

Admission Selection Process

Applicant ranking is based on the sum of two scores: the TABE score and high school/college Grade Point Average (GPA) or GED® score.

The maximum score is 50 points.

*TABE – Scoring of the TABE test is calculated from the scores earned on the Reading, Math, and Language sections of the test. The applicant will receive 10 points for each section if they meet the following minimum scores:

| | |
|----------|-----|
| Reading | 597 |
| Math | 627 |
| Language | 608 |

Students with a TABE exemption will receive the maximum points possible (30). Scores earned in any section that are below the minimum are valued at 0 points.
Possible points = 30

GPA/GED® – The applicant may select to use their high school or college (12 or more college credits) GPA or GED® score, whichever is higher. The GED® score is calculated by dividing the first 3 digits of the score by 5, i.e. GED® score of 3500 is calculated as $350/5 = 70$, then...

- Applicants with a high school or college GPA of 3.0 or higher or a GED® score of 70 or higher = 20 points
- Applicants with a high school or college GPA of 2.0 to 2.9 or a GED® score of 60 - 69 = 10 points
- Applicants with a high school or college GPA of 1.9 or lower or a GED® score of 59 or lower = 0 points

For your reference, the Dental Assisting rubric that will be used to determine your admissions ranking is included below.

| Dental Assisting Admissions Rubric | | | Max Points | Points Earned |
|---|----------------|---------------|-------------------|----------------------|
| TABE Test Results | | Points | | |
| Reading | 597 or greater | 10 | 30 | |
| Math | 627 or greater | 10 | | |
| Language | 608 or greater | 10 | | |
| G.P.A. / GED | | Points | 20 | |
| G.P.A | GED | | | |
| ≤ 1.9 | ≤ 59 | 0 | | |
| 2.0 – 2.9 | 60-69 | 10 | | |
| ≥ 3.0 ≥ 70 | ≥ 70 | 20 | | |
| Total Possible Points: | | | 50 Pts | |

When the application deadline is reached, all complete applications will be ranked and the 22 students with the highest scores will be offered acceptance.

Students will be notified through their FSCJ Student email of their admissions status after all applications have been reviewed and processed. Students can anticipate being notified approximately **one month** following the application deadline. Information concerning a student's admissions status will not be given via telephone.

Students selected for admission will have a specified time to notify the Health Career Advising Center that they are accepting the seat. Failure to notify the Health Career Advising Center as indicated in the acceptance email will result in forfeiture of the seat. If a seat is forfeited, the next eligible applicant on the ranked list will be offered the seat.

If you have questions or need assistance, we have dedicated staff available to help. Please reach out to us by phone at (904) 713-4545 or by email at hcic@fscj.edu.

Students Requesting Reinstatement

No guarantee of reinstatement is offered to students who withdraw from the program for academic or personal reasons. Students requesting reinstatement after withdrawal from the Dental Assisting program will be considered on an individual basis. Students that are granted reinstatement will do so only after

signing a contract describing the program's behavioral and academic expectations for the readmitted student and the consequences of noncompliance.

Reapplication Process

In the event you are not selected for entrance to the Dental Assisting program, the procedure for reapplying follows:

1. Applicants must resubmit a new application. No applications will be held for the next admitting term.
2. Applicants who wish to be reconsidered for upcoming classes are responsible for meeting any new criteria for that class as they are announced.
3. Please supply all required documents with the new application.

General Professional Information

Industry Information: Dental assistants have many tasks, ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dental offices where they work.

Program Information: The Dental Assisting program provides students with theoretical, practical and clinical skills. Courses include dental basic sciences, dental radiographic techniques, dental materials, sterilization and disease control, chairside assisting, office management, dental specialties and expanded duties. The Dental Assisting program has been approved by the Florida Board of Dentistry to offer certification in the following expanded functions and dental radiology:

- Making alginate impressions for study casts
- Removing sutures
- Placing or removing temporary restorations
- Polishing amalgam restorations
- Polishing clinical crowns for the purpose of stain removal
- Applying sealants
- Preliminary charting of existing conditions
- Placing and removing periodontal dressings
- Placing and removing matrices
- Placing and removing rubber dam
- Applying cavity liners, varnishes, or bases

- Applying topical fluorides
- Removing excess cement
- Placing gingival retraction cord
- Fabrication of temporary crowns and bridges
- Cementing temporary crowns and bridges
- Positioning and exposing dental radiographic film

Jobs: According to the Bureau of Labor Statistics, employment of dental assistants is expected to grow by 19.5 percent from 2016 to 2026, much faster than the average for all occupations. Ongoing research linking oral health and general health will continue to spur the demand for preventative dental services. Bureau of Labor Statistics, <http://www.bls.gov/>. Upon completion of coursework, Florida State College at Jacksonville does not guarantee employment or salary in a given field of study. Any jobs mentioned are given as examples of potential employment.

Infectious Disease Policy

In the performance of assigned treatments and/ or procedures, students enrolled in the Dental Assisting program at FSCJ may be exposed to bloodborne pathogens that may progress to an infectious disease. Students seeking admission to the dental programs may, through previous exposure, be infected with an infectious disease. To protect the health and safety of students, as well as faculty, staff, and patients, the FSCJ Dental Assisting program has established an Infectious Disease Policy that describes the proper techniques and procedures necessary to minimize these risks. Instruction in infection control and prevention is a significant part of our dental assisting curriculum. Applicants interested in obtaining a copy of the program's Infectious Disease Policy can do so by calling (904) 766-6571.

Dental Assisting Program Course Requirements/ Sequence

All Dental Assisting courses must be taken in sequence, except in rare, extenuating circumstances with the permission of the program director. Students must achieve a "C" average in all courses prior to graduation from the program. No Dental Assisting course may be repeated more than twice. Any reinstatements must be approved by the program director after consultation with the Admission Committee. Enrollment into the program will typically occur in the fall term.

Course Sequence

| <u>Course ID</u> | <u>Course Description</u> | <u>Contact Hours</u> |
|---------------------|--|----------------------|
| <u>Term 1</u> | | |
| DEA 0020 | Introduction to Clinical Procedures | 40 |
| DEA 0020L | Introduction to Clinical Procedures Laboratory | 80 |
| DEA 0130 | Biological Sciences for the Dental Assistant | 60 |
| DEA 0725 | Introduction to Dental Assisting | 90 |
| DES 0021 | Head, Neck and Dental Anatomy | 60 |
| DES 0103 | Dental Materials | 30 |
| DES 0103L | Dental Materials Laboratory | 34 |
| DES 0205 | Radiology I | 30 |
| DES 0205L | Radiology I Laboratory | 50 |
| DES 0501 | Dental Office Management | 32 |
| <u>Term 2</u> | | |
| DEA 0029 | Dental Specialties | 112 |
| DEA 0311 | Preventive Dentistry | 32 |
| DEA 0834 | Expanded Functions | 32 |
| DEA 0834L | Expanded Functions Laboratory | 88 |
| DEA 0850 | Dental Assisting Clinical Practice I | 112 |
| DES 0053 | Pharmacology and Dental Office Emergencies | 32 |
| DES 0206 | Radiology II | 32 |
| DES 0206L | Radiology II Laboratory | 32 |
| <u>Term 3</u> | | |
| DEA 0851 | Dental Assisting Clinical Practice II | 224 |
| DEA 0936 | Seminar | 28 |
| Total Contact Hours | | 1,230 |

Course Transferability

Dental Assisting program courses do not earn college credit and, as a result, are not transferable. Completion of our CODA-accredited Dental Assisting program does earn points toward admission in the FSCJ Dental Hygiene program.

Performance Standards for Admission, Progression and Graduation from Dental Assisting Program

The Dental Assisting Program is committed to the principle of diversity. In that spirit, admission to this program is open to all qualified applicants and complies with the American with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Throughout the program curriculum, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a dental assistant. Those attitudes, behaviors, and skills that a dental assistant must possess to practice safely are reflected in the standards that follow.

Candidates for program completion must be able to meet these minimum standards, with or without reasonable accommodation.

| Standard | General Performance Statement | Essential Function |
|--------------|--|--|
| Motor Skills | <p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate a high degree of manual dexterity and the ability to execute motor movements reasonably required to provide general treatment and emergency care to patients/clients; adequate strength and ability to perform lifting and patient transfers into a dental chair; the ability to maneuver with functional coordination and mobility in small spaces.</p> | <p>It is <u>required</u> that the student:</p> <p>Be independent in mobility to move quickly in and around the classroom, laboratory, and clinical operatory.</p> <ul style="list-style-type: none"> - Provide for patient safety and well-being in positioning of dental chair, dental light and x-ray equipment. - Quickly move from different positions, as required, to perform chairside clinical skills as well as be prepared to administer emergency care procedures. - Exhibit sufficient manual dexterity to manipulate and control small motor driven equipment. - Perform dental assisting instrumentation with hand and rotary instruments. - Perform expanded duties. |

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| | | <ul style="list-style-type: none"> - Move adequately from sterilization, reception room, business office, x-ray rooms and clinical operatories. - Successfully complete a CPR Certification course. |
| Visual | <p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate visual acuity and perception sufficient for observation and assessment of needs to insure safe and effective clinical performance.</p> | <p>It is <u>required</u> that the student:</p> <p>Observe lecture, and laboratory demonstrations.</p> <ul style="list-style-type: none"> - Receive information via visual observation, assessment, and evaluation of oral tissues with regard to normal and abnormal conditions. - Demonstrate normal color vision sufficient to recognize subtle changes in oral tissues. <p>Observe and assess the patient's response to treatment.</p> |
| Communication | <p>Demonstrate the ability to communicate clearly with patients/clients, physicians, other health professionals, faculty, significant others, caregivers, community or professional groups and colleagues.</p> <p>Communication includes: verbal and nonverbal expression, reading, writing, computation, and computer skills.</p> | <p>Participate, via in-class and group discussions, in the delivery and receiving of information and in responding to questions from a variety of sources.</p> <ul style="list-style-type: none"> - Display knowledge of basic written grammar and spelling skills. - Report accurately and legibly through progress notes in the patient's chart. - Explain treatment, preventive procedures, and disease processes to patient and/or caregiver in a way that is easily understood. - Recognize and respect the physical and psychological needs of others. <p>Communicate with patient/client and faculty</p> |

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| | | regarding patient care and referrals. |
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| Standard | General Performance Statement | Essential Function |
|---------------|--|---|
| Hearing | <p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate functional use of hearing to acquire and mentally process information that is heard, and to better monitor and assess patient/client health needs.</p> | <p>It is <u>required</u> that the student:</p> <p>Hear and obtain appropriate course information from faculty and peers and process this information for use in laboratory settings and on examinations.</p> <ul style="list-style-type: none"> - Listen actively. - Acquire accurate medical history and data collection verbally from the patient or guardian. - Demonstrate the ability to audibly ascertain if a patient is experiencing a medical emergency. |
| Interpersonal | <p>Demonstrate the ability to relate to others verbally beyond giving and receiving instruction, and to cooperate with people from a variety of social, emotional, intellectual and cultural backgrounds.</p> | <p>Develop a concern for others, such as classmates, staff, patient/clients and faculty.</p> <ul style="list-style-type: none"> - Cooperate with others and be able to work as a team member. - Acquire the ability to maintain poise and flexibility in stressful or changing conditions. - Establish rapport and working relationships with colleagues and patient/clients. - Recognize and respond appropriately to individuals of all ages, genders, races, and sexual preferences, socio-economic, religious and cultural backgrounds. |

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| Self-Care | Demonstrate the ability to maintain general good health and self-care in order not to jeopardize the health and safety of self and individuals with whom one interacts within the academic and clinical setting. | <p>Maintain personal hygiene.</p> <ul style="list-style-type: none"> - Demonstrate safety habits and work area neatness. - Comply with industry health and safety standards, OSHA guidelines, and material safety data. - Maintain a lifestyle that is consistent with one's educational and professional requirements. |
| Critical Thinking | <p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate critical thinking ability sufficient for clinical judgment and problem solving, to maintain competent judgment under stressful conditions, and to apply quick reaction time in an emergency situation.</p> | <p>It is <u>required</u> that the student:</p> <p>Apply critical thinking processes to solve work related problems in the classroom and in various clinical settings.</p> <ul style="list-style-type: none"> - Exercise sound, ethical judgment in class, laboratory and clinic situations. - Follow safety procedures established for each class, laboratory and clinic. - Be able to self-evaluate and strive to improve technical skills. <p>Identify problems, take action and be responsible for that decision.</p> |
| Organizational Skills | Demonstrate the ability to handle multi-tasks simultaneously and to operate in a logical, sequential, and orderly manner. | <ul style="list-style-type: none"> - Prioritize and complete tasks in the clinical patient/client care setting within a specified amount of time. - Organize required classroom assignments, laboratory work, and extra-curricular activities each semester into a realistic workable schedule that will facilitate student learning and success. |

| Standard | General Performance Statement | Essential Function |
|---|---|---|
| Intellectual Abilities | Demonstrate the ability to read, write, speak and understand English at a level consistent with successful course completion and with development of positive patient-student relationships. | Comprehend and assimilate verbal and written program/course materials. <ul style="list-style-type: none"> - Perform simple and repetitive tasks. - Learn to reconcile conflicting information. - Use proper punctuation, grammar, and spelling in written work that is neat and legible. - Follow verbal and written instructions at a 75 percent or better level of competency. |
| Commitment to Learning | <p><i>With or without reasonable accommodation, the student should be able to:</i></p> <p>Demonstrate a positive attitude toward decision-making policies and program operating rules and procedures, as applied, as well as learning new concepts and abilities within the program's operational policies and methods.</p> | It is <u>required</u> that the student: <p>Display initiative, motivation, and a willingness to learn.</p> <ul style="list-style-type: none"> - Complete reading assignments and other activities in a timely manner. - Complete all work without resorting to cheating or plagiarism. - Attend all class, laboratory and clinicals, as assigned. - Be consistently punctual to all classes, laboratories and clinical assignments. |
| Affective Learning Skills (Behavioral & Social Attitudes) | <p>Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of patients/clients and other individuals with whom one interacts in the academic, laboratory, and clinical setting.</p> <p>Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.</p> | Display an ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component that occurs within set time constraints. <ul style="list-style-type: none"> - Show a willingness to accept challenges. - Be open to feedback. - Follow guidelines and rules for the College and program. |