

KDM DENTAL COLLEGE INTERNATIONAL INC.
RULES AND POLICIES

KDM DENTAL COLLEGE INTERNATIONAL, INC. endeavors to provide an atmosphere supporting student/staff input, honesty, trust, safety, civility and respect.

Students registering at KDM Dental College International agree to:

- Participate in an ethical manner
- Take personal responsibility for words or actions
- Be civil, empathetic and respectful of others
- Treat school property in a respectful manner following school policies

G. PRIVACY POLICY

Students' personal information is gathered for purposes of admission, registration, operating activities of the program (including professional bodies) and employment. This information is collected and stored in the students record and will be used and protected in compliance with Alberta's "Freedom of Information and Protection of Privacy Act."

*Photographs, recordings are not permitted within KDM campuses without the written approval of the individuals involved and without the permission of the Executive Officer of Education.

Personal Information: (not limited to:)

- Name, address, phone number
- Marks
- Gender, age, marital/family status
- Health and health care history
- Educational/financial/employment history
- Personal views/opinions about the individual

Retention of Documents:

Student information, materials and documentation provided for admission to a program is retained by KDM for one year from the date of registration following which it may be destroyed. Information about the student may be disclosed to third parties responsible for the practicum, employers or sponsors.

H. ADMISSION REQUIREMENTS

Students must have attained one of the following:

- A grade 12 high school diploma, or equivalent, with grade 12 English and Science with 60% or better; **OR**
- Apply for Mature Student status:
 - 18 years of age or older prior to the date of registration; and
 - complete an Admission test, achieving a score of 75% or better; and
 - produce a high school transcript indicating a minimum Grade 10 level.

Medical, Dental Reports:

All dental healthcare professionals should be immunized against Hepatitis B, Measles, Mumps, Rubella, Varicella, Influenza, Diphtheria, and Tetanus and have a tuberculosis screening. Immunizations are highly recommended for dental healthcare providers.

Students must have a dental form completed and on file. Verification of Hepatitis B and Rubella immunizations must be on file. Students who do not have proof of immunizations on file must sign a document acknowledging the importance of these immunizations for healthcare professionals and the associated risks involved in not being immunized. The purpose of these forms is to ensure the student's ability to perform course work, gain employment after graduation and ensure patient and operator safety isn't compromised.

All Healthcare professionals have a duty to report to their registering body (College of Alberta Dental Assistants) if they have or contract an infectious disease. The Chief Medical Officer would then determine the level of risk and, if there is risk to patients or the public, refer the matter to the Expert Review Panel for consideration.

English Language Proficiency

- English is the language of instruction at KDM
- An adequate ability to communicate (written, spoken) is required to succeed in the program
- All candidates must demonstrate English proficiency by one of the following:
 - Having the English pre-requisite
 - Having the approved alternative English
 - Completing the pre-entrance examination with 75% or better

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- If the student has successfully met all entrance requirements and is given admission approval the student will complete an Alberta Student Enrolment Contract (must be signed by a parent or guardian if applicant is under 18 years of age) and pay a \$300.00 registration fee, which will be applied towards program tuition.
- Students meeting the pre-requisites of the program are admitted in the order they register.
- Registered students should report on the first day of class – students will not be permitted entry to class beyond day three.
- All course related monies are due by the first day of classes including \$18,113.00 tuition + \$620 books = \$18,733.00. Students receiving funding from Student Aid should be prepared to purchase books without using student aid funds.
- A student receiving Student Aid funding must process loans as soon as possible in order for the student to continue in the program. Please note that Student Aid may distribute the funds in two disbursements and that is acceptable to KDM. Any funds not being paid by Student Aid are due on the first day of classes.

Contract Cancellation:

Cancellation of student contract by either the school or the student is governed by the provisions of the *Private Vocational Training Act*, which is attached to and forms part of the student contract.

Financial Assistance:

Financial assistance, either through Government of Alberta Student Loans Departments or banking institutions, may be available for those who qualify.

I. Additional costs to students

1. Healthcare Provider (HCP) CPR including Basic Life Support, Adult/Child CPR and automated external defibrillator training – is a prerequisite for the program.
2. Professional Attire – “Scrubs”, or other nursing uniform (at Walmart, Mark’s Work Warehouse, Sears, or nursing stores approx \$40 and up per uniform – pants and top) and lab coat (available at nursing stores or online) for first day of classes
3. Name tag (hard plastic or metal, first name only, may be purchased at “Things Engraved”)
4. Safety glasses (purchased at hardware stores, eg. Home Depot, Rona)
5. National Dental Assisting Board Examination (approximately \$525.00) at the end of the program
6. Professional Membership (fees vary), Provincial Registration (approximately \$450.00)

J. ATTENDANCE

KDM reserves the right to determine whether absences are excused or unexcused (may affect funded students) and to request any medical evidence that may be required. Student tardiness is unacceptable and students are expected to demonstrate professional behavior at all times, in class or on a practicum.

Non-compliance with this policy may result in termination from the program at the instructor’s discretion. Poor attendance/punctuality is generally reflected in marks, competency level, and confidence in skills as well as being disruptive and distracting to classmates/instructor. Students are responsible for catching up missed material and demonstrations, practice sessions, and evaluations.

Students are expected to schedule personal appointments around in-class hours. An excused absence in general involves the death of an immediate family member (parents, grandparents, siblings or in-laws) a court date which cannot be rescheduled or a severe illness and hospitalization. Absences may be evaluated on an individual basis.

Students are reminded that financial assistance may be affected by attendance records. Sponsoring agencies may request attendance and academic updates. Students experiencing absenteeism/tardiness will be issued letters.

K. ACADEMIC INFORMATION

Quizzes are written throughout the program. They provide a means for the student and the instructor to monitor the student’s progress. Students are expected to write quizzes on the dates scheduled. Students missing a quiz due to absenteeism should write the quiz on the first re-write day (Wednesday/Thursday) they return to school at 2:30 p.m.

Students must achieve a combined 75% on the theoretical quizzes and unit test in each course, and demonstrate competency in clinical skills. The final transcript will reflect all marks. Students must achieve 75% in each theoretical course, demonstrate competency in each skill and successfully complete a 150-hour practicum (minimum) in order to successfully complete the program.

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Rewrites: Students may request the opportunity to re-write each quiz once. Students re-writing will be awarded the re-write mark for quizzes or unit tests. Students not demonstrating **clinical competency** may request the opportunity to be clinically re-evaluated.

*Additional re-evaluation is at the discretion of the clinical faculty. Tutorial time may be required prior to a theoretical re-write or clinical re-evaluation.

An additional rewrite of the Unit Test#1 (DA 100, 101, 102) or quizzes, Unit Test #2 (DA I – 103, 104, 105) or quizzes and Unit Test #3 (DA 106, 201, 202) or quizzes is at the discretion of the Executive Officer of Education. Student Academic History and proximity to the clinical component or patient care clinic component of the program are considered in this decision.

Transcripts are mailed to all students following the completion of a practicum. Diplomas are issued to graduates. Dental Assisting students must successfully complete the National Dental Assisting Board Theoretical Examination (at a cost of approximately \$525.00,) obtain membership with the Canadian and Alberta Associations plus apply for Alberta Registration (at a cost of approximately \$450.00 prior to working as a Registered Dental Assistant).

NDAEB Examination, professional memberships and registration fees are at an additional cost to students. These fees are not part of KDM tuition or supply fees and should be directed to the professional body involved.

THEORY

- Students will be tested on an ongoing basis
- Quizzes are multiple choice and timed (fill in the blanks or short answer questions may pertain to re-writes)
- A pass mark is 75%
- Quizzes and unit tests will be graded and returned to student in a timely fashion. Students are provided with this opportunity to review the quiz/test with their instructor, request a question be remarked or express a grievance. Quizzes and tests are collected following the review and student will have no further access to previously written quizzes or unit tests.
- Students not achieving 75% may be given an opportunity to re-write or demonstrate competency.
- Students must obtain a combined theoretical mark of 75% (quiz and unit test) and demonstrate clinical competency to continue in the program. Students unable to maintain this standard must withdraw (or be terminated).
- Students must achieve 75% or better on the combined theory quiz and unit test before moving to the related clinical component.
- Students may be permitted one rewrite of each quiz and unit test. Additional rewrites are at the discretion of the instructor and Executive Officer of Education. Student Academic History and proximity to the clinical component of the program are considered in this decision.
- Students rewriting will be awarded the rewrite mark for quizzes or unit tests.
- Under special circumstances deferment of quizzes/unit tests may be considered.
- Students must request deferment in writing **prior** to the quiz/unit test date. Deferment of quizzes/unit tests may be at an additional cost to the student. This request should be addressed to the Executive Officer of Education.
- Theoretical tutorial sessions are available by appointment and may be an additional charge to the student.

CLINIC

- Students will perform self/peer assessment for each clinical application
- Students will receive ongoing instructor feedback
- Students will be clinically evaluated in each clinical skill
- Evaluation is based on process and critical factors
- Students will be provided with immediate faculty feedback on formative and summative skills as well as a copy of the evaluation. This will provide the student with critical information as they progress from mannequin to peer to clinic care patients.
- Students must demonstrate clinical competency in each skill, resulting in successful outcomes
- In order for a student to continue with their program, the dental assisting student should demonstrate clinical competency and should achieve a combined grade of 75% or better in the theoretical quizzes and unit tests
- NOTE – KDM reserves the right to place a student on academic probation should their grade be below 75%
- Students not achieving a grade of 75% and/or not demonstrating clinical competency will be issued a progress letter which lists the options/conditions available to students.
- Students must be available for clinical evaluations on scheduled dates. Students not being evaluated on scheduled dates will be assigned a “U” (unacceptable) and will be evaluated on a re-evaluation date as the schedule allows
- Clinical tutorial sessions are available by appointment and may be an additional charge to the student

- It is my responsibility, as the student, to maintain the same academic schedule as the other students

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- I have the option to withdraw from the dental assisting program when 10% or less of the vocational training has been provided and receive a refund of 75% of my tuition, or when more than 10% but less than or equal to 50% of the vocational training has been provided and receive a refund of 40% of my tuition, provided that full tuition payment has been made.
- I have the option to remain in the dental assisting program on probation
- I may be terminated from the program at a later date if my theoretical marks are not maintained at 75% or better and I do not demonstrate clinical competency.
- If I remain in the program and I am terminated after more than 50% of the vocational training has been provided, or if I do not achieve 75% on the quizzes and unit tests, or demonstrate clinical competency in all skills, I will be responsible for 100% of tuition and supplies and will not be eligible for a refund.

- The student will be counseled to assist them with their decision

L. GRADUATION REQUIREMENTS

In order to graduate the student must demonstrate clinical competency and achieve a theoretical grade of 75% or better throughout the program, successfully complete a practicum and complete all financial obligations to the school. Students who have completed all graduation requirements for a program will be issued a transcript and Diploma. A \$30.00 fee is charged for a duplicate copy.

M. APPEALS AND GRIEVANCES – refer to page 6

- When students have concerns with school policies, they are expected to discuss these with their instructor. If resolution of the concern is not reached students may bring concerns to the Executive Officer of Education.
- In the event that the appeal or concerns are brought to the Executive Officer of Education, the appeal/concerns should be in writing. The Executive Officer of Education will either rule on it or bring it to the Appeal Committee for a recommendation.
- Students may appeal academic results, charges or penalties:
 - i. In Writing
 - ii. Within ten (10) days of the date of the incident
- The Executive Officer of Education will gather facts and related information and consult with the appropriate individuals. The Executive Officer of Education will attempt to resolve the situation or will present the case to the KDM Appeal Committee for recommendations and a final decision
- The student will be notified by mail within thirty (30) days of receipt of the written appeal.
- A copy of the Committee's recommendation will be kept in the student's file. All records relating to the appeal are kept in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

N. TERMINATION/PROBATION

- KDM reserves the right to place a student on probation or expel a student for misconduct, poor academic performance, unprofessional behavior, plagiarism and/or for excessive tardiness or absenteeism.
- Students withdrawing from a program must do so in writing and their last day will be the date the withdrawal letter is received.
- For all students, including students receiving Alberta or Canada student loans and/or grants, if five consecutive classes are missed without a legitimate excuse, that student will be deemed as having withdrawn from the program effective the date of the first absence. Refunds will be calculated using the first date of absence and will be issued to the service provider within 30 days.

O. GENERAL INFORMATION

- Students may be required to submit evidence of clinical acceptance with the Enrollment Contract and may be required to provide their own patients for clinical procedures.
- Students must dress professionally and have an "in clinic" and "out of clinic" attire. Uniforms are worn as "in clinic" and "out of clinic" attire. Below hip length, high neck, cuffed lab coats which button all the way to the neck must be worn over uniforms "in clinic" and removed before going "out of clinic". White nursing shoes/white running shoes must be worn in clinic.
- Hair must be off the face and not fall forward – plain headbands of neutral colour without a logo may be worn.
- Neutral (white, black, beige) cardigans and white lab coats may be worn in theory classroom.
- Students must inform the school of any changes in name or mailing address.
- No smoking in KDM facilities.
- Students are expected to study approximately two to three hours per day beyond regular classroom time.
- All students are expected to respect and treat school property with care.
- KDM reserves the right to deny a student access to classroom, lab and clinical facilities if required documentation (Hepatitis B and Rubella immunization and a dental examination report) is not submitted.

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- No school information will be issued about the student (except for official reports required by the Alberta Government, Student Aid Departments, Professional Dental Assisting Associations, or regulatory bodies) without the student's written agreement.
- Students are eligible to apply (an additional expense to the student) for the NDAEB theoretical examination and clinical practical evaluations, upon completion of the Dental Assisting program. Upon successful completion of the National Dental Assisting Examining Board requirements, students may apply for registration as a Dental Assistant in Alberta with the College of Alberta Dental Assistants (an additional expense to the student). Following registration, graduates are eligible to work as a Registered Dental Assistant.
- Tuition fees totaling more than \$100.00 may be eligible for an income tax receipt and will be mailed directly to the student in February. A \$30.00 fee is charged for a duplicate copy.
- Students must have proof of a current Healthcare Provider (HCP) CPR including Basic Life Support, Adult/Child CPR and automated external defibrillator training, throughout the clinic portion of the program including the practicum (an additional expense to the student).
- Students must have a radiation dosimeter throughout clinical sessions (as indicated by local radiation regulations) – an additional expense to the student.

KDM DENTAL COLLEGE STUDENT CONCERNS, CHARGES APPEALS AND GRIEVANCES Policies and Processes

Students who have concerns or grievances regarding school policies or charges have a protocol to follow in order that the issue can be resolved in the most efficient and timely manner.

1. Concerns with school policies or charges are expected to be discussed in person with the Instructor or the individual involved and an effort made to resolve the issue. If a resolution is not reached, students or faculty may bring concerns, charges or appeals to the Executive Officer of Education.
2. In the event that the appeal, concern or charge is brought to the Executive Officer of Education, the appeal/concern/charge may be requested in writing. The Executive Officer of Education will either rule on the issue or bring it to the KDM Appeals Committee for recommendation.
3. Students may appeal academic results, charges or penalties:
 - a) In writing
 - b) Within ten (10) days of the date of the incident.
4. The Executive Officer of Education will gather facts and related information and consult with the appropriate individuals. The Executive Officer of Education will attempt to resolve the situation or will present the case to the KDM Appeals Committee for recommendations and a final decision.
 - Factors considered when determining course of action, disciplinary action or recommendations

➤ All circumstances/All individuals involved	➤ Deliberate
➤ Isolated or repeat behavior	➤ Extent or seriousness
5. The student will be notified by mail within thirty (30) days of receipt of the written appeal.
6. A copy of the Committee's decision will be kept in the student's file. All records relating to the concerns, charges or appeal are kept in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

FOOD AND DRINK

Unless otherwise stated, food and drink are not permitted in the classroom, lab or clinic area as it is distracting and not in keeping with infection control standards.

- See KDM Calendar for additional policies and procedures

BREAKS

Break time is provided at the instructor's discretion (maximum: one x 30 minute break per day) in order to allow students time for a washroom break or a change of pace and time to digest new classroom material. Breaks are not to be considered a priority in the daily schedule.

PRACTICUM

Following successful completion of the KDM Dental College in-class portion of the program, students must complete a 150-hour (approximately four week practicum). Student assistance with placement is encouraged. Placement officers actively pursue new

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and past participating offices throughout the year. Practicums will be confirmed and students will be informed of their eligibility to participate in a practicum office after successful completion of the final examination. Students unable to accept an assigned practicum or not completing their practicum at an assigned office will be responsible for securing another practicum in order to graduate.

TO: Dental Assisting Students
FROM: Rita McKeegan, Executive Officer of Education
RE: Practicums

Practicum offices must be secured and practicum hours completed in order for students to meet graduation requirements. Practicum offices may be in any area of the city and may involve day, evening and weekend hours. The practicum office should be in a general dental practice. A specialty practice may limit employment potential and will provide limited exposure to all facets of dentistry.

Students wanting a specific practicum office or an office in a certain area of the city should attempt to secure the practicum on their own. KDM will confirm the practicum after you have made the initial contact.

Students not securing their own practicum offices will be assisted with finding a practicum office by KDM. Unfortunately, these will not necessarily be in an area of the student's choice.

Students are required to write the NDAEB Theoretical Examination (\$525.00 an additional expense to the student) following their practicum. Students must apply for provisional licensure through the College of Alberta Dental Assistants prior to seeking employment, and after successful completion of the program. Full licensure by the College of Alberta Dental Assistants is granted after successful completion of the NDAEB examination.

EMERGENCIES

Cell phones and pagers must be turned off during class and clinic hours. Emergency calls may be made directly to the school. Only emergency calls are permitted to the school. The school telephone is not for student usage except for emergencies as it is disruptive to the normal business process.

Calgary (403) 264-2744

Edmonton (780) 423-6863

Medical Emergency Protocol involving incidents on site: faculty determine what has occurred and the individual's level of consciousness.

- If conscious, the individual's input regarding contact of 911 and "emergency contact" will be followed, if possible
- If unconscious, 911 and the "emergency contact" will be contacted

See Clinical Procedure Manual for details

PROFESSIONALISM

Students must be in uniform and act in a professional manner while on school property. The school is in a "no-smoking" building. Washrooms are equipped with very sensitive smoke detectors. Should a student be caught smoking on the premises or set the smoke detectors off, the student may be terminated from the program and will be solely responsible for related costs (fire trucks summoned, etc.). Profanity is not considered professional and should not be used in the building. KDM encourages the students to work cooperatively with classmates and faculty. Development of a team atmosphere benefits the patients and students, and prepares students for entry into a "team driven" profession.

Appearance is monitored throughout the course. Students must be in uniform during lecture and class time. Students changing into uniforms at the school must allow time prior to class to change.

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Clinic Attire:

Uniform

- clean, pressed and with no stains
- pants must be long enough to touch student's shoes.
- undergarments should be in a neutral tone and a discreet design
- name tags with first name must be worn in the clinic and on the practicum (name tags with a company logo are not appropriate)
- un-patterned t-shirts may be worn under uniform tops – sleeves must not extend beyond the elbow
- no hoodies
- turtle necks are not permitted
- neutral cardigans (white, beige, black) may be worn with uniform in theory only

Lab Coat

- must be white, clean, pressed and stain free
- lab coats must have high collars, button all the way up, have cuffs at wrists and extend past hips
- lab coats must be worn “in clinic” and removed when leaving the clinic
- students require 2 -3 lab coats during peer and patient clinic to ensure that they are able to change coats after each patient
- students must be prepared to launder lab coats daily

Hair

- off the face, not hanging into the eyes or touching the patient when working chair side should be clean and styled
- shoulder length and longer hair must be tied back
- head bands of a professional design may be worn

Shoes

- clean, polished and white leather (no mesh)
- covered heel and toe (no sandals)
- no short or sport socks; white nylons or white calf length socks only
- shoes should be changed when leaving the clinic area

Hands, Nails

- nails should be kept short and not extend past the fingertip, polish and/or artificial nails are not permitted

Jewelry

- no earrings are permitted
- no rings or watches are permitted
- no necklaces or bracelets, etc.
- tongue or facial piercings are not permitted for safety/infection control reasons and in compliance with professional appearance standards.

**Attendance
/Punctuality**

- is recorded daily
- students are expected to remain in the classroom or lab until dismissed (unless other arrangements have been made)

This is adult education and studying on your own time is a must!

The day does not end with the class, you must be prepared to read and make study notes daily.

A minimum of two to three hours per day of home study time is to be expected.

P. STUDENT CODE OF CONDUCT

- Violence of any nature (including fighting) is not tolerated at KDM or on a practicum site.
 - Results in an immediate suspension and subject to expulsion as determined by the Executive Officer of Education
- Student misconduct is not tolerated
 - Examples:
 - Actions or words which threaten staff or students mentally or physically: indignity, defamation, harassment, indecent statements, harmful statements, unfounded statements
 - Actions which disrupt or interfere with work of staff or students
 - Unauthorized access or misuse of school property, equipment or materials
 - Defacing, damaging, destroying or moving school/staff/student property
 - Participating in hazardous or illegal activities
 - Failure to obey instructions, policies, procedures
 - Failure to follow dress code
 - Failure to follow safety practices

Q. STUDENT RESPONSIBILITIES

- Appropriate conduct
- Remain current on course requirements
- Remain informed on dates, times of activities
- Maintain theoretical passing marks and demonstrate clinical competency
- Be punctual and attend classes
- Be professional in appearance and conduct in school and in situations where serving as representatives of KDM
- Be aware and follow all health and safety policies

- Follow school policies regarding:
 - Testing/Evaluation
 - Photo identification
 - Dictionaries
 - Electronic devices
 - Entering/leaving room

Student Rights

- Lawful assembly
- Freedom of expression and opinion
- Be represented on advisory committee
- Confidentiality
- Be made aware of additional expenses, course content, tutorial time, policies and procedures affecting them
- Appeal and grievance procedures
- To receive a transcript and Diploma following program completion

CHARGES

R. FALSIFICATION OF RECORDS

- The Registrar will refuse admission if discovered prior to admission otherwise the registrar will consult with the Executive Officer of Education to determine appropriate action
- Student to be informed in writing (ten business days from date of incident)
- Action may include:
 - Replacement of document
 - Termination

S. MISCONDUCT

- To be recorded in the student file
 - Course of action determined by the Executive Officer of Education after investigation of the situation
 - Student to be notified in writing (ten business days from date of incident)
 - Action may include one or more of the following:
 - Informal action
 - Reprimand
 - Warning
 - Cost recovery
 - Suspension
 - Termination
- * criminal behavior will be referred to civil authorities

T. ACADEMIC HONESTY/ACADEMIC INTEGRITY

- To be recorded in the student's file
 - Penalty to be determined by consultation with instructors, Executive Officer of Education and investigation of situation
 - Student to be informed in writing (ten business days from date of incident)
 - Penalty includes one or more of the following:
 - Informal Action
 - Repeat work
 - Assign zero
 - Warning
 - Suspension
 - Termination
 - Reprimand
- Students and staff are responsible for maintaining the standards and reputation of KDM
 - Examples of breaches to academic integrity include:
 - a) Plagiarism
 - b) Cheating
 - c) Misrepresentation of credentials or documents

U. MEMO

Memo: Students currently registered in the Dental Assisting Program.

Re: CADA Registration Eligibility Requirements

From: Rita McKeegan, Executive Officer of Education

Successful completion of the NDAEB theoretical examination remains a prerequisite for registration as a Dental Assistant in Alberta.

All applicants registering with the CADA will be required to submit a Vulnerable Sector check in addition to completing an application form and submitting the registration fee.

Students should contact the provincial registering body in order to obtain information related to portability and registration requirements for the province they plan to practice in.

*Students are reminded that the prerequisites for Alberta are determined by the College of Alberta Dental Assistants (CADA) and are **subject to change at any time.**

NDAEB candidates being unsuccessful the first time may rewrite the theoretical examination. A total of three (3) writing are permitted.

The fee for the Theoretical Examination is \$525.00

KDM Dental College

Dental Assisting Program

Curriculum Plan/Program Outline

Theory - TERM I (12 weeks) - 252 Hours

Clinic - TERM II (12 weeks) - 426 Hours

