Fall 2018 Program Schedule

FOR THE DENTAL ASSISTANT

ALERT! Know the NH Rules!

New Hampshire dentists and dental assistants need to be aware of rules enacted by the Board of Dental Examiners (BODE) with regard to Den 302.05 Qualification in Specific Areas. Currently, there are 12 specific areas in which dental assistants can get credits. Programs to:
- Complete a NH BODE approved course in Infection Control in the Dental Office
- Have 400 hours of experience in clinical dental assisting
- Complete a NHO RDS approved course in the Preliminary Inspection of the Oral Cavity

BEFORE enrolling in a course for qualification in specific areas or "expanded duties" including:
dental radiology, coronal polishing, sealants, temporary crown and bridge fabrication, in-office whitening, orthodontic duties and monitoring nitrous oxide.

The two courses below meet NH Board of Dental Examiners’ requirements and are prerequisites for taking all other dental assisting courses for qualification in specific areas. These courses are not required for graduates of ADA-accredited dental assisting programs:

- Infection Control Practice in the Dental Office (ICP) - Hybrid Format - Hands-On!
  - With online and hands-on components, course topics include barrier techniques, limiting contamination, hand washing, handling of sharps, sterilization, disinfection, and disposal of waste materials. Participants must complete assignments online prior to clinical portion. Course not designed to meet annual OSHA training requirement. Required documents and materials: proof of liability insurance, lab coat and safety glasses. (Course not required for dental assistant graduates from ADA accredited program.)
  
  Dates:
  - Online portion: September 8 to 22
  - Clinical portion: Saturday, September 22, 1 – 5 pm
  
  Price: $160
  Hours: 4

- Preliminary Oral Inspection for the Dental Assistant (POI) - Hybrid Format
  - With online and hands-on components, this course prepares dental assistants to perform a preliminary oral inspection on patients and includes taking medical/dental histories, obtaining/reading vital signs, basic oral anatomy and terminology, and dental charting. Participants must complete assignments online prior to clinical portion. Prerequisites, required documents and materials: 400 hours of clinical experience, current RDH license, proof of liability insurance, proof of current CPR, Medical History form and Informed Consent Form. Textbook required, see website for details.
  
  Dates:
  - Online portion: October 1 to October 10
  - Clinical portion: Saturday, October 20, 8:30 am – 3:30 pm
  
  Instructor: Janice Farmer Gilpin, RDH, B.S. and Shannon Arndt, DMD
  
  Price: $525
  CEUs: 20

FOR THE DENTAL HYGIENIST

- The Administration of Nitrous Oxide - Hybrid Format - Hands-On!
  - This course provides content online, and qualifies dental hygienists to safely administer nitrous oxide according to NH rules. Assignments, quizzes and final exam must be completed online prior to the clinical day when a clinical competency will be given. Prerequisites and required documents: Current RDH license, proof of liability insurance, proof of current CPR, Medical History form, Informed Consent form, study guides and lab coat. (Course not required for dental hygienists from ADA accredited programs.)
  
  Dates:
  - Online portion: January 2 to March 9, 2019
  - Clinical portion: Saturday, October 20, 8:30 – 12:30 pm, February 23, 8:30 – 4:30 pm
  
  Instructor: Candace Rodrigue, RDH, RDH, BST, M.Ed.
  
  Price: $1,395
  CEUs: 48

- Administration of Local Anesthesia for the Dental Hygienist - Hybrid Format - Hands-On!
  - Course lectures for this introductory study of the concepts and techniques of delivering introral anesthesia are provided online and coordinated with clinical practice. Emphasis is on the prediction and prevention of medical complications. Curriculum includes head and neck anatomy, armamentarium, pharmacology, neurophysiology, patient evaluation and management, record keeping and risk management. The goal is to safely select and administer adequate local anesthesia for use in painless periodontal treatment. Course consists of 24 lecture hours and 12 clinical hours in which students practice injection techniques on partners under the supervision of NH-licensed dentists and qualified dental hygienists. Upon successful completion of the course and the ADX examination and obtaining an NH permit, hygienists will be qualified to administer local anesthesia according to NH law. Prerequisites, required documents and materials: Current RDH license, proof of liability insurance, proof of current CPR, Medical History form, Informed Consent Form, safety glasses and clinical attire.
  
  Dates:
  - Online portion: October 12 to 27
  - Clinical portion: Saturday, October 27, 8:30 – 5:30 pm
  
  Instructor: Sandy Inzer, RDH, M.S., B.D., L.D.
  
  Price: $235
  Hours: 8

- Monitoring Nitrous Oxide Use - Hybrid Format
  - Prerequisites: RDH, ADA Graduate Dental Assistant or proof of completion of POI and ICP courses, proof of liability insurance, lab coat, safety glasses, two extracted teeth and a patient requiring sealants on at least 4 occlusal surfaces must be provided by participant for website features.
  
  Dates:
  - Online portion: October 13 to 28
  - Clinical portion: Saturday, October 27, 8:30 – 1:30 pm
  
  Instructor: Gilda Prunich, DDS, FDSGD
  
  Price: $175
  CEUs: 3.5

- Techniques in Dental Radiology for Dental Assistants - Hybrid Format - Hands-On!
  - Following this course, passing of RHS portion of DANB exam is required according to NH law. Prerequisites, required documents and materials: completion of pre and ICP courses; proof of liability insurance, lab coat, safety glasses. Textbook required, see website for details. Space is limited.
  
  Dates: To be Determined
  
  Call (603) 230-4022 or check website for details.
  
  Instructor: Lynnea Adams, CDA, BA

Dental Public Health Course Series

The Dental Continuing Education Program at NHTI, in collaboration with the NH Division of Public Health Services Oral Health Program, offers this continuing education course series for dental hygienists who provide services in public health settings and for dental hygienists desiring to become NH Certified Public Health Dental Hygienists (CPHDH). For details visit https://www.nhti.edu/community-visitors/business-industry-training/dental-continuing-education/dental-public-health.

Fall 2018 Dental Public Health Course Schedule:

Infection Control in Alternative Dental Settings - Hands-On!
This required course reviews infection control procedures through lecture and clinical activities. Dental hygienists learn the latest protocols for proper asepsis in non-traditional settings and are strongly encouraged to bring a portable dental unit. Clinic attire, safety glasses required.

Date: Saturday, October 20, 8:30 – 12:30 pm

Price: $180
CEUs: 6
Instructors: Lisa Scott, CDA, RDH, M.Ed., and Elizabeth "B" Brown, RDH, MS

Medical Records Management - Hybrid Format
This required class meets once a week, followed by individual completion of required online activities. Topics discussed assist public health dental hygienists to understand and comply with legal requirements to properly handle patient medical records. Key concepts of the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and NH law regarding client abuse are included. Participants draft a Privacy Impact Assessment (PIA) and complete a competency exam. Prerequisites: 0 CEUs to class are reimbursed.

Dates: Class Meeting: Wednesday, September 19, 2018 to November 14

Price: $195
CEUs: 8

- Hands-On!

Space is limited - REGISTER EARLY

Course descriptions and required documents are available on the NHTI website at: nhti.edu/business-training/dental-continuing-education

Please note: You are responsible for downloading and printing the handouts and power point files for the classes.

*These courses have an online component involving self-directed learning with instructor support.

Participants are required to provide a personal e-mail address, have a computer and internet access, and possess basic computer skills.

NHTI is a NH BODE continuing education provider, and courses meet BODE requirements.
Expanded Function Dental Auxiliaries (EFDA) Program

New Hampshire has passed legislation and regulations to establish a new dental workforce provider: Expanded Function Dental Auxiliaries (EFDA). Already used in 30 states, EFDA provides assistance and additional efficiencies at dental practices and public health clinics.

The NHTI EFDA program is designed to prepare CDAs, RDHs and graduates of CODA accredited schools of dental assisting to place, contour and adjust direct restorative materials within the oral cavity.

The EFDA program curriculum is comprised of:

- 50 hours of didactic (class-room based) instruction
- 100 hours of pre-clinical instruction
- 6 weeks, minimum 120 hours of clinical training in the sponsoring dentist office

Admission Requirements

- RDH, CDA or graduate of a CODA-accredited school of dental assisting
- Minimum of 4,500 hours of clinical dental experience
- Recommended and sponsored by a dentist with an active NH License in good standing
- Proof of BLS-HCP CPR Certification & Liability Insurance
- Successful completion of POI and ICP courses (not required for graduates of a CODA-accredited school of dental assisting)
- Complete program application (available on website below). Acceptance into the EFDA program is based upon Program Coordinator approval of complete application packets in the order in which they are received. Space is limited.

Dates:

- Classroom portion: June 2019, Schedule TBD
- Clinical portion: August to December 2019

For more information please visit our website:


For more information please contact:

Lynnea Adams, CDA, BA
EFDA Program Coordinator
NHTI, Concord’s Community College
31 College Drive, Concord, NH 03301
(603) 271-6484 x4217 or ladams@ccsnh.edu

Registration Information

Registrations must include all required eligibility forms and payment to secure a seat prior to training start date. Liability insurance is available for purchase through NHTI. Go to [nhti.edu/business-training/dental-continuing-education](https://www.nhti.edu/business-training/dental-continuing-education)

EARLY REGISTRATION RECOMMENDED! SPACE IS LIMITED! - For courses with an online study component, it is strongly recommended that you register a minimum of two weeks prior to the clinical portion start date.

Four Ways to Register:

- **By Mail:** The Business Training Center, Langley Hall, NHTI
  31 College Drive, Concord, NH 03301-7412
- **By Fax:** (603) 230-9304
- **By Phone:** (603) 230-4022 (using a credit card)
- **In Person:** The Business Training Center, Langley Hall Room 115, NHTI

Make check payable to: NHTI, Concord’s Community College
To download a registration form go to: [nhti.edu/business-training/dental-continuing-education](https://www.nhti.edu/business-training/dental-continuing-education)
For a map and directions go to: [nhti.edu/visit-nhti/directions-map](https://www.nhti.edu/visit-nhti/directions-map)

**Employer Billing Option:**

Third party billing is available. Please call for details.

**Refund Policy:**

In order to receive a full refund, you must contact us a minimum of five business days before the training start date. Refunds can take up to two weeks to process. Cancellations made after this deadline will result in a letter of credit being issued for a Dental Continuing Education course.

**Exceptions:** Administration of Local Anesthesia, In-Office Whitening, Coronal Polishing, Monitoring Nitrous Oxide, Review of Local Anesthesia, Dental Sealants, Techniques in Dental Radiology, Caries Stabilization - 10 business days before (online, if applicable) course start date. See website for details.

**Cancellation Policy:**

The Business Training Center reserves the right to cancel or reschedule any workshops due to insufficient enrollment and circumstances beyond our control.

**Emergencies/Weather:**

In the event of an unanticipated class cancellation due to an emergency, we will contact students by email or Blackboard as appropriate. When NHTI cancels classes due to inclement weather, Dental Continuing Education classes will be cancelled as well. Visit [nhti.edu](https://www.nhti.edu), or check WMUR Channel 9 for details. Every effort will be made to reschedule.

NHTI, Concord’s Community College supports all state and federal laws that promote equal opportunity and prohibit discrimination.

**EFDA INFORMATION NIGHT**

**Wednesday, October 17, 2018**

5:30 - 7:30 pm

Free presentation with opportunity to ask questions. RSVP appreciated: (603) 230-4022 or ladams@ccsnh.edu