ALLIED
DENTAL
EDUCATION

Local Anesthesia
Nitrous Oxide Refresher
Local Anesthesia Refresher
Nitrous Oxide Sedation Monitoring

Courses Available

Registration Begins December 1st

Department of Allied Dental Education
http://shrp.rutgers.edu/general/virtualCatalog/Undergraduateprograms.html

For Dental Assistants & Dental Hygienists
EXPANDED FUNCTIONS FOR
DENTAL AUXILIARIES RDA

Rutgers CEU: 3.0      NJSBD CE Credits: 30

DATES:      Wednesdays, March 2-April 13, 2016   9:00AM-2:30 PM ( off March 16 –Spring Break)

INSTRUCTOR:   Christine Casile, BA, CDA, RDA, RDH
               (908-889-2518)

LOCATION:      Rutgers-Scotch Plains Campus

FEE:          $525

TEXTBOOK REQUIRED (not included in tuition):

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 completion letter will be issued after CDA credentials are provided.)
2. Current/active medical insurance (copy of both sides of card required).

Copies of required credentials MUST be submitted a 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.

(DANB, CDA, ICE, and CERTIFIED DENTAL ASSISTANT are trademarks of the Dental Assisting National Board, Inc. [DANB]. This course is not reviewed or endorsed by DANB.)
NATIONAL DENTAL ASSISTANT EXAM REVIEW

Rutgers CEU: 3.6  NJSBD CEU: 36

DATES:  TO BE DETERMINED  (Based on Registration)

INSTRUCTOR:  Christine Casile, BA, CDA, RDA, RDH  
(908-889-2518)

LOCATION:  Rutgers -Scotch Plains Campus

FEE:  $525  
(Limit of 8 students)

TEXTBOOKS REQUIRED (not included in tuition):
2. DANB Review and Glossary of Dental Assisting Terms. Order directly from DANB at 1-800-FOR-DANB. Allow 4 weeks for delivery.

PREREQUISITES:  Documentation is required.  Attendance at all classes is mandatory.
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 for evaluation information.]
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 Rutgers policy prior to the start of the clinical portion of the course. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of Rutgers. 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.rutgers.edu/prospective_students/admissions/documents/Immunization_Chart.pdf

DESCRIPTION:  This review for DANB’s General Chairside (GC) and the Infection Control (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 prepare the participant to take the Radiology portion of the exam. The applicant is responsible for taking the DANB Certified Dental Assistant Exam, however, this course is not required to apply to take the DANB-- CDA examination.  

Copies of required credentials MUST be submitted a time of registration!

ADMINISTRATION OF LOCAL ANESTHESIA FOR REGISTERED DENTAL HYGIENISTS

Rutgers CEU: 3.2  NJSBD CE Credits: 32

DATES:  Didactic: Wednesdays- March 9, 16, 23, & 30, 2016 9:00 AM–2:30 PM  
Clinical Lab - Thursday, April 7, 2016 10:30 AM - 5:00 PM  
Final Exam and Lab Thursday, April 14, 2016  9:00 AM–5:00 PM

INSTRUCTOR:  Vaishali Singhal, DMD, MSHS

LOCATION:  Rutgers -Scotch Plains Campus

FEE:  $845 (Breakfast and Lunch Provided)

TEXTBOOKS REQUIRED (not included in tuition):  

PREREQUISITES:  
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 Rutgers policy prior to the start of the clinical portion of the course. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of Rutgers. 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.rutgers.edu/prospective_students/admissions/documents/Immunization_Chart.pdf

DESCRIPTION:  During the clinical sessions, all students will work with clinical partners. 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 Posterior Superior Alveolar Nerve Block, Middle Superior Alveolar Nerve Block, Anterior Superior Alveolar Nerve Block, Greater Palatine Nerve Block, Nasopalatine Nerve Block, Infiltration, Inferior Alveolar Nerve Block, Periodontal Ligament Injections, Long Buccal Nerve 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.
REGISTRATION FEE includes tuition, handout materials and free parking. 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, therefore, please register early.

LOCATION, CONFIRMATION & DIRECTIONS: All programs are to be held on the Scotch Plains Campus. Upon receipt of your registrations (including all required prerequisites) you will receive a confirmation receipt 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 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: Textbooks may be purchased on-line, all orders, including shipping and handling, must be charged to a major credit card. You may locate textbooks at such sources as:

Nitrous Oxide Monitoring for the Dental Auxiliary

Refresher

Date: Wednesday, April 6, 2016
Time: 9:00 AM – 12:00 PM
Instructor: Vaishali Singhal, DMD, MSHS
Location: Rutgers Scotch Plains Campus
Fee: $250 Breakfast provided (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 attended the initial 14 hour program (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 refresher course has been created for the licensed dental hygienist or the licensed registered dental assistant who has successfully completed the 14-hour course on monitoring a patient to whom nitrous oxide has been administered by a licensed dentist. This course fulfills the requirements of by the New Jersey State Board of Dentistry. Following this refresher, the dental auxiliary can continue to monitor patients that are undergoing nitrous oxide and oxygen sedation that has been administered by a New Jersey State licensed dentist.

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.

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 as appropriate for the number of credit hours indicated. All courses will receive Rutgers Continuing Education Units, as defined by the National Task Force on the Continuing Education Unit. One CEU is awarded for 10 contact hours.

To register

Online Registration Link
http://shrp.rutgers.edu/dept/alliedental/conted.html

Phone: Call 908-889-2743/2415 for information.

Mail: Send completed form and prerequisites to:
Rutgers-SHRP
Department of Allied Dental Education/Continuing Education
1776 Raritan Road, Room 421
Scotch Plains, NJ 07076

Fax: Fax completed form and prerequisites to: 908-889-2477/2487
EDUCATIONAL THEORY AND METHODOLOGY FOR DENTAL AND ALLIED HEALTH EDUCATORS
A Web-Based Continuing Education Course

Rutgers CEU: 1.5  NJSBD CE Credits: 15
Dates: Available 24/7
Instructor: Karen Finnerty, BS, RDH, CDA
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 web-based self-tutorial consists 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; development of a course syllabus; and instructional objectives. A Certificate of Completion will be issued upon passing the web-based program and the submission of the evaluation of the course.

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: Visit the ADE CE page for the online registration information

http://shrp.rutgers.edu/dept/alliedental/conted.html

Once your registration has been processed you will receive an e-mail confirmation and link to the website to create a new Moodle web account. After the account has been created, you will then be instructed on how to access the program.
*If you have any problems please contact us at: 908-899-2415 or 908-889-2743

ADMINISTRATION OF LOCAL ANESTHESIA FOR REGISTERED DENTAL HYGIENISTS
REFRESHER

Rutgers CEU: 6  NJSBD CE Credits: 6 (only with clinical component)
DATE: Wednesday- May 4, 2016 - 8:30 AM-12:30 PM (required lecture only)
1:30-3:00 PM (with optional hands-on component)
INSTRUCTOR: Vaishali Singhal, DMD, MSHS
LOCATION: Rutgers - Scotch Plains Campus
FEE- $295– lecture only (breakfast provided)
$395– lecture and lab (breakfast and lunch provided)

TEXTBOOK REQUIRED:
Handbook of Local Anesthesia, Malamed, 6th Edition., Mosby
ISBN 0323074138

PREREQUISITES:
1. Copy of an active permit for Local Anesthesia Administration
2. Current Dental Hygiene license OR if re-entering field, proof of graduation from dental hygiene program and license must be supplied.
3. Current Certificate in Cardiopulmonary Resuscitation (CPR) at the Healthcare Provider or Professional Rescuer level.
4. Current active Health Insurance– Copy of both sides of medical insurance card required.
5. IMMUNIZATIONS-Please address immediately! Students must be in full compliance per Rutgers policy prior to the start of the clinical portion of the course. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of Rutgers. 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.rutgers.edu/prospective_students/admissions/documents/Immunization_Chart.pdf

Copy of required credential MUST be submitted at the time of registration!

DESCRIPTION: The course is designed to refresh the student regarding the principals of local anesthesia in dentistry. Head and neck and trigeminal anatomy as well as clinical applications will be covered. The clinical session will include: 1 nasopalatine, 2 greater palatine, 2 posterior superior alveolar, 2 middle superior alveolar and 2 anterior superior alveolar injections. Various local anesthetics, vasoconstrictors and their selection will also be covered. Medical history review as well as pre-op medical and dental evaluations will be discussed. Discussion of systemic toxicity and local complications will alert the student to emergencies that can develop in the dental treatment area. The refresher course is required every other biennial renewal period after the initial course.
**ESSENTIAL INFECTION CONTROL AND STERILIZATION PRACTICES FOR EVERY DENTAL PROFESSIONAL**

**Rutgers CEU:** 8  **NJSBD CE Credits:** 8

**DATES:**  
Wednesday- May 18, 2016 Lecture and Hands-on Lab (Lab attire)  
8:00 AM - 5:00 PM  
(continental breakfast and lunch provided)

**INSTRUCTOR:**  
Christine Casile, BA, CDA, RDA, RDH  
(908-889-2518)

**LOCATION:**  
Rutgers-Scotch Plains Campus

**FEE:**  
$195  
(Class limited to twelve (12) students)

**DESCRIPTION:**  
This course includes a combination of lecture and laboratory sessions with skill competencies. Discussion will include current infection control and sterilization techniques and related essential information to safeguard the public and protect allied dental professionals. The overview of accepted protocols will promote standards of quality assurance to prevent the transmission of pathogens in all dental settings.

**OBJECTIVES:**

1. Understand the process of disease transmission.
2. Discuss work practice controls and implementation of basic strategies for infection control.
3. Identify accepted post exposure protocols.
4. Describe action to be taken following exposure to infectious agents.
5. Identify safe protocols for disposal of hazardous materials.
6. Explain infection control procedures and use of personal protective equipment for patient and operator safety.
7. Describe the advantages and disadvantages of current methods of sterilization used in dentistry.
8. Explore various levels of disinfection (low level to high level).

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**Certificate of Advanced Study in Allied Dental Education**

**Prerequisite:**  
Registered Dental Hygienist (RDH) or Certified Dental Assistant (CDA)  
OR Minimum of 2 years FT work experience as a Dental Assistant

**REQUIRED ACADEMIC COURSES**

- **ADEC 4300**  
  Current Issues in Allied Dental Practice—  
  (WEB-BASED- SPRING SEMESTER)  
  3 Cr.

- **ADEC 4409**  
  Health Services Practicum  
  (TO BE TAKEN LAST– FALL OR SPRING SEMESTER-BY APPOINTMENT ONLY)  
  3 Cr.

- **IDST 3400**  
  Applications of Computers in Health Care (AVAILABLE IN FALL SEMESTER AND EVERY OTHER SUMMER)  
  3 Cr.

- **IDST 4650**  
  Quality and Leadership in Healthcare  
  (FALL SEMESTER)  
  3 Cr.

- **IDST 4300**  
  Human Resource Management in Healthcare  
  (SPRING SEMESTER)  
  3 Cr.

- **IDST 4140**  
  Education Methodology for Allied Health Professionals (FALL SEMESTER)  
  3 Cr.

- **IDST 5210**  
  Curriculum Development Health Education  
  (SPRING SEMESTER)  
  3 Cr.

**TOTAL**  
15 Cr.

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**RUTGERS SCOTCH PLAINS CAMPUS DENTAL CLINIC**

**SPRING 2016 SCHEDULE**

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

**Clinic hours:**  
Wednesdays: 9:00 am - 11:30 am and 6:00 - 8:30 pm  
Fridays: 10:00 am - 12:30 pm and 2:00 – 4:30 pm  
Saturdays: 9:30 am – 12:30 pm

Please call 908-889-2410 to make an appointment.

Interested in becoming a student in the Dental Hygiene or Dental Assisting Programs? For more information, please call 908-889-2504 for assistance or visit our website: at:  
http://shrp.rutgers.edu/general/virtualCatalog/Undergraduateprograms.html
Nitrous Oxide Sedation Monitoring
For the Allied Dental Team
14 Hour Program

Rutgers CEU: 1.4
NJSBD CE Credits: 14

DATES:
Wednesday, April 20, 2016 9:00 AM - 5:00 PM (Lecture)
Thursday, April 21, 2016 9:00 AM - 5:00 PM (Lab)
(Second lab session Thursday, April 28, 2016 9:00 AM - 5:00 PM)

INSTRUCTOR: Vaishali Singhal, DMD, MSHS
LOCATION: Rutgers-Scotch Plains Campus
FEE: $595  (Breakfast and Lunch Provided)

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 (copy of both sides of card required)
4. IMMUNIZATIONS-Please address immediately! Students must be in full compliance per Rutgers policy prior to the start of the clinical portion of the course. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of Rutgers. 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.rutgers.edu/prospective_students/admissions/documents/Immunization_Chart.pdf

Copies of required credentials MUST be submitted a 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 Rutgers which meets the requirements outlined by the New Jersey State Board of Dentistry.

AVAILABLE
Nitrous Oxide Sedation Demonstration DVD is available for $94.99
The program demonstrates the parts and use of a nitrous oxide machine as well as the various types of machines available. Also shown is a sedation procedure along with indications and contraindications for nitrous oxide use. This does not take the place of the Nitrous Oxide Sedation Monitoring course.

Dental Hygiene Refresher
A Directed Home Study Course

Rutgers CEU: 4.0
NJSBD CE Credits: 40

DATES: January 13– April 13, 2016
INSTRUCTOR: Amy Palagano, RDA, AAS, RDH
LOCATION: Home Study + 2 days on Scotch Plains Campus (TBD)
FEE: $625

TEXTBOOK REQUIRED (not included in tuition):

PREREQUISITES: Documentation is required.
1. Current Dental Hygiene license OR if re-entering field, proof of graduation from dental hygiene program and license must be supplied.
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 required.
4. IMMUNIZATIONS-Please address immediately! Students must be in full compliance per Rutgers policy prior to the start of the clinical portion of the course. A fee has been added to the course cost for initial review of all immunization forms by Student Health Services of Rutgers. 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.rutgers.edu/prospective_students/admissions/documents/Immunization_Chart.pdf

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

DESCRIPTION: The course is designed for dental hygienists re-entering private practice to take NERB and/or the National Dental Hygiene Board Examination. The course is also appropriate for practicing hygienists wishing to update their professional skills. The course is a directed home-study program and includes a review of basic preventive concepts, introduction of new patient treatment philosophies and protocols, overview of updated armamentarium and materials, and supervised patient treatment exercises. Students will receive a guided packet for each lesson that will be coordinated with specific chapters in the assigned comprehensive text. Including selected readings from current journal articles. As this is a web-enhanced course, you will be required to visit and have access to multiple websites on the internet. Students will be required to complete and submit written assignments and exams and attend two (2) full day sessions, on campus to complete clinical activities, as well as a supervised clinical patient experience.