 70-79 = C 60-69 = D 59 or below = F

Overall Grade Calculation: Coursework totals 100%, Pop Quizzes are FREE points added to the final grade.

Radiology Quiz	10	Radiology Clinical Exam	10
Radiology Exam (written)	15	Final Exam (Written)	26
Mid-Term Exam	15	Final Exam (Clinical)	15
Chapter 1 ass.	3	<i>Pop Quiz 1</i>	2
Chapter 2 ass.	3	<i>Pop Quiz 2</i>	2
Chapter 4 ass.	3		

Grading: A graduation certificate will be awarded to those students attaining a 70% or above grade average **in addition to the documentation** of completed 40 hours of externship at the dental office of their choosing. Those students whose grade average is below 70% will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee.

Required Externship Hours: Students are required to independently coordinate an externship with a dental office(s) of their choosing. **In addition to** attaining a 70% or above grade average, students must provide documentation of completed 40 hours of externship to receive their graduation certificate. If a student is unable to complete and provide this documentation within their session attended, they may provide their documented 40 hours within **3 weeks** post-session end date to receive their graduation certificate.

Re-Admission: Students applying for re-admission must do so directly to the school director in writing. D.A. Academy of NC, Inc. has an open-door policy and does not permanently prohibit a student from taking the course. However, according to the grading policy, when a student has performed below 70% that student will not receive a certificate but retaking the entire course (if desired) at a reduced fee may be an option.

Progress Records: Transcripts and test grades are kept at the school facility at 1001- E East WT Harris Blvd, Charlotte, NC 28213. Students may obtain copies by submitting a written request to D.A. Academy of NC, Inc., 1001- E East WT Harris Blvd, Charlotte, NC 28213.

Honor Code of Conduct:

By becoming a dental auxiliary you are entering a health profession. There are many laws that govern our working behavior including HIPAA privacy laws, consent statutes, OSHA, and generally accepted standards of behavior as outlined by the North Carolina Dental Board. It is important to us at the outset that you understand and accept these professional guidelines. Failure to live up to them in the working environment can lead to serious legal trouble for both you and your employer. With that said, from the moment you start your training we will expect and hold you to the highest standards.

Your orientation will include the signing of an academic honor code worded to prevent any student from gaining an unfair advantage over other students through academic misconduct. This code includes not only rules about your academic behavior, but your professional demeanor as well. Your failure to uphold the standards therein may result in your dismissal without a refund of your tuition. Judgment is at our discretion and there is no requirement for a warning. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

- Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in the course;
- Unauthorized collaboration with a student in the commission of academic requirements;
- Submission of material that is wholly or substantially identical to that created or published by another

- person or persons, without adequate credit notations indicating authorship (plagiarism);
- False claims of performance or work that has been submitted by the claimant;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
- Forgery, alteration, or misuse of any institute document relating to the academic status of the student.

Professional Code of Conduct

- I will approach all aspects of my education with honesty and integrity, embracing opportunities to learn from patients, teachers, and colleagues. I will value and respect the knowledge and wisdom of others.
- I will maintain the highest standards of professional conduct academically, clinically, and socially.
- I will certify only that which I have personally verified, and I will neither receive nor give unauthorized assistance on examinations.
- I will recognize my weaknesses and strengths and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and me. I will continue to value my relationships with those who have supported me in the past and those who will share in my future.
- I will strive to earn the trust my patients' place in me and the respect that society places upon my profession. I will respect the humanity, rights, and decisions of all patients and will attend to them with compassion and without bias, maintaining patient confidentiality, remaining tactful in my words and actions.
- I will value the diversity of patients' experiences, cultures, and beliefs because it enhances my ability to care for them and enriches my education. I will remember that medicine is an art as well as a science and that warmth, sympathy, and understanding are integral to patient care.
- As a dental assistant, I will remain aware of my responsibilities to improve the standard of health in my community and to increase access to care for the underserved.
- By accepting these new responsibilities, I will remember the importance of my own health and well-being as well as those of my colleagues.
- I commit myself to a lifelong journey of learning how to cure, relieve, and comfort with humility and compassion.
- I make this pledge solemnly, freely, and upon my honor.

Reason(s) for Expulsion: Students can be expelled for the following: **weapons** which includes bringing a weapon or firearm onto school property; **academic dishonesty** which includes submission of work presented as the student but is not their original work, obtaining any academic materials from a school staff member or another student without their permission or cheating during exams; **disruption** or obstruction of teaching; **harassment** includes any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, threatening or intimidating in nature; **theft** includes any theft, misuse of or harm of school property; **drugs and alcohol** in which the school prohibits the possession, use, sale, or distribution of any controlled substance, or illegal drugs; **tobacco use** during the course is prohibited.

Tuition

Dental Assistant I

Registration Fee (non-refundable).....	\$100.00
Tuition.....	
..... \$4,295.00	

**Tuition and Registration Fees include a workbook, visual aids, all training materials, and a uniform.

Coronal Polishing

Fee

..... \$230.00

Nitrous Oxide Monitoring

Fee

..... \$290.00

Delinquent Payments

Students on a weekly payment schedule may miss no more than 2 payments. To continue attendance in the current session, the student must make their next scheduled payment on time and include their outstanding balance. Example: \$150 weekly payment plan. Students must pay the 2 missed payments, \$300, plus the current payment, \$150, making the total amount due \$450 to remain current.

Students on a bi-weekly payment schedule may miss no more than 1 payment. To continue attendance in the current session, the student must make their next scheduled payment on time and include their outstanding balance. Example: \$300 biweekly payment plan. Students must pay the missed payment, \$300, plus the current payment, \$300, making the total amount due \$600 to remain current.

*Please note that there is also a processing fee of \$3.50 for any credit or debit card transactions.

Students who are not able to maintain the above payment schedule will not be allowed to continue attending the current session and are subject to withdrawal. Students with outstanding balances are not able to participate in the final examination.

Refund

Only applicable if tuition payment is made in full. A full 100% refund of tuition, \$4,295.00, will be made if a student withdraws before the first class or if the school cancels the class. If a student withdraws by the third week of class which is the first 25% of the period of enrollment, they will be refunded %75 of the tuition, \$3,221.25. No refunds will be issued if a withdrawal is after the third week of class. No deposits will be refunded at all. Students must complete and submit the D.A. Academy of NC, Inc. Student Withdrawal form or an administrative withdrawal will occur.

Facility

D.A. Academy of NC, Inc. is located at 1001 E W.T. Harris Blvd, Suite E, Charlotte, NC 28213. The office has two dental operatories, a classroom area, a lab area, a sterilization room, a dark room, 2 offices, and a waiting area (approximately 1,700 square feet).

Course Outlines

Dental Assisting I: Students will learn the basic skills necessary to work in a licensed dental office to include: dental terminology, radiology, four-handed dental assisting, front desk office management, impressions, and model trimming, sterilization techniques, cement, and liners.

Course Outline:

1. Dental Theory and Terminology
 - a. Dental and oral anatomy, tooth identification, and numbering system
 - b. Instrument nomenclature and identification for all aspects of General Dentistry
 - c. Dental terminology
 - d. Equipment operation, chair positioning, assistant equipment usage
 - e. Treatment options available, depending on oral conditions
2. Receptionist – Front Desk Office Management
 - a. Phone techniques and appointment book control
 - b. Billing: accounts receivable and accounts payable, collections
 - c. Filing insurance forms and pre-treatment estimates
 - d. Insurance terminology
3. Four-Handed Dental Assisting
 - a. Instrument transfer techniques, chairside assisting and patient suctioning
 - b. Chair-side doctor-patient-assistant positioning
 - c. Tub and tray systems of instruments and materials
 - d. Familiarity and use of instruments and materials I assisting for:
 - i. Operative Dentistry – amalgam and composite restorations
 - ii. Oral Surgery – instruments, procedures, and post-op protocol
 - iii. Crown and Bridge – polyvinyl “gun-type” impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types
 - iv. Endodontics – instruments, medicaments, and materials; how and why they are used
 - v. Periodontics – disease origin and usual treatment methods
 - vi. Pedodontics – commonality, and differences in treating children vs. adult patients
4. Radiology
 - a. X-ray theory and technique, use of Rinn holders, and other methods
 - b. Intraoral, bitewing, panoramic, and endodontic exposure methods
 - c. Developing x-rays using the automatic processor
 - d. Darkroom care and maintenance
 - e. X-ray identification, interpretation, safety, and precautions

Very important notice: Dental Radiology (2 weeks) Attendance is Mandatory. No Exceptions *Failure of Radiology Safety Exam=Retake Dental Radiology class at cost which is \$600.
5. Impressions and Model Trimming
 - a. Impression materials and practice in their uses: alginates, polyvinyl siloxane, etc.
 - b. Wax bites, counter impressions
 - c. Model pouring and trimming
6. Cement and Liners
 - a. Introduction to various cement and liners used in dentistry
 - b. Practice mixing cement and liners
 - c. Sterilization Techniques
7. Sterilization theory and terminology, autoclave operation
 - a. Instrument and equipment sterilization/disinfection
 - b. Treatment room disinfection and asepsis techniques

- c. Handpiece care and maintenance
8. Job Interview and Placement Assistance
 - a. Proper image, dress resume, and how to prepare for the job interview itself
 - b. Difficult questions you may face – how to answer them
 - c. What to do and what not to do during the interview and what to expect
 9. CPR Certification **Very important notice Attendance is Mandatory. No Exceptions**
***Failure to attend= retake class at cost**

Course Duration: 12 weeks

Clock Hours: 96 clock hours of instruction

Course Credit: Credit toward the graduation certificate is given through courses taught by D.A. Academy of NC, Inc. Credit will not be given or received for courses taken through another program.

DA II Disclosure Statement: A student completing all requirements of this program will be classified as Dental Assistant I in North Carolina. Dental Assistant II classification requires successful completion of 1) full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist; a) a 3-hour course in sterilization and infection control; b) a 3-hour course in dental office emergencies; c) radiology training consistent with G.S. 90-29 (s) (12); and d) current certification in CPR, or 2) Successful completion of the certification examination administered by the Dental Assisting National Board and current certification in CPR. For additional information, please contact the North Carolina State Board of Dental Examiners.

Coronal Polishing for the DAII: Students will receive instruction on dental morphology, the periodontal complex, operation of handpieces, polish aids, and patient safety.

Course Outline

1. State the purpose of polishing.
2. State the contradictions for polishing.
3. Compare and contrast hand-activated, power-driven systems for stain removal.
4. State the beneficial effects and adverse effects of polishing.
5. Verbalize the various cleaning and polishing agents that are used.
6. Select the proper abrasives and procedures to remove the extrinsic stain.
7. Describe ways to minimize friction heat when polishing.
8. Describe how to polish stain from teeth using light, intermittent pressure, and adaption to gain access to proximal areas.

Course Duration: 1 day

Clock Hours: 8 clock hours of instruction

Course Credit: Credit toward the graduation certificate is given through courses taught by D.A. Academy of NC, Inc. Credit will not be given or received for courses taken through another program.

Nitrous Oxide Monitoring: Students will receive instruction on N2O history overview and monitoring protocol in the state of NC.

Course Outline

1. The History and Overview of Analgesia
2. Chemical Makeup
3. Indications and Contraindications
4. Myths and Realities of Analgesia
5. Review and Definition of Equipment
6. Reducing Occupational exposure
7. Importance of Patient assessment and monitoring
8. Keys of Patient Education
9. Step by Step Overview of Administration
10. Mixture of N₂O (Nitrous) & O₂ (Oxide) gases
11. Also known as Inhalation Sedation because it is inhaled through a nose piece during treatment
12. Safest type of dentistry sedation
13. Primary purpose is to reduce anxiety
14. Total saturation in the blood occurs within 3 to 5 mins
15. Both Nervous and Respiratory systems are involved

Course Duration: 1 day

Clock Hours: 8 clock hours of instruction

Course Credit: Credit toward the graduation certificate is given through courses taught by D.A. Academy of NC, Inc. Credit will not be given or received for courses taken through another program.