**COMMISSION ON DENTAL ACCREDITATION**

**PLANNING FOR A COMBINED DENTAL ASSISTING AND**

**DENTAL HYGIENE PROGRAM SITE VISIT**

Program administrators usually request that the Commission suggest a schedule of conferences, although it is understood that the institutions may adjust the proposed schedules to accommodate their specific organizational needs. Initial assistance with the development of the schedule is available from Commission staff members (800-621-8099, ext. 2695). The schedule that the institution prepares will be reviewed when the completed self-study document is received in the Commission office. Any necessary adjustments will be discussed between the site visit chair of the visiting committee and the program administrator prior to the visit. The schedule should be reviewed with the visiting committee before the conferences begin to determine if any additional adjustments are needed.

**Visiting Committee Composition:** Combined dental assisting and dental hygiene program site evaluations are two and one-half days in length. The visiting committee membership varies, dependent upon the specific needs of the programs. In general, the committee will include a Commission staff member or site visit chair who is responsible for coordinating the visit, chairing the committee, and preparing the site visit report; and a Commission site visitor who has expertise in dental assisting and dental hygiene education. An allied dentist may also be included on the committee. If it is the preference of the institution, a representative of the state’s board of dentistry will also be invited to participate in the visit.

**Meeting Room:** Conferences should be scheduled in meeting rooms that have sufficient conference table space to accommodate the entire visiting committee and the staff of the programs and institution. Because curriculum conferences for each program will be scheduled simultaneously, it will be necessary to have two conference rooms available during those activities. The conference rooms should be in close proximity to one another.

**Role of the Program Administrator:** The program administrators are expected to be present for conferences regarding administration, finance, outcomes assessment and admissions as well as those curriculum conferences concerning courses for which they have primary responsibility; the administrators are not expected to attend other conferences. Conferences are scheduled at the visit’s conclusion so that the visiting committee may provide its verbal summary of findings. The committee meets first with the program administrators and then with the chief executive officer of the institution. The program administrators are expected to participate in the final conference with the administration. Note: The initial conference, debriefings, and final conference are scheduled with both program directors present. Faculty and administration do not attend these meetings.

**Role of Faculty:** When the committee discusses curriculum, the faculty member who has primary responsibility for each course should participate in the conference. Ten to fifteen minutes should be allotted for discussion of each course in the curriculum. In instances where a course is “team-taught,” the committee will meet with all faculty members responsible for the course. The schedule of conferences should include the names of the faculty members with the specific courses taught. If the dental assisting/dental hygiene curricula include shared courses discussion of those courses should be scheduled once, with the entire team. Flexibility has been built into the schedule for the first afternoon and second day to allow for this type of conference. Faculty should arrive a few minutes before the scheduled conference time with course materials and current syllabi.

**Students:** The visiting committee will meet privately with students during an open interview session. All students enrolled in the program should receive a copy of the letter from the Director of the Commission inviting them to the session; students from each of the currently enrolled classes should be present. The student conferences are separated by discipline only.

**Advisory Committee:** Arrangements should be made for the visiting committee to meet with the advisory committee(s). It is suggested that a luncheon meeting on the first day of the visit be planned. For approximately one-half hour before or after lunch, the visiting committee will wish to meet privately with the program advisory committee(s). If the work schedule of advisory committee members prohibit a luncheon meeting, early morning or late afternoon are suggested as alternative meeting times.

If a luncheon meeting cannot be scheduled with the advisory committee(s) on the first day, the institution may wish to make luncheon arrangements which include the faculty, thereby giving the faculty and visiting committee an opportunity to meet informally.

**General Education and Biomedical Science Courses:** General education and biomedical science courses may or may not need to be scheduled for the visiting committee. This will be determined by the visiting committee on a case-by-case basis. The decision to review may depend on whether these courses are provided at the institution sponsoring the programs or transferred from other institutions. The site visit chair will assist the program administrator in determining appropriate conferences for this portion of the site visit.

**Clinical /Laboratory Experiences:** The Commission will conduct a site visit to each off-campus location where a significant portion of each student’s educational experience is provided, based on the specifics of the program, the accreditation standards, and Commission policies and procedures, or if other cause exists for such a visit as determined by the Commission. After the initial visit, each off campus site may be visited during the regularly scheduled CODA evaluation visit to the program. It is suggested that the afternoon on the second day be utilized if the committee will be visiting an extended campus clinical facility. The program administrator is encouraged to consult with Commission staff prior to developing the schedule for guidance on the most appropriate method of scheduling the extended campus observation(s).

Dental Assisting: It is important for the visiting committee to observe students’ chairside skills sometime during the visit; the first day of the visit is preferred. The visiting committee is interested in the methods that faculty use to teach chairside assisting procedures as well as use of the facility, and implementation of program policies. If students have not begun instruction in chairside techniques at the time of the site visit, the visiting committee may observe a laboratory session. If students have begun the clinical practice component of program, the visiting committee will observe several students in their respective clinical setting.

The Commission recognizes that dental assisting programs utilize numerous extramural private dental offices to provide students with clinical work experience. Please provide a list of all extramural clinical sites used by the program, the type of facility or practice and the distance from the school in the self-study document. The Commission will randomly select and visit several facilities at the time of the site visit. Please notify the sites selected about the nature of the visit. Visits last approximately 10-15 minutes and there is no need to disturb work within the office. The visiting committee may speak with the office manager, the assistant in primary contact with the student, and the student, if appropriate.

Dental Hygiene: The schedule includes time for the visiting committee to observe students during a clinical practice session sometime during the visit; the first day of the visit is preferred. The visiting committee observes second-year students in the clinical course setting. Schedule the observing time so that a maximum of patient care services can be observed. While not common, visiting committee members may request to observe first-year students during the clinical or preclinical sessions.

**Lunches/Executive Session:** Executive sessions are a critical part of the site visit process. This is the scheduled time when the committee works during the day and evenings to prepare its report. Evening meetings and/or social activities should not be planned for the visiting committee. The lunch hour on the second day is scheduled as an executive session to enable the committee to prepare for the final conferences.

**SUGGESTED SCHEDULE OF CONFERENCES FOR COMBINED**

**DENTAL ASSISTING AND DENTAL HYGIENE PROGRAM SITE VISIT**

**FIRST DAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
|  8:30 | 1 Conf. Rm. | Initial meeting with Program Administrators | Program Administrators |
|  |  |  |  |
|  9:00 | 1 Conf. Rm. | Administration, Budget, Outcomes Assessment and Faculty | Chief Executive Officer, Budget Officer, Other Administrators, Program Administrators |
|  |  |  |  |
| 10:00 |  | Orientation Tour of Program Facilities | Program Administrators |
|  |  |  |  |
| 10:30 | 2 Conf. Rms. | Course-by-Course Review of DA & DH Curriculum (10/15 min. per course, see attached schedule)\* | Appropriate Faculty |
|  |  |  |  |
| 11:45 | 1 Conf. Rm. | Executive Session |  |
|  |  |  |  |
| 12:00 |  | Lunch | Advisory Committee(s), Faculty, Program Administrators |
|  |  |  |  |
|  1:30 | 2 Conf. Rms. | Continuation of DA & DH Curriculum Reviews\* | Appropriate Faculty |
|  |  |  |  |
|  3:30 | Clinic/Laboratory | DA-Preclinical/Clinical ObservationDH-Clinic Observation  | Faculty, Students, Visiting Committee |
|  |  |  |  |
|  4:15  | 2 Conf. Rms. | Continuation of DA & DH Curriculum Reviews | Appropriate Faculty |
| 4:45 | 1 Conf. Rm | Executive Session  |  |
| 5:15 | 1 Conf. Rm. | Debriefing Session  | Program Administrators |
|  |  |  |  |
| 5:30 |  | Depart | Visiting Committee |
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\*Dental Hygiene radiography/preclinical/clinical courses must be reviewed on the first day. Please indicate course number and title, name of faculty, and time of conference, per discipline on a separate page attached.**SECOND DAY**

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| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
|  |  |  |  |
|  8:30 | Conf. Rm. | Interim Conference with DA & DH Program Administrators | Program Administrators |
|  |  |  |  |
|  9:00 | Conf. Rm. | Continuation of DA & DH Curriculum Reviews | Appropriate Faculty |
|  |  |  |  |
| 12:00 |  | Executive Session Lunch |  |
|  |  |  |  |
|  1:00 | 2 Lecture Halls | Open Session with Students  |  DA & DH Students |
|  |  |  |  |
|  1:45 | 1 Conf. Rm. | Admissions | Admissions Officer and Program Administrator |
|  |  |  |  |
|  2:30 | Library | Tour of Library and/or Learning Resources Center | Library Personnel and Program Administrators |
|  |  |  |  |
|  3:15\* | Off Campus | DA: Tour of 2 Extramural Facilities | DA Faculty Representative |
|  | 1 Conf. Rm. | DH: Complete Curriculum Review | Appropriate Faculty |
|  5:15 | Hotel | Executive Session |  |
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\*If applicable, observation of the dental hygiene program’s extended campus clinical facility (as addressed in Standard 4-4) may be scheduled at this time.**THIRD DAY**

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| **TIME** | **PLACE** | **SUBJECT OF CONFERENCES** | **NAMES AND TITLES OF INDIVIDUALS MEETING W/COMMITTEE** |
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|  9:00 | 1 Conf. Rm. | Final Conference with DA and DH Administrators | DA/DH Program Administrators |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 9:30 | 1 Conf. Rm. | Final Conference with Institutional Administration | Chief Executive OfficerOther Administrators Program Administrators |
|  |  |  |  |
| 10:00 |  | Departure |  |
|  |  |  |  |

**Note:** For courses required by the program to meet accreditation standards (including pre-requisite courses, or courses presented within other academic departments), please include example syllabi. The site visit team will review the level and scope of content and will determine if a faculty interview should be scheduled.

Please do not include syllabi for courses/content NOT required within the standards such as Medical Terminology, Billing and Coding, Algebra, etc. These courses will not be reviewed.

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**CONFERENCES DENTAL HYGIENE (OR DENTAL ASSISTING) (EXAMPLE)**

**Wednesday, June 15, 2012**

10:30 DHY 101 Clinical Science I Ms. Mary Smith

10:45 DES 200 Dental Radiology I

11:00 DES 201L Dental Radiology I Laboratory

11:15 DHY 110 Dental Materials Dr. Deborah Jones

11:30 DHY 115 Nutrition Ms. Leslie Patel

1:00 DHY 150 Preclinic I Ms. Mary Smith, Dr. Deborah Jones

1:15 DHY 160 Preclinic II

(Etc.)