

COLLEGE OF DENTAL MEDICINE + H Q G H U V R Q

AEOD 2 Resident Handbook
202 -202 Academic Year

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All University policies and procedures are included in the University Catalog. The policies and procedures in this Resident Handbook are specific to the College of Dental Medicine and are supplemental to University policies. In the event that a University policy is in conflict with a policy of the College, the stricter policy will apply. This Handbook is effective July , 202

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 request is at the discretion of the faculty.

Resident/Faculty-Initiated Clarifications During Assessments

Faculty may determine on an individual basis whether or not questions from residents will be answered during the assessment; however, if residents' questions will not be answered, faculty must clearly state that to residents prior to the start of the assessment.

Personal Property Permitted On or About

5 HDVVHVVP Remediation

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 who do not pass will be required to attend a mandatory review session on the scheduled r HDVVHVVP HQW 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 on those competencies. Duration, scheduling, and other requirements for summer remediation 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 part of the regular educational process and as such, the Program will not charge additional fees or tuition for remediation.

Following reassessment, if a resident receives a "NP" on 3 reassessments during an academic year, he or she will be placed on academic probation (See Probation). A resident will be removed from academic probation once he/she has successfully passed all of the assessments required during remediation.

Academic Standards of Progress

Unsatisfactory Progress Following Remediation and Reassessment

If a resident receives a "NP" on six (6) reassessments during an academic year, the resident will be required to withdraw from the Program. The resident's status in that case will be "withdrawal not in good academic standing" and the resident may request re-admission through the College's Admissions process (see "Withdrawal").

Residents who receive a "NP" on three (3) assessments during summer remediation, will be required to withdraw from the Program. Residents who receive a "NP" on one (1) or two (2) reassessments who wish to remain enrolled in the program are required to attend the block or portion of a block covered by the assessment the next time it is offered. Such residents are placed on academic probation as a result of receiving a "NP" during remediation. Progression through the curriculum will be determined as part of the terms of probation.

In the event that a block that a resident needs to remediate has been modified and/or is covered by more than one block in a revised curriculum, the Program Director may require the resident to complete and pass more than one block assessment.

Residents are only allowed to repeat a block once after receiving a "NP" during remediation. Residents who receive a "NP" on a reassessment that covers the material for which they received a "NP" in summer will be required to withdraw from the program.

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

\$ 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 L3rogramming, events, ceremonies or professional networking functions during College of Dental Medicine or other professional meetings

- L L6ervice activities promoted by the University, College or any resident organizations affiliated with ththTw (atioj /C2_2 11.-0.829Tj 4tia)Tj /55 Tw 91.761 0 .214 0 Td

The College Administrators will meet to consider the USPB's report. It is solely the responsibility of the College Administrators to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The College Administrators will make a final determination as to the disposition of the matter and will forward this decision to Vice President for Quality Improvement, and the resident, within 5 business days, or within an extension approved by the Chancellor of the South Jordan campus following receipt of the USPB's report.

The resident may appeal the decision as outlined in the University Catalog.

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

Residents who exhibit inappropriate professional or personal behavior may be placed on probation for professional or personal misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or tardiness, disruptive behavior in class; inappropriate or disrespectful behavior toward other residents, faculty and staff or disrespectful and unprofessional interaction with patients/parents; and, unprofessional dress, language, or conduct as defined by Roseman University of Health Sciences.

Matters involving a resident's inappropriate professional or personal behavior on campus will be brought to the attention of the Program Director. The Program Director will acknowledge the resident's placement on probation for professional or personal misconduct, and will specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will be delivered either by certified mail or hand-delivered to the resident. A copy of the letter will also be submitted to the Dean.

During the probationary period, the appropriate administrative officer shall be responsible for monitoring the resident's progress toward meeting the terms of probation. Once the resident has satisfied the terms of probation, the administrative officer shall communicate a recommendation to the Dean that the resident be reinstated to non-probationary status. The Dean shall consider the recommendation and shall render a decision regarding the resident's status in writing to the resident and shall deliver a copy to the appropriate administrative officer.

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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

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

A resident, who is granted a leave of absence for an entire academic year, must submit a letter of intent to return to classes to the Program Director, at least three months prior to the requested date of return. It is the resident's responsibility to keep the Program Director informed of any change of address while on a leave of absence.

If the resident has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Residents on an approved leave of absence will be considered withdrawn for Federal Resident Aid and enrollment reporting purposes. Residents may be required to begin repayment on outstanding federal resident loans during an approved leave of absence longer than 180 days.

The procedure for obtaining a leave of absence is as follows:

1. The resident makes a written request to the Program Director for a leave of absence.
2. If the request is granted, the resident shall complete the leave of absence form, sign and date it. The resident shall then return the completed form to the Program Director who shall sign and date it.
3. Once all forms are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the resident's request, providing the leave is granted.

G. Resident Appeal Process

Assessment Appeals

If a resident feels that an assessment has been evaluated unfairly or in error, he/she should submit a written account of his/her reasons for believing he/she has not been evaluated fairly or in error to the Program Director within 48 hours following the assessment.

The Program Director shall determine if the situation merits convening the Assessment Appeals Committee. The Assessment Appeals Committee is convened on an as-needed basis, and is composed of two faculty members appointed by the Dean from a list of at least four recommended by the Program Director, and the chief resident. In their recommendations, the Program Director should endeavor to suggest individuals who are not personally involved in the assessment/block.

After considering the points-of-view of both the resident and the faculty member(s), the Assessment Appeals Committee shall make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the

resident, the faculty member(s) involved, the

documentation stating "had the disease" as proof.)
¾ Two-Step Tuberculosis Skin Test (TST) with negative results.

Proof is not required for an individual who submits an affidavit or certificate signed by a physician, duly registered and licensed to practice in the United States, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the resident or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

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Residents are required to wear matching, clean scrubs (color to be determined by the Program Director) with close-toed shoes in the clinic at all times. Non-clinic attire consists of professional, conservative clothing and footwear. Acceptable attire includes shirts, ties and slacks for men and shirts, slacks and knee-length or longer skirts/dresses for ladies. No shorts, t-shirts or torn/unprofessional clothing will be tolerated at any time. Resident must always be properly groomed and maintain a professional appearance and good hygiene while



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")

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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.

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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

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 dental field. Residents' academic standing and overall performance will be taken into account by the Program Director in granting this approval. If a resident starts moonlighting without such prior approval, a warning notice will be issued for the first violation. Second violation will result in loss of two (2) permitted time-off days. A third violation will result in probation.

T. Academic Progression Policy

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If at any bi-annual evaluation time-point, a resident has more than two blocks with an “I” (Incomplete status) and/or if the resident has been placed on academic probation more than once, the Program Director will send graduation delay notices to the resident and the progress will be re-evaluated in the following bi-annual Performance Evaluation.

U. Graduation Requirements

To qualify for graduation from AEODO Residency Program, residents must:
Successfully complete allalla

Any deviations from this policy must be

provided that the original copy is received within one week. The Associate Dean of Academic Affairs reserves the right to require the resident to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether or not an absence should be approved.

2. Personal or Family Emergency

Should a resident experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent, guardian, spouse, child, or sibling) that would

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.

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Tardiness for class and/or

Sick/Unplanned/Emergency Leave Request Form (Appendix C) upon his or her return, which must also be subsequently approved and signed by the

AEODO Handbook

Appendix A

RESIDENT ACKNOWLEDGEMENT FORMS

Subject to payment of applicable deposit, tuition and fees when due:

Resident Name: _____

Address: _____

Home: _____

Phone: _____ Cell: _____

Degree Enrolled: AEODO Residency Program

Catalog date under which enrollment is effective: 202 -202

BY SIGNING THIS AGREEMENT I ACKNOWLEDGE THAT I RECEIVED, READ AND UNDERSTOOD THE DOCUMENT AND THE UNIVERSITY CATALOG WHICH IS PART OF THIS AGREEMENT. THE CATALOG IS ALSO AVAILABLE IN YOUR DEAN/PROGRAM DIRECTOR'S OFFICE AND/OR WEBSITE.

Acknowledgment of Roseman University of Health Sciences AEODO
Residency Program Handbook, University Catalog, Code of Ethics, Policies
and Procedures

Resident's

Initials

- _____ Cardiopulmonary Resuscitation (CPR) Certification
- _____ Bioterrorism Training for the Healthcare Professionals
- _____ Policy on Outside Employment/Moonlighting
- _____ Graduation Requirements
- _____ Notice of Requirement to Check Web-Based Calendar
- _____ Policy on Use of Printers, Copiers and Fax Machine
- _____ Attendance Policy
- _____ Absenteeism Policies and Procedures
- _____ Methods of Evaluation of Resident Progress
- _____ Policy on Resident Complaint to Commission on Dental Accreditation
- _____ Research Requirements

_____ I acknowledge, understand and accept all of the policies and procedures in the 20__-202__ Resident Handbook.

_____ I am aware that I can access and obtain a copy of the University Catalog at www.roseman.edu.

By signing my registration and payment agreement I acknowledge that I have read the Catalog and understand that it is part of this agreement. In the event that a University policy is in conflict with a specific College/Program policy, the more strict policy will apply.

_____ I acknowledge that I have been given a copy of the American College of Dentists' Ethics Handbook for Dentists and understand and accept all guidelines as detailed in the document.

_____ I acknowledge that I have been given a copy of American Dental Association's Code of Ethics publication and understand and accept all guidelines as detailed in the manuscript.

_____ I acknowledge and understand that I can obtain information about the safety and security of the University campus and graduation rates by visiting the Roseman University website.

Name (Printed)

Signature

Date

Identification (Badge) Number: _____

AEODO Residency Program Class of 202__



ROSEMAN UNIVERSITY OF HEALTH SCIENCES
COLLEGE OF DENTAL MEDICINE
ORTHODONTIC CLINIC

Phone: 702-968-5222 Fax: 702-968-5277 Website: www.rosemanbraces.com 4 Sunset Way, Bldg C, Henderson, NV 89014

Terms and Requirements of the Leave Request:

Resident Responsibility to:

- 1 month notice prior to scheduling any leave submissions do not guarantee approval.
- x Ensure they are not on call during the requested time off or that appropriate coverage has been obtained if leave is requested during assigned call.
- x All leaves, except for PTO, will need to be submitted with documentation and/or approval from the DE Block Director or MBA 9er.Tw [(dur4ng)15.333 63.76

ROSEMAN UNIVERSITY OF HEALTH SCIENCES
COLLEGE OF DENTAL MEDICINE

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.