



INDIANA UNIVERSITY
NORTHWEST

DENTAL EDUCATION
College of Health and Human Services

Certificate in Dental Assisting

Application Period
March 1, 2025-July 1, 2025



Indiana University Northwest Dental Education
3400 Broadway
Dunes Medical/Professional Building
Room 1180
Gary, IN 46408
219-980-6770
iun.edu/dental



CERTIFICATE IN DENTAL ASSISTING PROGRAM

What Can a Dental Assistant Do?

Dental assistants work alongside the dentist in dental offices to provide patient care and perform administrative duties:

- Patient care: Prepare patients for procedures, ensure they are comfortable, and instruct them on oral hygiene
- Treatment preparation: Sterilize dental instruments and treatment areas, and hand instruments to the dentist during procedures
- Radiography: Expose dental x-rays
- Record keeping: Update patient records and keep accurate documentations of dental treatment
- Scheduling: Schedule patient appointments and make reminder calls
- Billing: Work with patients on billing and payment, and file insurance claims
- Vital signs: Take and monitor vital signs, such as pulse, respiration, and blood pressure
- Office management: Perform office management tasks, such as ordering supplies

Dental assistants can work in a variety of settings, including dental clinics, hospitals, private practices, dental schools, and public health departments. They can specialize in different types of dentistry, such as pediatric, orthodontics or oral surgery.

Program Mission

The mission of the Dental Education Programs is to be a leader in providing high quality education and clinical experiences to undergraduate students for future roles as oral healthcare providers. Our programs are committed to excellence in the theory and practice of dental assisting and in the development of competent, socially sensitive, culturally diverse, and ethically responsible professionals.

Program Goals

At the completion of the dental assisting program students will be able to:

- A. Exhibit the highest level of competency and professionalism
- B. Deliver high quality patient care by the use of sound judgement, critical thinking skills, and evidence-based decision making
- C. Emphasize the role of the dental hygienist/dental assistant as a patient educator and advocate involved in community oral health engagement activities related to health promotion and disease prevention

Accreditation

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation. 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 60611-2678. You can find the Commission's web address here: [Commission on Dental Accreditation](#).

DENTAL EDUCATION COMPETENCIES AS AN EDUCATIONAL CONCEPT

The curriculum has been organized around the concept of “competencies”. The term competent is defined as the level of special skills and knowledge derived from training and experience. Competencies can be more specifically described by several basic characteristics:

- a typical part of the practice of dental assisting
- a combination of knowledge, attitude, psychomotor skills, and/or communication skills
- performed at or above an acceptable level of defined standards

Competencies for the dental assisting graduate define and organize the knowledge, skills, and professional values of an individual ready to begin the dental profession in a variety of clinical and alternative settings. These competencies emerge directly from the stated programs’ goals. They are stated in terms of what a student must be able to perform to be considered competent by the profession upon graduation. *Competency* implies performance at a clinically acceptable level.

Indiana University Northwest Dental Education Program Goals and Dental Assisting Competencies Updated May 2023

Program Goal #1: Graduates of the Dental Education Programs will exhibit the highest level of competency, professionalism, and cultural sensitivity.

- 1.1 Apply professional values and ethics in all endeavors.
- 1.2 Demonstrate interpersonal skills to effectively communicate and collaborate with professionals and patients across socioeconomic and cultural backgrounds.
- 1.3 Comply with local, state, and federal regulations concerning infection control protocols for bloodborne and respiratory pathogens, other infectious diseases, and hazardous materials.

Program Goal #2: Graduates of the Dental Education Programs will deliver high quality patient care by the use of sound judgement, critical thinking skills, and evidence-based decision making.

- 2.1 Demonstrate critical and analytical reasoning to identify and develop comprehensive oral health care solutions and protocols.
- 2.2 Use evidence-based decision-making to evaluate and implement dental health care strategies.
- 2.3 Create and maintain comprehensive, timely and accurate records.
- 2.4 Commit to lifelong learning for professional and career opportunities in a variety of roles and settings.

Program Goal #3: Graduates of the Dental Education Programs will emphasize the role of the dental hygienist/dental assistant as a patient educator and advocate involved in community health engagement activities related to health promotion and disease prevention.

- 3.1 Promote the values of the dental profession through service-based activities.
- 3.2 Develop and use effective strategies to facilitate change.
- 3.3 Communicate and provide health education and oral self-care to diverse populations.

Allied Dental Core Competencies

Domains:

- I. Professional Knowledge
- II. Health Promotion and Disease Prevention
- III. Professional Development and Practice

Dental Assisting Program Competencies

Upon completion of the Dental Assisting Program, graduates will be prepared to:

1. Apply professional values and ethics in all endeavors.
2. Demonstrate interpersonal skills to effectively communicate and collaborate with professionals across socioeconomic and cultural backgrounds.
3. Comply with local, state, and federal regulations concerning infection control protocols for bloodborne and respiratory pathogens, other infectious diseases and hazardous materials.
4. Demonstrate critical and analytical reasoning to identify and develop comprehensive oral health care solutions and protocols.
5. Use evidence-based decision-making to evaluate and implement dental health care strategies.
6. Create and maintain comprehensive, timely and accurate records.
7. Commit to lifelong learning for professional and career opportunities in a variety of roles and settings.
8. Promote the values of the dental profession through service-based activities.
9. Develop and use effective strategies to facilitate change.
10. Communicate and provide health education and oral self-care to diverse populations.

APPLICATION PROCESS

Apply to IU Northwest

Applicants should be on track to graduate, or should have graduated, from a commissioned Indiana high school, comparable out-of-state institution or an approved home school, successfully completing a college prep curriculum or earned a High School Equivalency Diploma (GED) or Core 40 Diploma.

Effective with the 2011 high school graduating class, the Indiana Core 40 Diploma is a minimum requirement for admission. Students not achieving a Core 40 should apply to Ivy Tech Community College and complete 12 general education credit hours (100 level or higher) then apply to transfer to IU Northwest.

Organize your information

Before you start, you may want to make a list of all your senior-year classes and high school extracurricular activities so you're ready to enter those in your application. Also consider whether you want to include your SAT and/or ACT test scores in your application. Test scores are not required to apply to IU, and admission decisions are always based on a range of factors, including your GPA, your high school courses, your extracurricular activities, your test scores (if you include them), and other achievements.

Interested in financial aid?

Your very first step is to fill out your [FAFSA](#) (Free Application for Federal Student Aid). Complete your FAFSA application as early as October 1, for the 2024-25 academic year. This application is used to determine which federal grants and loans you qualify for to reduce your tuition and help you pay for college. Deadlines vary by campus, but the earlier you complete this form, the better!

To learn about other financial support options at IU, visit our [Scholarships and Awards page](#).

Create your online application

Once you know what campus you want to apply to, start your application. Remember that each campus accepts one or more of the following application types:

[Apply IU](#)
[Common App](#)

Submit Official Documents

Official copies of high school transcripts or GED test results can be mailed directly to the IU Northwest Office of Admissions or e-mailed to admit2@iun.edu. If your school participates in Parchment, you are encouraged to utilize the Parchment link on your school's website or visit Parchment online.

Current high school Seniors have the option to submit SAT and/or ACT test scores

- SAT – IU Northwest School Code – 1388
- ACT - IU Northwest Code – 1218

Dual Credit

If you completed dual credit classes while in high school, we will need an official transcript from the dual credit partner college/university. Once the class is completed and grades are posted please have the official transcript sent electronically to admit2@iun.edu or to:

IU Northwest - Office of Admissions
Hawthorn Hall 100
Gary, IN 46408

If the class is through IU there is no need to send transcripts.

Test Credit

We accept the following test credits. Please send us your test results sheet with the scores listed via e-mail admit2@iun.edu or to:

[AP Test](#)

[CLEP Policy](#)

[IB Credit](#)

Cambridge International Exam

Indiana University accepts Cambridge International A-level and AS-level test credit in accordance with university, campus, and department policies. A grade of E or higher is required for credit articulation. Some programs may require a higher score for direct equivalency credit.

Check Deadlines

If you're applying to multiple campuses, they may have different application deadlines. You'll want to submit your completed *Apply IU* application by the **earliest** deadline.

Apply to IUN: <https://northwest.iu.edu/admissions/apply/index.html>

CHECKLIST FOR INCOMING STUDENTS

Have you:

- Applied for financial aid [Financial Aid](#)
- Applied to IUN [Apply to Indiana University Northwest](#)
- Sent transcripts to IUN from high school or previous college
- Filled out the [Immunization Compliance form in One.IU](#)
- Set up your IU Northwest email account [Indiana University Information Technology](#)
- Obtained Crimson Student ID Card [Crimson ID Card](#)
- Completed Math and English Placement Exams
- Met with the **Dental Education Advisor** - Dawn Marciniak dmarcini@iu.edu (219) 980-6770
- Applied **online** to the **Dental Assisting Program**: Applications are available online between March 1- July 1 of each year at: [Dental Assisting Program Applications](#)
- Attended the Dental Assisting Applicant Open House in mid-July

Selection Criteria for Acceptance into the Dental Assisting Program

Admission into the Dental Assisting Program is based on the following criteria:

- Applicants must submit an online application with supporting materials by July 1st of the year in which they plan to begin the program. However, applications will be accepted after the deadline if space is available.
- Indiana University Acceptance
- High School Cumulative GPA or College Cumulative GPA
- Total Number of College Credit Hours Completed (if applicable)
- Two Letters of Recommendation
- Open House Attendance
- Criminal Background Check (must pass)

Cumulative College Grade Point Average

4.0 – 3.5 = 6 points

3.4 – 3.0 = 5 points

2.9 – 2.5 = 4 points

2.4 – 2.1 = 3 points

2.0 = 2 points

*Students below a 2.0 cumulative GPA are not eligible

Cumulative High School Grade Point Average

4.0 – 3.7 = 6 points

3.6 – 3.3 = 5 points

3.2 – 2.9 = 4 points

2.8 – 2.5 = 3 points

2.4 – 2.0 = 2 points

*Students below a 2.0 cumulative GPA are not eligible

Total Number of College Credit Hours Completed

Over 75 = 5 points

74-60 = 4 points

59-30 = 3 points

29-10 = 2 points

9-3 = 1 point

Applicant Open House Attendance Yes or No

Criminal Background Check Passed/Failed

Overall Scoring	Score	Weight Factor
Cumulative College GPA	N	X4
Cumulative High School GPA	N	X3
Number of College Cr. Hours	N	X2
Open House Attendance	N	X1

Students are ranked in numerical order from highest to lowest. Admission is then granted to the top candidates in order of rank. The weighted factors illustrate the importance of criteria utilized for admission into the program. The most important factor is the cumulative grade point average. This factor, we feel, is a strong indicator of their future didactic performance in the program. The letters of recommendation are not scored but taken into consideration during the final selection process.

Students admitted to the Dental Assisting Program must achieve a “C” or higher in each course in the curriculum in order to progress from semester to semester.

**Indiana University Northwest
College of Health & Human Services
Department of Dental Education**

Certificate in Dental Assisting

Program Curriculum (37 Credit Hours)

Fall Semester

DAST A212 Dental Therapeutics and Medical Emergencies (2 cr.)
DAST A221 Microbiology and Asepsis Technique (2 cr.)
DAST A271 Clinical Science I (5 cr.)
DHYG H214 Oral Anatomy (3 cr.)
DHYG H242 Introduction to Dentistry (1 cr.)
DHYG H303 Radiology (3 cr.)

Total Credit Hours: 16

Spring Semester

DAST A211 Oral Pathology, Physiology, and Anatomy I (2 cr.)
DAST A213 Oral Pathology, Physiology, and Anatomy II (1 cr.)
DAST A231 Dental Materials I (2 cr.)
DAST A241 Preventive Dentistry and Nutrition (2 cr.)
DAST A252 Radiology Clinic II (1 cr.)
DAST A272 Clinical Science II (5 cr.)

Total Credit Hours: 13

Summer I

DAST A232 Dental Materials II (2 cr.)
DAST A261 Behavioral Science (1 cr.)
DAST A262 Written and Oral Communication (2 cr.)
DAST A282 Practice Management, Ethics, and Jurisprudence (2 cr.)
DHYG H224 Oral Histology and Embryology (1 cr.)

Total Credit Hours: 8

**INDIANA UNIVERSITY NORTHWEST
DENTAL ASSISTING PROGRAM
ESTIMATED TUITION AND FEES 2024-2025**

* Note all fees are subject to change per approval of the Board of Trustees of Indiana University or Campus Administration		
Dental Assisting – Projected Expenses		
Fall Semester 2024	Indiana Resident	Non-Resident
Undergraduate Tuition and Fees (16 cr. hrs.)	\$3,746.01	\$10,678.02
Combined Mandatory Fee – supports programs, facilities, and technology	\$343.37	\$343.37
Background Check	\$60.00	\$60.00
Instrument Purchase	\$1,628.85	\$1,628.85
Books (estimate-new)	\$533.00	\$533.00
ADAA (Student American Dental Assistants Association) and liability insurance	\$45.00	\$45.00
Uniforms and Clinic Shoes (estimate)	\$160.00	\$160.00
Personal Protective Equipment	\$100.00	\$100.00
Dental Laboratory Fee (3 X \$167.48)	\$502.44	\$502.44
Dental Instrument Rental	\$65.00	\$65.00
Dental Clinic Practicum Fee	\$355.00	\$355.00
Parking	\$39.00	\$39.00
First Semester Estimate Subtotal	\$7,577.67	\$14,509.68

Spring Semester 2025		
Undergraduate Tuition and Fees (13 cr. hrs.)	\$3,746.01	\$10,678.02
Combined Mandatory Fee – supports programs, facilities, and technology	\$343.37	\$343.37
Books (estimate-new)	\$300.00	\$300.00
Dental Laboratory Fee (3 X \$167.48)	\$502.44	\$502.44
Dental Instrument Rental	\$65.00	\$65.00
Dental Clinic Practicum Fee	\$355.00	\$355.00
Parking	\$39.00	\$39.00
Second Semester Estimate Subtotal	\$5,350.82	\$12,282.83
Summer I Session 2025		
Undergraduate Tuition (Resident \$249.73 X 8 cr. hrs.) (Nonresident \$711.87 X 8 cr. hrs.)	\$1,997.84	\$5,694.96
Combined Mandatory Fee – supports programs, facilities, and technology	\$333.37	\$333.37
Parking	\$39.00	\$39.00
Dental Laboratory Fee (1 X \$167.48)	\$167.48	\$167.48
Dental Assisting National Board Exam (DANB)*	\$450.00	\$450.00
Third Semester Estimate Subtotal	\$2,987.69	\$6,684.80
Dental Assisting Program Estimate Total	\$15,916.18	\$33,477.31

*Paid to the Dental Assisting National Board (DANB)

DENTAL EDUCATION PROGRAM REGULATORY REQUIREMENTS

CPR REQUIREMENTS

Professional regulations and clinical agencies affiliated with IU Northwest require that students engaged in clinical contact with patients must provide evidence of current professional level CPR certification (Healthcare Provider CPR through the American Heart Association, or CPR/AED for the Professional Rescuer through the American Red Cross). The professional level includes: one- and two-man CPR; adult, child and infant CPR; adult, child and infant choking; and use of the AED (automatic external defibrillator). Heart saver certification is inadequate.

Initial TB screening, up-to-date immunization status, a health evaluation (physical examination), vision evaluation, and dental exam are also required.

The programs in Dental Education may need to provide the community health agencies with verification that each student has completed all immunizations, (including DTaP booster, MMR, Varicella and at least the initial dose of the Hepatitis B series,), CPR certification, and TB screening. It is the student's responsibility to update their health and vaccination records and have all documentation submitted to the Dental Education department.

Documentation is due at the August Orientation and prior to beginning laboratory or clinical courses in the Fall semester. Failure to submit all required health documentation by the appropriate deadline will delay the start of laboratories or clinicals.

Newly Admitted to the Dental Education Program

When a Dental Education student is first admitted to the program, the student will receive information regarding the need for proper immunization verification (including DTaP booster, MMR, Varicella, and the Hepatitis B series), a health evaluation (history and physical examination) completed by a primary care provider, current professional level CPR certification, TB (PPD or X-ray), dental health, and vision screening. The above materials must be filed with the Dental Education department *prior* to beginning laboratory and clinical courses in the Fall semester. Failure to submit all required documentation by the appropriate deadline will result in administrative withdrawal from all dental courses. However, those applicants who are on an alternate list are encouraged to begin gathering the necessary documentation to avoid delays. Even students who are admitted late must have all documentation on file with the Dental Education program prior to beginning the laboratory and clinical courses.

CRIMINAL BACKGROUND CHECK

Objective

Criminal history background checks are required of all Dental Education students in compliance with state and federal regulations for individuals in clinical settings and working with patients and individuals who are vulnerable or minors. Licensure is also contingent upon the absence of most felony and some misdemeanor charges.

Rationale

A past criminal history may become a significant barrier to or have a negative impact on a Dental Education student's ability to obtain a license to practice dental hygiene. In addition, current Indiana law states that individuals who have been convicted of certain crimes may not be employed by or operate a home health facility or work in the Indiana public school system. While a conviction of a crime does not automatically disqualify a student from participation in community-based clinical sites, a criminal history may be grounds for denying progression depending on the facts and circumstances surrounding each individual case. An updated check for an enrolled student might have a bearing on the clinical site in which the student will be placed.

Policy

- Individuals must register and submit a criminal background check at their own expense upon application to any clinical program on the IU Northwest campus.
- Students will be asked to complete a criminal background check through Castle Branch <https://www.castlebranch.com/> prior to acceptance into the program.
- The Dental Education department at IU Northwest is responsible for maintaining updated documentation of criminal background histories for IU Northwest students enrolled in the Dental Education programs.
- Students may be asked to provide a more current criminal background check at any point in the program, based on a clinical agency's request.
- Criminal History Information

Bio-Safety Policy

Health care workers (HCW) have both a professional and legal obligation to render treatment utilizing the highest standards of infection control available. Strict adherence to the principles and practices of infection control will ensure the standard of care and practice expected by both practitioner and patient.

The IU Northwest exposure and infection control policies and procedures are based on the concept of Standard Precautions and are in compliance with the current recommendations of the United States Public Health Service and Occupational Safety and Health Administration. Standard Precautions refers to an approach to infection control that assumes all human blood and other potentially infectious materials (OPIM's) of all patients are potentially infectious with HIV, HBV, or other bloodborne pathogens. Standard Precautions are intended to prevent healthcare workers from parenteral, mucous membrane and non-intact skin exposure to bloodborne pathogens while carrying out the tasks associated with their occupation.

Objectives for the Delivery of Care

The Dental Education department has the obligation to maintain standards of healthcare and professionalism that are consistent with the public's expectations of the health professions. The following principles should be reflected in the education, research, and patient care divisions for all healthcare workers, students, faculty and staff:

- All healthcare workers are ethically obligated to provide competent patient care with compassion and respect for human dignity.
- No healthcare workers may ethically refuse to treat a patient whose condition is within their realm of competence solely because the patient is at risk of contracting, or has, an infectious disease, such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency syndrome (AIDS), hepatitis B infection, or other similar diseases. These patients must not be subjected to discrimination.
- All healthcare workers are ethically obligated to respect the rights of privacy and confidentiality of patients with infectious diseases.
- Healthcare workers who pose a risk of transmitting an infectious agent should consult with appropriate healthcare professionals to determine whether continuing to provide professional services represents any material risk to the patient, and if so, should not engage in any professional activity that would create a risk of transmission of the disease to others

Bio-Safety Policies

All activities related to patient care by students of IU Northwest will be carried out in accordance with the department's **Bio-Safety Policies**. The policies and procedures in this document are based upon Standard Precautions currently practiced by the faculty, staff and students in the IU Northwest Dental Education programs and are consistent with United States Public Health Service, Indiana State Department of Health and the Indiana Occupational Health and Safety regulations.

Immunization Information

It is imperative that students have required immunizations prior to entering the clinical component of the program because of direct patient contact during the clinical experiences. IU Northwest Programs in Dental Education adheres to the CDC recommended adult immunizations for all healthcare workers. Due to epidemiological changes, requirements may change abruptly and those involved in a clinical setting will need to meet the requirements. The student's primary care provider on the immunization record form must properly record the appropriate information. Students will not be allowed in the clinical areas unless all information is up-to-date and on file with the Dental Education Department. **Due dates for all immunization records are due prior to beginning the laboratory and clinical courses.** Students are requested to make a copy of all submitted documentation for their personal files.

HBV Vaccination Policy

Prior to registration in any clinical course and at the student's expense, all students of the CHHS must undergo HBV vaccination unless the student is shown to be immune, the vaccine is contraindicated for medical reasons, or a declination is signed.

Procedures:

Evidence of receipt of the HBV vaccination, immunity to HBV, or declination will be filed with the Dental Education Department prior to beginning a laboratory or clinical course. When the vaccine is contraindicated for medical reasons, a declination form must be signed. Evidence of the receipt of the HBV vaccination series should be in the form of a signed statement from the student's healthcare professional (HCP) and evidence of declination can be submitted on the CHHS form. Evidence of immunity to HBV, medical risk from the vaccine, or receipt of a booster(s) should be in the form of a signed statement from the healthcare provider.

The following immunizations/tests are required for entrance into laboratories/clinicals:

Tetanus Diphtheria (Tetanus/Diphtheria/Acellular Pertussis DTaP)

All students must be immunized. Immunizations must be current within the past 10 years. If it is more than 10 years it is recommended that you receive DTaP for adults. In fall of 2005, the FDA approved DTaP for adults due to recent increases in pertussis outbreak among this population. The updated Tetanus/Pertussis policy states the following:

The Advisory Committee on Immunization Practices (ACIP) has issued guidelines for tetanus toxoid, reduced diphtheria toxoid and acellular pertussis (DTaP) vaccine (Adacel) for adults. ACIP voted to recommend routine use of DTaP among adults aged 19-64 years.

Measles Mumps Rubella

CDC for healthcare workers is 2 doses of MMR for all healthcare workers unless born prior to 1957.

Rubella (3 days)

2 doses of MMR or 2 doses of ProQuad or Rubella titer of 1.10 is required.

Rubeloa (Measles 10 days)

2 doses of MMR after their first birthday or 2 doses of ProQuad or Rubeola titer of 1.11 is required.

Mumps

2 doses of MMR or 2 doses of ProQuad or Mumps titer of 1.10 is required.

Varicella (Chicken Pox)

Those who have had the disease may submit a written statement. If a student has not had the disease, but requires vaccines will need 2 doses of varicella or 2 doses of ProQuad or Varicella titer of 1.10.

Tuberculosis

All students must have a tuberculin skin test (TST) upon admission to determine if they have been infected with *M. tuberculosis*.

Testing will also be required upon exposure or travel to high-risk areas. Some community health placements and area agencies may require more frequent PPD documentation – you will be notified if you are affected.

Documentation of evaluation from the health care provider is required.

Any **international student or student** whose country of origin where TB is considered endemic must be tested. Those testing positive will be required to have a blood test confirming their TB status. Anyone testing positive for tuberculosis will require treatment. IU Northwest Programs in Dental Education generally follows ACHA guidelines:

The most recent updated ACHA Guidelines, “Tuberculosis Screening and Targeted Testing of College and University Students.” The Guidelines Statement can be found at: [http://www.acha.org/Publications/docs/ACHA Tuberculosis Screening April2014.pdf](http://www.acha.org/Publications/docs/ACHA_Tuberculosis_Screening_April2014.pdf)

These updated Guidelines include TB Screening and Risk Assessment Appendices. Accordingly, those changes have been incorporated into another of our ACHA Guidelines, “Recommendations for Institutional Pre-matriculation Immunizations” (RIPI) under Part II.

ACHA provides several other position statements and recommendations. All are available to view on their website.

Hepatitis B Immunization

All healthcare providers with regular exposure to blood products are required by the Occupational Safety and Health Administration, Department of Labor to have the Hepatitis B vaccinations.

Consistent with this requirement, the Hepatitis B vaccination is required for students in the Programs in Dental Education. The series must be initiated prior to entry into any laboratory or clinical course. Evidence of the first vaccination must be documented. The second vaccination is due 1-2 months after the first vaccination. The third vaccination is due 4-6 months after the first vaccination. Students who currently work in a health care setting may want to contact their employer regarding arrangements to receive their vaccination. You may also contact your county health department for vaccination information.

Flu Shots

The CDC has identified Healthcare Workers in the high risk category in prioritizing who should receive the vaccine; therefore, the Programs in Dental Education highly recommend that all students receive their annual immunization against the flu. Some clinical agencies may require this of their employees to reduce the spread of this illness.

Additions

Due to frequent changes in the national standards and recommendations for adult immunizations, it may be necessary for the College of Health and Human Services (CHHS) to request additional documentation beyond what is listed here prior to clinical admission. Students will be notified if they are affected, and it is the responsibility of the student to provide this information prior to entry into any laboratory or clinical course.

Bloodborne Pathogens Training

Annual Training and Education on Bloodborne Pathogens for Dental Education

Students and Faculty

Almost any transmittable infection may occur in the community at large or within healthcare organizations and can affect both healthcare personnel and patients. The Centers for Disease Control and Prevention (CDC) has periodically issued and updated recommendations for the prevention of transmission of bloodborne pathogens in healthcare settings which provide detailed information and guidance. In 1991, the Occupational Safety and Health Administration published a bloodborne pathogen standard that was based on the concept of Standard Precautions to prevent occupational exposure to bloodborne pathogens (U.S. Department of Labor, 1991).

DENTAL ASSISTING RADIOGRAPH AND PATIENT REQUIREMENTS FOR GRADUATION

<u>RADIOLOGY CLINIC</u>	<u>CMS</u>	<u>PANO</u>	<u>Occlusal</u>	<u>Polishing & Fluoride</u>
	1 Pediatric (Humanoid)	2	1 Max. & 1 Mand. (Humanoid)	5 Patients
	4 Adult			
	1 Mixed Dentition			
	1 Edentulous/ Partially Edentulous			
Total Requirements	7	2	1 Survey	5

CLINICAL EXTERNSHIPS

Students will be required to participate in off-site clinical rotations during the Spring and Summer semesters in the dental assisting program. These clinical externships provide hands-on experiences to students while completing their **mandatory** minimum of **300 clinical externship hour** requirements for graduation. The clinical externships are located throughout Northwest Indiana. Students are responsible for their own transportation to the externships.

Dental Education Essential Performance Standards

The following essential performance standards are reasonable expectations of a student in a dental education program. In the interest of the student's personal safety and the safety of the IU Northwest patients, there are significant requirements that must be met before admission to the program is finalized. The attendance requirements and rigorous demands placed on Dental Education students require them to be in good physical and mental health. Applicants to the program must possess the following general qualities before and during the program:

Communication (speech, reading, and writing)

Be able to:

- Establish rapport with patients, faculty, and classmates
- Have proficient use of the English language in speech, reading, and writing
- Communicate abilities for effective interaction in verbal, non-verbal and written form
- Obtain and disseminate information relevant to patient care and work responsibilities
- Respect cultural diversity

Visual and Perceptual Skills

Be able to:

- Use binocular vision with discrimination/perception to read anesthesia vials and medication labels
- Have visual acuity corrected to 20/40 or better with the ability to accommodate at a distance of 10-20 feet
- Document color vision deficiencies limited to a single color
- Have visual skills necessary to detect signs and symptoms, body language and inflections
- Reading computer screens, documents with small printing and hand written notations

Hearing and Auditory Abilities

Be able to:

- Have auditory abilities necessary to monitor and assess patient health care needs
- Monitor vital signs and auscultation with the use of a stethoscope
- Recognize sounds of alarms and emergency signals
- Correctly interpret the dentist's orders, patient needs or complaints, faculty instructions

Motor Skills (physical ability, coordination, dexterity)

Be able to:

- Have normal tactile feeling. Sensitivity to heat, cold, pain, pressure, etc.

- Have extremely fine motor control with correspondingly hand-eye coordination, hand functions should include rotation, squeezing, and repetitive movements
- Full manual dexterity which includes the function of both arms, both wrists, both hands and fingers
- Have motor function to elicit information such as palpitation, extension, twisting, bending, stooping, pushing, pulling and lifting
- Physically move to a position to enable them to provide dental care and cardiopulmonary procedures
- Possess the strength to assist a patient in transferring themselves to and from a dental chair

Emotional Stability and Personal Temperament

Be able to:

- Have high levels of mental and emotional stability to provide a safe dental environment
- Provide all compliant and non-compliant patients with emotional support and maintain a consistent professional attitude and appearance
- Deal with stress of the program didactic and clinical demands, while performing multiple tasks concurrently
- Focus in an environment with multiple interruptions, noises, distractions, and unexpected patient needs

Intellectual and Critical Thinking Skills

Be able to:

- Use critical thinking skills necessary for sufficient clinical judgment
- Have the abilities to measure, assess, calculate, reason, analyze, and integrate information
- Identify cause/effect relationships
- Develop treatment dental care plans
- Problem solve, prioritize, evaluating outcomes and synthesis data for documentation
- Comprehend, focus, and process information
- Utilize long and short-term memory skills