

FALL 2009 ALLIED DENTAL EDUCATION

PLEASE USE ONE FORM PER PERSON- PHOTOCOPIES ARE ACCEPTABLE

REGISTRATION WILL NOT BE PROCESSED UNTIL ALL PREREQUISITE DOCUMENTATION IS SUBMITTED.

PLEASE PRINT

NAME _____ E-MAIL _____

DEGREE/CERTIFICATION _____

DAY PHONE _____ ALTERNATE PHONE _____

HOME MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COURSE #	COURSE TITLE	FEE
TOTAL ENCLOSED		

METHOD OF PAYMENT

Enclosed is my check/money order made payable to UMDNJ

Please charge my: MasterCard Visa

Card Number _____

Expiration Date _____ Amount Enclosed _____

Name on Card _____ Signature _____

Send form to: UMDNJ-SHRP 1776 Raritan Road, Room 421, Scotch Plains, NJ 07076

Fax completed form and pre-requisites to: 908-889-2477-(Credit card payment required.)

Remember to include the necessary prerequisites!

FALL 2009

ALLIED DENTAL EDUCATION

N202 Refresher & Local Anesthesia

Courses Offered



**Registration
Opens
June 1st**



Department of Allied Dental Education
shrp.umdnj.edu/programs/under_grad.html

**For
Dental Assistants &
Dental Hygienists**



**SCHOOL OF HEALTH
RELATED PROFESSIONS**
 University of Medicine & Dentistry of New Jersey

NITROUS OXIDE SEDATION MONITORING FOR THE ALLIED DENTAL TEAM 14 HOUR PROGRAM

CE Code: 09ADE11 UMDNJ CEU's: 1.4 NJSBD CE Credits: 14

DATES: Wednesday, September 16, 2009— 9:00 AM—4:30 PM
 Wednesday, October 7, 2009—12:00 AM—3:30 PM
 Wednesday, October 14, 2009—9:00 AM—12:30 PM

INSTRUCTOR: Vaishali Singhal, DMD
LOCATION: Scotch Plains Campus
FEE: \$595

PREREQUISITES: Documentation is required.

1. Registered Dental Assistants (RDA) or Registered Dental Hygienists (RDH)
2. Certificate in Cardiopulmonary Resuscitation (CPR) at the Healthcare Provider or Professional Rescuer level.
3. Current/Active Medical Insurance
4. **IMMUNIZATIONS-Please address immediately!** Students must be in full compliance per UMDNJ policy prior to September 15, 2009. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of UMDNJ. There is a \$100 fee which will be charged only in the event of any needlestick incident or injury. Please make sure to have your health care provider complete all forms in their entirety as additional costs for subsequent reviews will be charged and are your responsibility. The checklist and forms are available at the following website.

http://shrp.umdj.edu/admissions/documents/Immunization_Chart.pdf

Copies of required credentials MUST be submitted at the time of registration!

DESCRIPTION: The New Jersey State Board of Dentistry has issued guidelines for the monitoring of nitrous oxide sedation. This course is designed for the registered dental assistant and the registered dental hygienist who will be monitoring patients for whom nitrous oxide has been administered by a licensed dentist. Following completion of the seven (7) hour didactic AND the seven (7) hour clinical components of the course, the dental auxiliary is issued a course verification certificate from UMDNJ which meets the requirements outlined by the New Jersey State Board of Dentistry.

REGISTRATION FEE includes tuition and handout materials. Textbooks are not included and are the participant's responsibility to obtain before the start of the program. Minimum and maximum enrollment levels have been established, we urge you to register early.

LOCATION, CONFIRMATION & DIRECTIONS: All programs are held on the Scotch Plains Campus. Upon receipt of your registrations (*including all required prerequisites*) you will receive a confirmation letter prior to the start of the program.

CANCELLATION OF A COURSE: Each class requires a minimum enrollment. Classes may be cancelled because of insufficient enrollment, or other reasons. In the event that a class is canceled by us, you will be notified and given the option of a full refund or enrolling in another course.

WITHDRAWAL FROM CLASS AND REFUND POLICY: If you wish to withdraw from a continuing education course, you must notify the Department of Allied Dental Education in writing immediately. Refunds will be made if notification is received one week prior to the start of class. After this time, **NO** refunds will be made.

TEXTBOOKS: When indicated, textbooks can be purchased at Matthews UMDNJ Bookstore, 186 West Market Street, University Plaza, Newark, NJ 07103, (973-643-5440 or www.umdjbookstore.com.)

All orders, including shipping and handling, must be charged to a major credit card. You can also try to locate textbooks on-line at such sources as: www.amazon.com or www.barnesandnoble.com.

TO REGISTER

PHONE: Call 908-889-2743 for information.
MAIL: Send completed form and prerequisites with check, money order (payable to UMDNJ), or credit card information to: UMDNJ-SHRP- Department of Allied Dental Education-1776 Raritan Road, Room 421-Scotch Plains, NJ 07076.
FAX: Fax completed form and prerequisites with credit card information to: 908-889-2477

NOTE: Registrations will not be processed until ALL prerequisite documentation has been submitted and payment is received.

Certificate of Advanced Study in Allied Dental Education
Prerequisite: Registered Dental Hygienist or Certified Dental Assistant
 OR Minimum of 2 years work experience as a Dental Assistant

REQUIRED ACADEMIC COURSES

ADEC 4300	Current Issues in Allied Dental Practice— (WEB-BASED IN THE SPRING SEMESTER)	3 Cr.
ADEC 4409	Clinical Allied Dental Internship (TAKE LAST— EITHER FALL OR SPRING SEMESTER)	3 Cr.
IDST 3400	Computer Applications in Health Care (AVAILABLE THE FALL SEMESTER AND EVERY OTHER SUMMER)	3 Cr.
IDST4640 <i>or</i> IDST4300	Supervision, Management and Leadership (FALL SEMESTER) Human Resource Management in Healthcare (SPRING SEMESTER)	3 Cr.
HPED 4140 <i>or</i> IDST 5210	Education Methodology for Allied Health Professional (FALL SEMESTER) Curriculum Development Health Education (SPRING SEMESTER)	3 Cr.
TOTAL		15 Cr.

UMDNJ SCOTCH PLAINS CAMPUS
DENTAL CLINIC

Preventive services are available in our clinical facility on the UMDNJ Scotch Plains campus. Adults and children welcome.

Clinic hours: Tuesdays: 10:00am-1:00pm, 2:00pm-5:00pm
 Wednesdays: 10:00am-1:00 pm, 2:00pm-5:00pm,6:00 - 9:00 pm
 Thursdays: 10:00am-1:00pm, 2:00pm-5:00pm
 Fridays: 10:00am-1:00 pm, 2:00-5:00 pm
 Saturdays: 10:00am-1:00pm

Please call 908-889-2410 and 2411 to make an appointment.
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Interested in becoming a student in the Dental Hygiene or Certified Dental Assistant programs? For more information, please call 908-889-2504 for assistance

**NITROUS OXIDE SEDATION MONITORING FOR  
DENTAL AUXILIARIES**

**REFRESHER**

**CE Code: 10ADE04      UMDNJ CEU's: 0.4      NJSBD CE Credit: 4**

**DATES:**                    **Wednesday, September 16, 2009**  
**TIMES:**                    9:00 AM –1:00 PM  
**INSTRUCTOR:**            Vaishali Singhal, DMD  
**LOCATION:**                 UMDNJ-Scotch Plains Campus  
**FEE:**                        **\$250 (Seating is Limited)**

**PRE-REQUISITES:**

1. Registered Dental Assistants (RDA) or Registered Dental Hygienists (RDH)
2. Current Certificate in Cardiopulmonary Resuscitation (CPR) at the Health Care Provider Level
3. Current/active health insurance (copy of both sides of medical insurance card must be supplied)
4. Proof of having completed the NJSBD approved course in Nitrous Oxide Sedation Monitoring (14 hours=7-hours didactic and 7-hours clinical)

*Copies of required credentials MUST be submitted at the time of registration.*

**DESCRIPTION:** *Refresher course on protocol of monitoring patients on nitrous oxide sedation while under the care of a licensed dental hygienist or licensed dental assistant.*

This course is designed as a refresher program for registered dental assistants and registered dental hygienists who have previously completed a New Jersey State Board of Dentistry approved course in Nitrous Oxide Sedation Monitoring. Content will include a review of the protocol for the monitoring of patients for whom nitrous oxide sedation has been administered by a licensed dentist.

By participating in an approved refresher course every bi-annual licensure renewal period, qualified dental auxiliaries may continue to monitor patients undergoing treatment under nitrous oxide sedation. Completion of this program will fulfill the Board's requirement for renewal.

**These credits do not apply towards New Jersey State Licensure renewals, however it is necessary to complete a refresher course every second renewal period (every 4 years) to maintain your Nitrous Oxide Sedation Monitoring Certification.**

## ADMINISTRATION OF LOCAL ANESTHESIA FOR REGISTERED DENTAL HYGIENISTS

CE Code: 10 ADE 05

UMDNJ CEU's: 32

Registration for the course  
“Administration of Local  
Anesthesia for Registered Dental  
Hygienists” being offered in  
October has been closed.

Pre-registration is being accepted  
for spring 2010 (dates to be  
announced).

If you would like to send in the  
required documentation, you will  
be pre-registered and guaranteed  
a spot in the next class.

**DATES:** Didactic–October 21 & 28, 2009 9am-2:30pm

November 4 & 11, 2009 9am-2:30pm

Clinical– November 18 & 25, 2009 12pm-3pm

December 2 & 9, 2009 12pm-3pm

December 16, 2009 9:30am-11:30pm (final exam)

\*Students are responsible for identifying and providing patients for clinical exercises.

**INSTRUCTOR:** Vashali Singhal, DMD

**LOCATION:** Scotch Plains Campus

**FEE:** \$845 (Breakfast and Lunch Provided)

**TEXTBOOK REQUIRED** (not included in course tuition)

Handbook of Local Anesthesia, Malamed, 5th ed. Mosby ISBN 0323024491

**PREREQUISITES:** Documentation is required at time of registration.

1. Current Registered Dental Hygienist (RDH)-NJ
2. Current Certificate in Cardiopulmonary Resuscitation (CPR) at the Healthcare Provider or Professional Rescuer level.
3. Current active Health Insurance– Copy of both sides of medical insurance card is required.
4. **IMMUNIZATIONS–Please address immediately!** Students must be in full compliance per UMDNJ policy prior to September 15, 2009. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of UMDNJ. There is a \$100 fee which will be charged only in the event of any needlestick incident or injury. Please make sure to have your health care provider complete all forms in their entirety as additional costs for subsequent reviews will be charged and are your responsibility.

[http://shrp.umdj.edu/admissions/documents/Immunization\\_Chart.pdf](http://shrp.umdj.edu/admissions/documents/Immunization_Chart.pdf)

**DESCRIPTION:** Attendance during all lecture and clinical sessions is mandatory.\*\* During the clinical sessions, all students will work 1st with a student partner and then with clinical patients. The students will review the patient's medical history, prepare the clinical treatment area, select appropriate armamentarium, and utilize proper chairside administration techniques as discussed in class and seen in the demonstration videos. The clinical session will include demonstration anesthesia techniques for infiltrations, Mandibular Block, Long Buccal Block, and Mental Nerve Block injections. A small amount of local anesthetic will be deposited at each site to demonstrate proper target achieved for each injection. Post-operative instructions will be given and the patient will be monitored during and at the end of the session.

\*\*Students are required to successfully pass both the course final exam and the North East Regional Board (NERB) Anesthesia Exam before being eligible to apply to the New Jersey State Board of Dentistry for the local anesthesia permit.

## EDUCATIONAL THEORY AND METHODOLOGY FOR DENTAL AND ALLIED HEALTH EDUCATORS A Web-Based Continuing Education Course

CE Code: 10ADE09 UMDNJ CEU's: 1.5

### DATES:

**Designer:** Jo-Ann Little, RDH, BS, MS Ed

**Location:** Web-Based Self Tutorial

**Fee:** \$225

*The ADA Accreditation Standard 3-7 for Allied Dental Education Programs states that all dental program faculty must have current knowledge of the specific subjects taught, and background in appropriate educational methodology.*

This is a Web-Based self-tutorial consisting of eight modules and graded tutorials that will enhance teaching skills for the Dental and Allied Health Educator. Each module will require approximately 90 minutes to complete. The topics include: learning styles; learning theories; instructional design; teacher/student outcomes assessment; course syllabus; and instructional objectives. Certificate of completion will be issued upon passing of the program and the submission of the evaluation.

Upon completion of this course the participant will be able to:

1. Differentiate learning styles
2. Discuss educational theories of teaching and learning
3. Enhance teaching skills with writing of goals and objectives
4. Select effective classroom strategies for student learning
5. Evaluate teacher and student outcomes

### To Register:

- Log onto: <http://ccoe.umdj.edu/catalog/alliedhealth>
- Select "10ADE09– Educational Theory & Methodology for Dental and Allied Health Educators"
- Select "Enroll" and follow directions
- Shortly after completing the registration process an email will be sent to you with your user name and password. (usually within two working days). Then you may access the program.

\*If you have any problems please let us know.  
(908-899-2413 or 908-889-2417)

## LRT(D) EXAM REVIEW

CE Code: 10ADE03

UMDNJ CEU's: 2.0

**DATES:** Wednesdays, September 23 & 30, 2009—8:30 AM—3:00 PM  
Wednesdays, October 7 & 14, 2009— 8:30 AM—3:00 PM  
Wednesday, November 11, 2009— 9:30 AM- 11:00 AM Final Exam

**INSTRUCTORS:** Vashali Singhal, DMD  
Barbara Solomon, DDS

**LOCATION:** Scotch Plains Campus

**FEE:** \$295

### TEXTBOOK REQUIRED:

Dental Radiography Principles and Techniques: J. Haring & L. Jansen; Elsevier;  
3rd Edition: ISBN 0721615759

### PREREQUISITES: Documentation is required.

Participants must have completed a State of New Jersey Department of Environmental Protection Agency approved Dental Radiology course. (Minimum of 70 hours)

***Copies of required credentials MUST be submitted at the time of registration!***

**DESCRIPTION:** This course is designed for those who have completed an approved Dental Radiology course and wish to review essential radiological principles and applications prior to re-taking the examination for the New Jersey LRT-D License. Topics to be included are: radiation safety, radiations physics, principles of radiographic technique, processing, mounting and labeling radiographs, evaluating radiographs, film storage, disposal of processing chemicals and quality assurance.

### NOW AVAILABLE

**Nitrous Oxide Sedation Demonstration DVD** is available. It demonstrates the parts and use of a nitrous oxide machine as well as the various types of machines available. Also shown a sedation procedure along with indications and contraindications for nitrous oxide use. This does not take the place of the Nitrous Oxide Sedation Monitoring for the Allied Dental Team course. However, it will enhance your skills and be an excellent reference material for your use in the future. Please call 908-889-2743 to order.

**Price: \$34.99 + \$5.00 shipping and handling. Be sure to take advantage of this introductory price.** Sorry we are not accepting Purchase Orders.



## EXPANDED FUNCTIONS FOR DENTAL AUXILIARIES (RDA)

CE Code#: 10ADE08

UMDNJ CEU's: 3.0

DANB CE Credits: 30 NJDHA CE Credits: 30 NJSBD CE Credits: 30

**DATES:** Saturdays, September 12 & 26, 2009  
Saturdays, October 3, 10, 24 & 31, 2009  
Saturdays, November 7 & 14, 2009  
Saturdays, December 5 & 12, 2009  
Saturdays, January 9, 23 & 30, 2010

**TIMES:** 1:00 AM—4:00 PM

**INSTRUCTOR:** Haydee Munoz, BA, RDA, CDA

**LOCATION:** Scotch Plains Campus

**FEE:** \$525

### TEXTBOOK REQUIRED:

Torres & Ehrlich Modern Dental Assisting: Bird & Robinson, Elsevier Health Sciences, 9th Edition (package); 9871416042457

### PREREQUISITES: Documentation is required.

1. Certified Dental Assistant or Registered Dental Hygienist (Registrations will be accepted from dental assistants who provide documentation of a scheduled DANB– CDA exam. RDA license will be issued after CDA credentials are provided.)
2. Current Certificate in Cardiopulmonary Resuscitation (CPR) at the Healthcare Provider or Professional Rescuer level.

*Copies of required credentials MUST be submitted at the time of registration!*

**DESCRIPTION:** This course is designed to meet the requirements stipulated in the New Jersey State Dental Practice Act for all legally delegated functions assigned to dental auxiliaries. Opportunities are provided for didactic and laboratory experience for qualified dental personnel who wish to perform expanded functions in dental practice settings. Students will perform all legally delegated functions approved by the New Jersey State Board of Dentistry, as well as become familiar with the rules and regulations governing the practice of Certified Dental Assistants, Registered Dental Assistants, Dental Assistants and Registered Dental Hygienists. Upon satisfactorily completing this course and successfully passing the Ethics and Jurisprudence Examination, administered by the New Jersey State Board of Dentistry, the applicant will be eligible for registration in Expanded Function (RDA). **Attendance at all sessions is mandatory in order to fulfill state requirements for course completion.**

## NATIONAL DENTAL ASSISTANT EXAM REVIEW (CDA)

CE Code : 10ADE06

UMDNJ CEU's: 3.6

DANB CE Credit: 36

**DATES:** Saturdays, September 12 & 26, 2009  
Saturdays, October 3, 10, 24 & 31, 2009  
Saturdays, November 7 & 14, 2009  
Saturdays, December 5 & 12, 2009  
Saturdays, January 9, 23 & 30, 2010

**TIME:** 9:00 AM—12:00 PM

**INSTRUCTOR:** Haydee Munoz, CDA, RDA

**LOCATION:** Scotch Plains Campus

**FEE:** \$525

### TEXTBOOKS REQUIRED:

1. Torres & Ehrlich Modern Dental Assisting: Bird & Robinson, Elsevier Health Sciences, 9th Edition (package); 9871416042457
2. DANB Review and Glossary of Dental Assisting Terms. Order directly from

### PREREQUISITES: Documentation is required.

1. Copy of High School Diploma or GED or Evaluation MUST accompany the registration form. If High School diploma is from a country other than the United States or Puerto Rico, the transcript MUST be evaluated by an educational evaluation service like the World Education Service (WES) [Contact WES at 1-212-966-6311 or by e-mail at [www.wes.org](http://www.wes.org) for evaluation information.] For other approved services, please contact our office at 973-972-6284.
2. A minimum of two (2) years full time work experience as a Dental Assistant, verified in writing by your supervising dentist.
3. Current certificate in Cardiopulmonary Resuscitation (CPR) at the Healthcare Provider or Professional Rescuer level.

*Copies of required credentials MUST be submitted at the time of registration!*

**DESCRIPTION:** This review for the General Chair-side (GC) and the Infection Control Management (ICE) exams includes: medical and dental histories, chair-side procedures, dental materials, lab procedures, patient education, prevention and management of medical emergencies, office operations, universal precautions, prevention of disease transmissions and occupational safety. **Participation in this course does NOT qualify the participant to take the Radiology portion of the exam.**

**CE CREDIT APPROVAL:** All CE Courses have been submitted for approval by one or more of the following agencies: the New Jersey State Board of Dentistry, the New Jersey Dental Hygienist Association and/or the Dental Assisting National Board, as appropriate for the number of credit hours indicated. All courses will receive UMDNJ Continuing Educations Units, as defined by the National Task Force on the Continuing Education Unit. One CEU is awarded for 10 contact hours.