



# Dental Assisting Program

## Information/Application Guide for 2016-2017 San Diego Mesa College

rev. 10/2015

**Must be submitted on or after Dec. 1, 2015 and no later than March 25, 2016**

### Job Title

Dental Assistant

### Program website

[www.sdmesa.edu/dental-assisting](http://www.sdmesa.edu/dental-assisting)

### Job Description

Dental Assistants are skilled members of the allied dental health care team, assisting dentists in all dental procedures. They may be licensed by the State as a Registered Dental Assistant (RDA) to perform direct patient care under the supervision of a dentist. Dental assistants prepare patients for treatment, take x-rays, sterilize, and assist the dentist in performing dental procedures. They may work for general dentists or specialists in areas such as orthodontics, endodontics, surgery, and pediatric dentistry.

### Program Description

The program is accredited by the Dental Board of California (DBC), and the Commission on Dental Accreditation (CODA) of the American Dental Association. The length of the Dental Assisting Program is one summer session and two- semesters (Fall & Spring) which will earn you a Certificate of Achievement in Dental Assisting. Classroom and laboratory instruction includes nutrition, preventive dentistry, basic dental sciences such as: physiology, anatomy of the teeth and mouth, biology of dental disease, etc.; dental materials, dental specialties, legal considerations in dentistry, and the psychology of patient-dental assistant relationship, as well as the functions and duties required of the California Registered Dental Assistant. Courses include Directed Clinical Practice which is planned and supervised by the Dental Assisting Program Director and faculty.

Graduates of the program are eligible to take the California Registered Dental Assistant's state examination and the Certified Dental Assistant National Examination. A Radiation Safety, Infection Control, California Dental Practice Act, Coronal Polishing and Dental Sealant Certifications will be issued upon successful completion of the program.

### Attitudes and Characteristics of the Successful Dental Assistant

- Attention to detail
- Desire to learn specialized procedures
- Service oriented
- Enjoy working with a diverse population of employees and patients, as well as the special needs patients.
- Flexible; ethical; reliable; anticipates; versatile; timely; and exhibits the manual dexterity, visual and auditory acuity and motor coordination necessary.
- Patient; emotionally stable; demonstrates sound judgment, tact and self control.
- Able to work directly under a dentist's direction; can follow written and verbal instructions; accepts responsibility for the results of his/her actions.
- Team player who works within the parameters of the dental assisting job description in an ethical manner and who is able to communicate with health team members, patients, and patient's families.
- Able to accept constructive criticism and perform self evaluation activities which result in personal and professional growth.

### Employment Outlook

Dental Assisting offers excellent career opportunities. Employment may be obtained in private dental offices, dental public health clinics, hospitals, mobile dental clinics, dental schools, government facilities, dental equipment and supply sales, dental practice management, insurance companies, teaching in dental assisting programs, and service in volunteer/humanitarian organizations.

### Probable Salary Range for the San Diego Area

Starting Range for San Diego County: approximately \$14-18 per hour.

### Program Director

Margaret Fickess, RDA, CDA, MEd  
Tel: (619) 388-2697  
Email: [mfickess@sdccd.edu](mailto:mfickess@sdccd.edu)  
Allied Health Bldg, S314

### Academic Counselor

Nicholas DeMeo  
Tel: (619) 388-2668  
Email: [ndemeo@sdccd.edu](mailto:ndemeo@sdccd.edu)  
I4-303

### Special Admissions

Cathy Sullivan  
Tel: (619) 388-2684  
Email: [cmsulliv@sdccd.edu](mailto:cmsulliv@sdccd.edu)  
I4-102

## APPLICATION/ADMISSION PROCESS

### Fall Program Prerequisite

High school graduation or equivalent and Dental Assisting 050 or equivalent.

### Optional and/or Recommended

English for Speakers of Other Language classes (ESOL), Basic Skills Courses in English, or equivalent, Psychology 101 or 112, Communication 103, Personal Growth classes, or computer 101, or 103, or 114, or 120 or equivalent.

### Advisory

**Students are expected to arrange their schedule to attend the program as a fulltime student.**

### Admission Requirements for summer DENA 050

Students applying to the Dental Assisting program will be accepted on a first-come, first-served basis. Applications will be placed on the wait list according to the date and time of receipt of a complete application. Applicants interested in entering the program must:

1. **Apply to the dental assisting program (click on application link on the website)**
2. **Attend one of the Dental Assisting Program's "Information Sessions" – Room S-117/118. See website for dates, times and locations: <http://www.sdmesa.edu/allied-health> Dec. 8, 2015 & March 14, 2016**
3. **Submit the Program Application between December 1, 2015 & no later than March 25, 2016**
4. **Upon acceptance to the summer class and the Special Admissions Clerk has received your confirmation slip, you will be able to enroll in DENA 050 for the Summer Session.**

Continuation into the fall semester is dependent upon completion of **DENA 050** course with a grade of "B" (75%) or better. For further information about the curriculum and/or the Program please email the Dental Assisting Program Director at [www.mfickess@sdccd.edu](mailto:www.mfickess@sdccd.edu).

### Degrees Granted

**Certificate of Achievement** = one summer session & two semesters (Fall & Spring) for successful completion of the Dental Assisting Program. **Associate in Science** – see College catalog and a college counselor for requirements.

### Employment Placement

Graduates of the program may use the Community College District's placement services and the Dental Assisting Program to help them find employment.

### Cost

The cost for books, supplies, uniforms and name badge is moderate. Students who are eligible must pay State and National examination fees and provide all instruments and supplies needed for the State's practical examination. Students meeting the California residency requirement currently pay \$46.00 per unit enrollment fee: this fee is subject to legislative and gubernatorial action, and may change without notice. Total program costs may run as high as \$2600. A higher tuition is charged to students who are not residents of California. Consult the current Mesa College catalog for specific information and details of each dental assisting course. [www.sdmesa.edu](http://www.sdmesa.edu)

A radiation dosimeter fee is assessed the student each semester that he/she is participating in the Dental x-ray courses. The District will enroll the student in a blanket program of professional liability insurance coverage for one million dollars per District policy.

The student will need to pay for a TB skin test (or its equivalent), Hepatitis B vaccination and provide other immunization records before the beginning of the fall semester. The student will be required to pay for physical exams prior to beginning the clinical experiences and complete any required immunizations. **Each student will be provided the physical exam form during the summer session.** The student will also need to purchase a uniform, name badge, books, typodont, instrument kit and supplies (about \$600). A reliable means of transportation is necessary while in the program and dormitories are not available on the campus. The student is required to have a current, eight hour hands-on instruction through the American Heart Association or American Red Cross "**Basic Life Support for Healthcare Provider**" (BLS) card prior to beginning the clinical experience during the Fall semester. Completion of the BLS course is the responsibility of the student if they choose not to take it with the rest of the class during the month of August.

### Selection Procedures

Upon completion of the summer class if more students are successful than the cap allows from our state and national accreditation the following will be the new selection process:

- The highest grade percentage will go forward until the cap is met.
- The remaining students who meet the requirements will be waitlisted for the following year.

**DISCLAIMER:** "The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the College is binding on the San Diego Community College District without the express approval of the Board of Trustees."

**SAN DIEGO MESA COLLEGE  
DENTAL ASSISTING PROGRAM APPLICATION**

**Must be submitted on or after Dec. 1, 2015 and no later than March 25, 2016**

**Send application to:  
SPECIAL ADMISSIONS  
SD MESA COLLEGE  
7250 MESA COLLEGE DR.  
SAN DIEGO, CA 92111**

**Submit no later than March 25, 2016**

**IF ANY OF YOUR PERSONAL INFORMATION CHANGES YOU MUST NOTIFY THE SPECIAL ADMISSIONS CLERK**

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street City and State Zip

\_\_\_\_\_ Phone Number E-mail CSID or SS# Date of Birth

In Case of Emergency Notify: \_\_\_\_\_

\_\_\_\_\_ Address Telephone Number

**Program Focus**

Do you intend to finish the program with a Certificate of Achievement or an Associate in Science Degree? (Circle **ONE**)

**Education (circle your answer)**

High school or equivalent completed	Yes	No
Associate's Degree or higher	Yes	No

**Optional and/or Recommended (not a requirement)**

English 48 (College Reading & Study Skills), or equivalent	Yes	No	In progress
Personal Growth Classes	Yes	No	In Progress
Communications 103 or 135, or equivalent	Yes	No	In progress
Psychology 101 or 112 or equivalent	Yes	No	In progress
Computer Business Technology 101, 114, or 120 or equivalent	Yes	No	In progress

**Briefly answer the following questions:**

**Describe your interest in dentistry/dental assisting and why you chose dental assisting**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe any experiences you have in dentistry or any health:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant Agreements

**Instructions: Read and place your initials by each item. Send with your application and retain a copy for your records.**

### Your initials

- \_\_\_ I have read all of the material contained in the DENA Information/Application Guide, have had the opportunity to ask for clarifications, and understand the application and admission process.
- \_\_\_ I have the opportunity to seek clarification or confirmation regarding requirements prior to deadlines.
- \_\_\_ I understand that after my application is submitted, it is my responsibility to notify the Mesa College **Special Admission Clerk** of any changes in my name, email, address or telephone number.
- \_\_\_ I understand that if I should require special accommodations, it is my responsibility to contact the College Disabled Student Program and Services office (619-388-2780) early in the process so as to ensure time to validate and establish the necessary reasonable accommodation which maintains the essential elements of the program.
- \_\_\_ I understand it is my responsibility to: meet program requirements; ensure prerequisite/course equivalency; follow proper application procedures; provide transcripts as directed; and keep informed on revisions regarding degree requirements, program requirements, and selection process.
- \_\_\_ I understand that the general education requirements for the associate degree are subject to change with the publication of each year's Mesa College catalog.
- \_\_\_ I understand that if I am notified for program admission, my failure to submit a written confirmation of acceptance or any required clinical placement eligibility documentation by the specified deadline will result in forfeiture of my admission status and it will be assigned to an alternate.
- \_\_\_ I understand that the DENA program admission policies are based on published District, College and Department policies; program admission is an equal opportunity process and persons are not excluded based on ethnicity, age, gender, sexual orientation, religion or any other protected class.
- \_\_\_ I understand that a wait list is generated as a result of the Special Admissions Process. Program admission to the summer class is based on a first-come, first-served basis. If the program becomes impacted (more applications than slots available), I understand that an alternate list will be generated. All alternates are encouraged to attend the 1st day of the summer class (DENA 050).
- \_\_\_ I understand that Mesa College reserves the right to revise program requirements and/or selection procedures, immediately after the application filing date.
- \_\_\_ I have read the current Allied Health Department Policy manual ([www.sdmesa.edu/allied-health](http://www.sdmesa.edu/allied-health)) and understand that I will be expected to adhere to the terms and conditions outlined in the most current version of the manual as part of my participation in an Allied Health Department program.
- \_\_\_ I understand that once I have met all Directed Clinical Practice placement requirements, I will be assigned to a Mesa College clinical affiliate, not necessarily of my preference.
- \_\_\_ I agree to submit to a background check as required by the military dental clinics and understand that the cost of a background check required by the clinic is my responsibility.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_