



COLLEGE OF DENTAL MEDICINE

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AEOD 2 Resident Handbook  
202 -202 Academic Year

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## B. Academic Policies and Procedures

### Notice of Requirement to Check Resident E-mail on a Daily Basis

University and College administration, faculty and staff rely on e-mail to share information with residents about policies, procedures, appropriate deadlines, class materials C(r)3.741

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Resident Assessment Policy

Note: All policies set forth for the assessment apply to the reassessment as well. Any deviations from these policies must be approved, in writing, by the Program Director and clearly articulated to residents prior to the assessment.

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## Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order.

Faculty reserve the right to move residents during the assessment.

Residents may ask to be moved at any time prior to, or during the assessment. Granting of this prior to, or during theoi1 Tc -0.0 0 T236.60053 Tc 0sw ( )Tj 0.011 Tc -0.011 , o (r)]TJ 0 ing d sTj 0.4 Tc(scr)]T9



## Remediation and Reassessment

Following each summative assessment, a day is set aside in order to remediate and reassess those residents who have not successfully achieved the set of competencies assessed.

Residents

cheduled r H D V V H V V P H Q W day. The review session will be followed by a reassessment.

If a resident does not successfully achieve the desired set of competencies following reassessment, he or she will be required to attend remediation. The resident will be assessed

again

will be determined by the block faculty in conjunction with the Program Director and with the approval of the Dean. Remediation is considered to be a desiredw (determined)Tj 0 Tc 0.08j uT0-0.228

Procedure When Unsatisfactory Progress is Documented for Performance in Clinic

If a resident feels that he or she may have been evaluated unfairly or in error, he/she should first contact the clinical faculty responsible for the evaluation and attempt to resolve the matter. If unable to resolve the matter at this level, the resident should contact the Program Director. The resident will be required to submit a written account of his/her reasons for believing he/she has been evaluated unfairly or in error to the Program Director (see "Resident Appeal Process").

and preceptors.

\$ Residents must comply with the Standards of Professional Conduct. A resident's behavior may result in a referral to the University 6 W X G H Q W Professionalism Board if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:

- L (educational activities (e.g., in the classroom, clinics, rotations, experiential assignments) provided or arranged by the University or College
- L L3programming, events, ceremonies or professional networking functions during College of Dental Medicine or other professional meetings
- L L6service activities promoted by the University, College or any resident organizations affiliated with the College or University

M Knowingly posting, publishing or circulating derogatory information concerning any member of the resident body, University faculty, staff, or preceptor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.

N Will not engage in any kind or type of harassment.

### Violation of the Standards of Professional Conduct

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use his/her professional judgment to take appropriate action when an apparent violation occurs. Depending on the situation, the individual may attempt to resolve the situation on his/her own, or if that remedy is unsuccessful or if the violation is deemed serious, the individual witnessing the violation should report the incident to the classroom instructor or appropriate administrator. If there appears to be an adequate cause, the individual receiving the report will communicate it to the Program Director or other appropriate administrative officer.

The Program Director or designee shall first make a preliminary inquiry into the allegation(s) to determine if there is sufficient basis to conduct an investigation. If an investigation is deemed warranted, the Program Director or designee administrator will meet with the resident to inform him/her of the allegation and allow the resident to respond. The Program Director or designee will determine if sufficient facts exist to mediate and resolve the problem alleged by the accuser(s) and the resident.

If further investigation is deemed warranted, the Program Director or designee will inform the resident of the allegation(s). The resident must respond within three (3) business days to the allegations. If the resident doesn't accept responsibility within three (3) business days, the process will be referred to the University 6 W X G H Q W Professionalism Board (hereafter noted as 'Professionalism Board')

The

or persistent academic difficulties, or for consistent or persistent professional or personal misconduct.

The Program Director may suspend a resident even if he/she has not been placed on probation and/or if the resident's conduct has not been reviewed by the USPB. The decision shall be delivered to the resident by hand, via e-mail to her/his university e-mail address or by certified mail within a reasonable time frame not to exceed 10 business days excluding days on which the university is closed. A resident can be required to begin the suspension even if he/she refuses to accept the hand-delivered notice of the suspension, neglects to check his/her email, or refuses to sign the certified mail receipt. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the resident is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations), or any College or University events that are not open to the general public.

The Program Director will notify the resident of his/her suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the resident by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the resident is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any Program or University events that are not open to the general public.

Following the suspension period, the resident may petition the Program Director, in writing, to allow him/her to return. The Program Director shall consider the request and notify the resident and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the resident.

## Termination

Roseman University of Health Sciences reserves the right to terminate a resident at any time in order to safeguard its standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the University are cause for immediate termination of the resident. A resident who is terminated may not be reinstated under any circumstances.

## E. Withdrawal

safeguard its standards of scholarship, conduct, and orderly operation. The resident concedes this right by act of matriculation.

## Voluntary Withdrawal

Applic







resident, the faculty member(s) involved, the Program Director, and the Clinic. The decision of the Dean is final.

### Appeals of Withdrawal Decisions

Unsatisfactory performance on any six assessments during an academic year automatically results in a resident being required to withdraw "nbey ( ).015 ( 9 Tw ( " )Tj -0.063 Tw 115.266 )Tj -0.116 Tc 0.116



documentation stating “had the disease” as proof.)

director, seminar conductor and/or clinical faculty, he or she will be reported to the Program Director. This incident will be documented appropriately in the resident's file and may result in probation (please see "Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards")

### M. Resident Acknowledgement Form

The Nevada Commission on Postsecondary Education mandates that a signed and dated copy of the Resident Acknowledgement Form (appendix A) is kept on file for each resident enrolled in the program.

### N. Educational Offerings and Curricular Overview

Roseman Advanced Education in Orthodontics and Dentofacial Residency Program (AEODO) is designed to provide special knowledge and skills beyond the DDS/DMD training and is oriented to meet and surpass standards of specialty practice as set forth by the Commission on Dental Accreditation (CODA) and depicted in the Accreditation Standards for Advanced Specialty Education Programs. The residents enrolled in this Program will be required to complete extensive courses and a rigorous curriculum in order to be eligible for completion of the program and subsequently graduation.

The residents will be engaged in sophisticated and progressive training in courses such as cephalometrics: diagnosis and treatment planning; clinical seminars; comprehensive review of classic and current orthodontic literature; clinical orthodontics; biomechanics; treatment of patients with cleft palate: etiology

Furthermore, we will require our residents to successfully complete the American Board of Orthodontics (ABO) Written Examination prior to their graduation from our program, as well as, strongly encourage them to become Diplomates of the ABO.

## O. Nevada State Board of Dental Examiners

Residents must be eligible to obtain a full or limited license to practice dentistry in the State of Nevada. To be eligible, residents must follow all regulations and guidelines set forth in Nevada Revised Statutes 631.230, 631.240, and 631.271, which are detailed below. It is the resident's responsibility to ensure a full or limited license to practice dentistry in the State of Nevada is maintained and current (i.e. not expired) throughout his or her enrollment in the Program. Failure to do so will result in suspension from clinic

If at any point during the resident's education at Roseman University of Health Sciences a resident's limited or full license to practice dentistry in the State of Nevada is suspended,

then the resident will undergo

contains a notation that the applicant has passed a clinical examination administered by the Western Regional Examining Board.

2. The Board shall examine each applicant in writing on the contents and interpretation of this chapter and the regulations of the Board.

3. All persons who have satisfied the requirements for

(b) Shall not, for the duration of the limited license, engage in the private practice of dentistry or dental hygiene in this State or accept compensation for the

attendance for the seminar is current (i.e. not expired) and that the Program maintains a current copy on file at all times.

## S. Policy on Outside Employment/Moonlighting

Residents are not allowed to enter part-time private practice employment of any type during the entire duration of their training at Roseman Advanced Education in Orthodontics and Dentofacial Orthopedics Residency Program unless permission to do so has been granted by the Program Director. This would include Holidays, weekends and/or evenings, practice of dentistry or dental hygiene, and assisting in any capacity in the dentalany



If at any bi-annual evaluation time-

removed if abused.

## X.Attendance Policy

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L Q V W U X S F W U L L R O E D O U H D V G R Q H V U C H R O W H K H H V L G U H P W U S R Q V I L R E W I O H L W \\  
P D W H F U L Y D O G H G M Q S H U L R G V.

If an absence from a scheduled assessment or reassessment is excused, the resident will be assessed using a different assessment instrument at a time set by the assessment leader. Residents with excused absences will be given the same assessment opportunities as residents who were present at the assessment or reassessment. However, in blocks when team assessment is also utilized, because the resident could not participate in the team assessment, the resident will not be entitled to receive team points on any makeup assessment. Working with the resident, the faculty should arrange for the resident to take the assessment as soon as possible following the resident's return to school. Every effort should be made to schedule the makeup assessment so that it does not jeopardize the resident's performance on other scheduled assessments. The date and time of the makeup assessment will be communicated to the Program Director and may or may not be scheduled for regular school hours.

If an absence from a scheduled assessment is excused, the resident will be required to attend the scheduled reassessment and pass that assessment or attend a scheduled summer remediation period. If an absence from a scheduled reassessment is unexcused, the resident will be required to attend a scheduled remediation period (to be determined by block faculty in conjunction with the Program Director) and be assessed on those competencies at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the resident will be notified, in writing, that any additional unexcused absences will result in the resident being placed on probation and potential loss of Permitted Time Off.

The scheduled dates for assessments and reassessments are set prior to the beginning of the block. These dates are communicated to residents in writing and as such, represent a contract with the residents and may only be altered in extenuating circumstances and with the approval of the c

Any deviations from this policy must be



must request an excused absence from the Associate Dean of Academic Affairs as soon as possible, but not later than the end of orientation week for the school year. The Associate Dean of Academic Affairs reserves the right to require the resident to provide additional information and/or documentation from a clergyman confirming the religious prohibition asserted by the resident if deemed pertinent in determining whether or not an excused absence should be granted.

If granted an excused absence for an assessment for one of the above reasons, the resident will be assessed during the scheduled reassessment. Since the resident could not participate in the team assessment, the resident will not be entitled to receive team points for the reassessment. A resident who received an excused absence for the assessment and did not pass the reassessment will have the opportunity for a makeup assessment. The makeup assessment must be completed within two business days of the reassessment. Otherwise the resident will receive a "No Pass" and will be required to attend summer remediation for that assessment.

If granted an excused absence for a scheduled reassessment for one of the above reasons, the resident will complete a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment. Otherwise the resident will receive a "No Pass" and will be required to attend summer remediation for that assessment.

If a resident has an excused absence for both the assessment and the reassessment, the resident will have the opportunity for a makeup assessment and reassessment. Since the resident could not participate in the team assessment, the resident will not be entitled to receive team points for the makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment. If the resident has not passed the makeup assessment or reassessment within five business days of the initial reassessment, the resident will receive a "No Pass" and will be required to attend summer remediation for that assessment.

Excused absences are not permitted for makeup assessments or reassessments.

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## Tardiness

Tardiness for class and/or clinic is extremely unprofessional, disruptive and unacceptable.

As such, we have instituted a strict policy pertaining to tardiness. % H L Q J O D W H E \ P L Q X W H V







# AEODO Handbook

# Appendix A

## RESIDENT ACKNOWLEDGEMENT FORMS

Acknowledgment of Roseman University of Health Sciences AEODO

\_\_\_\_\_ Cardiopulmonary Resuscitation (CPR) Certificatio

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# Roseman University of Health Sciences College of Dental Medicine (Henderson)

## Resident Research Sign -Off Sheet

Resident/Principal Investigator: \_\_\_\_\_

Project Title: \_\_\_\_\_

Research Mentor: \_\_\_\_\_

Research Advisors: \_\_\_\_\_

Each resident is required to obtain signatures of the Research Mentor (first) and Research Block Director after completion of the respective project milestone.

1. Research Outline \_\_\_\_\_
2. Initial Defense \_\_\_\_\_
3. IRB Submission \_\_\_\_\_
4. Data Collection & Analysis \_\_\_\_\_
5. Final Research Document/ Manuscript Submission \_\_\_\_\_
6. Final Defense \_\_\_\_\_

Following successful completion of all project milestones and proof of necessary updates on the research portal, the Research Block Director and Program Director will sign-off, signifying fulfillment of the research component of the AEO DO residency graduation requirement.

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Research Block Director, Name & Signature

Date

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Program Director, Name & Signature

Date