

COLLEGE OF DENTAL MEDICINE,

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COLLEGE OF DENTAL MEDICINE

AEODO/MBA Program

Policies and Procedures









resident does not pass any reassessment, the original copy of that resident's reassessment must be submitted to the Program Director within 48 hours of completion of the reassessment. A copy of that assessment will be made and returned to the resident. The original copy will be retained in the resident's record.

### 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 who do not pass will be required to attend a mandatory review session on the scheduled remediation 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

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

and preceptors.

ii. Residents must comply with the Standards of Professional Conduct. A resident's behavior may result in a referral to the University Resident Professionalism Board if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:

i. educational activities (e.g., in the classroom, clinics, rotations, experiential assignments)

ii. provided or arranged by the University or College

iii. programming, events, ceremonies or professional networking functions during College of Dental Medicine or other professional meetings

iv. service activities promoted by the University, College or any resident organizations affiliated with the College or University

j. 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

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 Resident Services, 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.

## D. 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

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.

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

### Voluntary Withdrawal

Application for voluntary withdrawal from the AEODO/MBA Residency Program must be made in writing to the Program Director. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the College's administrative body. Every effort should be made by the resident to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the resident and the personal interview, the Program Director will notify the Dean and will provide the resident with the forms necessary to process the official withdrawal. Residents who leave the College without notifying the Program Director and without completing the

- 
2. The Program Director notifies the Dean, prepares the necessary forms for withdrawal



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

Unless a clear threat to the safety or well-being of members of the University community exists, the resident shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all termination appeals are exhausted. The resident is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the resident's opportunity to attend class and/or all sanctioned College activities.

## H. Personal Counseling about Non-Academic Issues

Residents needing personal counseling services about non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Resident Services Office. While these services are not provided by the University, Registrar/Resident Services Office provides residents with a confidential venue

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.

## J. Appropriate Appearance and Attire

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

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 Orthopedics/Master in Business Administration Residency Program (AEODO/MBA) 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, epidemiology, diagnosis and treatment of various craniofacial anomalies: temporomandibular joint disorders; concepts of occlusion; anatomy and histology of the head and neck; facial growth and development; advanced imaging such as 2 and 3 dimensional craniofacial imaging; pharmacology and management of pain and anxiety; advanced diagnosis and treatment of various pathologies of the oral cavity; and indications and contraindications for use of temporary anchorage devices in treatment of various orthodontic cases.

Numerous interdisciplinary course and seminars in various fields of dentistry will be scheduled for the residents, which will ensure their knowledge in other areas of dentistry as well as enable them to effectively and productively communicate with their colleagues regarding intricate and specialized needs of and subsequent care for their patients. These instructional blocks will include topics such as interdisciplinary clinical periodontics; interdisciplinary clinical prosthodontics; interdisciplinary clinical pediatric dentistry; interdisciplinary oral and maxillofacial surgery; interdisciplinary restorative dentistry and interdisciplinary clinical endodontics.

Residents will also be enrolled in and expected to master courses in numerous biomedical science areas throughout their education, including but not limited to biochemistry, head and neck anatomy, histology and physiology, genetic control of cell function, protein synthesis, cell reproduction and pathology. Various research-related courses will be scheduled in blocks throughout the residents' education in topics such as introduction to research, biostatistics and clinical trials design, scientific writing and advanced research. The residents enrolled in the proposed program will also be required to enroll in Master of Business Administration courses as part of their education and training, which will ensure an exceeding level of knowledge and expertise in the following areas: leadership communication; financial accounting; legal environment and corporate responsibility; statistical methods for decision making, managerial

economics; foundations of management; leadership creativity and innovation; organizational behavior and leadership; operations management; management information system; managerial accounting and control; finance; strategic management; and advanced finance and entrepreneurship. 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.

Q. Nevada m .0012 Tc (O.)Tj ET 90.the ABO.

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 licensure as a dentist must be registered as licensed dentists on the board register, as provided in this chapter, and are entitled to receive a certificate of registration, signed by all members of the Board.

[Part 5:152:1951]—(NRS A 1971, 534; 1985, 380; 1987, 859; 1991, 330; 1995, 277; 1999, 1654, 2849; 2001, 1610; 2003, 66; 2005, 44, 272; 2007, 506, 2945; 2015, 3875)

NRS 631.271 Limited license to practice dentistry or dental hygiene; permit authorizing certain persons to practice dentistry or dental hygiene.

1. The Board shall, without a clinical examination required by NRS 631.240 or 631.300, issue a limited license to practice dentistry or dental hygiene to a person who:

- (a) Is qualified for a license to practice dentistry or dental hygiene in this State;
- (b) Pays the required application fee;
- (c) Has entered into a contract with:
  - (1)

(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 practice of dentistry or dental hygiene except such compensation as may be paid to the person by the Nevada System of Higher Education or an accredited program of dentistry or dental hygiene for services provided as a dental intern, dental resident or instructor of dentistry or dental hygiene pursuant to paragraph (c) of subsection 1.

4. The Board may issue a permit authorizing a person who holds a limited license to engage in the practice of dentistry or dental hygiene in this State and to accept compensation for such practice as may be paid to the person by entities other than the Nevada System of Higher Education or an accredited program of dentistry or dental hygiene with whom the person is under contract pursuant to paragraph (c) of subsection 1. The Board shall, by regulation, prescribe the standards, conditions and other requirements for the issuance of a permit.

5. A limited license expires 1 year after its date of issuance and may be renewed on or before the date of its expiration, unless the holder no longer satisfies the requirements for the limited license. The holder of a limited license may, upon compliance with the applicable requirements set forth in NRS 631.330 and the completion of a review conducted at the discretion of the Board, be granted a renewal certificate that authorizes the continuation of practice pursuant to the limited license for 1 year.

6. A permit issued pursuant to subsection 4 expires on the date that the holder's limited license expires and may be renewed when the limited license is renewed, unless the holder no longer satisfies the requirements for the permit.

7. Within 7 days after the termination of a contract required by paragraph (c) of subsection 1, the holder of a limited license shall notify the Board of the termination, in writing, and surrender the limited license and a permit issued pursuant to this section, if any, to the Board.

8. The Board may revoke a limited license and a permit issued pursuant to this section, if any, at any time if the Board finds, by a preponderance of the evidence, that the holder of the license violated any provision of this chapter or the regulations of the Board.

(Added to NRS by 1999, 1653; A 1999, 2849; 2001, 907; 2003, 1182; 2005, 46, 274; 2011, 74; 2015, 713)

## P. Professional Liability Coverage

The Roseman AEODO/MBA Residency Program will provide professional liability coverage for residents throughout their enrollment in the Program. It is the responsibility of the resident to make sure all appropriate forms have been accurately completed and that the documents required by the insurer have been submitted in a timely manner. Residents will not be allowed in the clinic without appropriate professional liability coverage.

## Q. Cardiopulmonary Resuscitation (CPR) Certification

All residents must provide proof of current CPR certification prior to enrollment in program. It will be the residents' responsibility to ensure their CPR certification is current (i.e. not expired) and that the Program maintains a current copy on file at all times.

## R. Bioterrorism Training for the Healthcare Professionals

Nevada State Law requires all Healthcare Professional to attend periodic seminars and training in Bioterrorism. It is the residents' responsibility to ensure their certificate of

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/Master of Business Administration 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

Academic Progression will be determined bi-annually as part of the overall performance evaluation conducted bi-annually for each resident by the Program Director.

The comprehensive resident evaluation process involves the following steps:

1. Each resident will conduct a self-evaluation based on their assessment of their overall performance using a standard questionnaire supplied by the program.
2. Each full-time faculty member will submit an overall evaluation of the resident using the standard questionnaire similar to the self-evaluation by the resident.
3. The evaluation from all faculty is summarized as cumulative feedback and submitted

- blocks with “I” status at the time of each bi-annual evaluation
3. Less than an overall score of 3.0 within the cumulative evaluation

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/MBA Residency Program, residents must:

1. Successfully complete all assigned didactic, clinical and research blocks in the AEODO/MBA Program;
2. Successfully complete the American Board of Orthodontics Written Examination;
3. Satisfactorily complete all professional courses and competencies within four and a half (4.5) years, having no course grade below a “Pass”;
4. Receive a favorable recommendation for conferral of the AEODO certificate and the MBA degree from the faculty, Dean, Administrative Council, and the Board of Trustees.

Residents will be expected to follow all policies and guidelines as set forth by Roseman University of Health Sciences and the AEODO/MBA Residency Program in order to receive a Certificate in Advanced Education in Orthodontics and Dentofacial Orthopedics and an MBA degree. Residents will not receive a Certificate in Orthodontics and Dentofacial Orthopedics if the MBA program has not been successfully completed prior to graduation, nor will they be given an MBA degree if the Orthodontics and Dentofacial Orthopedics portion of their education has not been successfully completed. Additionally, residents must have fulfilled all of their financial obligations and responsibilities (i.e. outstanding tuition and/or fees, library fines, etc.) to the University prior in order to be considered eligible for graduation.

## V. Notice of Requirement to Check Web-based Calendar

Each resident will be given access to the AEODO/MBA Calendar through Microsoft Outlook. Residents will be expected to check this calendar regularly for any changes or updates to their regularly scheduled instructional or clinical blocks. This calendar will be accessible both on and off campus.

## W. Policy on Use of Printers, Copiers and Fax Machine

A printer, copier and fax will be available for residents’ use; however, this privilege may be

removed if abused.

## X. Attendance Policy

Any deviations from this policy must be approved in writing and in advance by the Program Director or his/her designee.

For additional information regarding attendance policy, please refer to the University Catalog.

If a resident has an absence which would prevent him/her from taking a scheduled initial assessment or initial reassessment, the resident must request an excused absence from the Associate Dean of Academic Affairs, as described below. An “excused absence” means a requested absence approved by the Associate Dean of Academic Affairs in accordance with this policy.

The decision to grant an excused absence for the reasons listed below is at the sole discretion of the Associate Dean of Academic Affairs. Should a resident not provide requested documentation, fail to inform the Associate Dean of Academic Affairs within the timeframes specified below, or if administering the makeup activity at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably have been avoided, then an excused absence may be denied. Falsification of documentation is a violation of the College’s Standards of Professional conduct and will result in disciplinary action up to and including termination.

Requests for an excused absence may only be granted for the five itemized reasons below. Makeup assessments and reassessments must be completed by the deadlines outlined below or a resident will receive a grade of “No Pass” and be required to attend summer remediation. A resident with prolonged illnesses or other personal issues that result in multiple absences may be denied excused absences and asked to consult with the appropriate college administrator regarding taking a leave of absence (see Leave of Absence).

Excused Absences:

1. Resident Illness

Should a resident be unable to take a scheduled assessment or reassessment due to illness, the resident must notify the Associate Dean of Academic Affairs no later than 10:00 am on the day of the scheduled assessment or reassessment. Notification can be made by telephone, email, or fax. In order for an excused absence to be considered, a note, signed and dated by a licensed physician, must be received no later than one business day following the missed assessment/reassessment. The physician cannot be an immediate family member of the resident in question, and must have been involved in the provision of care for the illness. Faxed and electronic copies of the physician’s note may be accepted,

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 preclude him/her from attending a scheduled assessment or remediation, the resident should notify the Associate Dean of Academic Affairs as soon as possible following the event, but no later than 10:00 am on the day of the scheduled assessment/reassessment. "Emergency" situations include, but may not be limited to, hospitalization, or other unforeseen, debilitating events. Notification can be made by telephone, email, or fax. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs may request that the resident provide documentation of the emergency in order to determine if granting an excused absence is warranted.

## 3. Bereavement

A resident may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within five calendar days of the date of the assessment or reassessment to receive an excused absence. The resident must notify the Associate Dean of Academic Affairs no later than 10:00 am on the date of the absence. Documentation will be required for an excused absence to be approved, and must be submitted prior to any scheduled make-up assessments.

## 4. Attendance at Orthodontic Professional Meetings

The College encourages residents to attend orthodontic and/or related professional meetings. In order to receive an excused absence for an assessment or reassessment scheduled during an orthodontic professional meeting, **each resident** attending the meeting must **individually** submit a request, in writing to the Program Director at least ten business days prior to the assessment or reassessment. The request must be accompanied by a copy of the resident's accepted registration for the meeting. The request may only include one travel day on either end of the published schedule for the meeting.

## 5. Religious Observance

It is the policy of Roseman University of Health Sciences and the College of Dental Medicine to be sensitive to the religious obligations of its residents. Should a resident be unable to take a scheduled assessment or reassessment due to a religious obligation, the resident

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.

Faculty who write assessment items need not be present during any makeup assessment or reassessment. No pre- or post-assessment review will be provided for makeup assessments or reassessments. The date and time of the makeup assessment or reassessment may or may not be scheduled during regular school hours.

Tardiness

Tardiness for class and/or clinic is extremel

Sick/Unplanned/Emergency Leave Request Form (Appendix C) upon his or her return, which must also be subsequently approved and signed by the Program Director. Sick, Unplanned or Emergency days will apply to the resident's/resident's allotment of (10) P T O days per year.

### Unapproved Absences

Should a situation arise when a resident is absent without proper documentation and/or

## AA. Policy on Resident Complaints to Commission on Dental Accreditation

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or residents.

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# AEODO Handbook Appendices





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

Resident's

Initials

Policy

_____	<u>AEODO/MBA Calendar for the 2019-2020 Academic Year</u>
_____	<u>Academic Policies and Procedures</u>
_____	<u>Policies and Procedures Pertaining to Professionalism</u>
_____	<u>Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards</u>
_____	<u>Withdrawal</u>
_____	<u>Leave of Absence</u>
_____	<u>Resident Appeal Process</u>
_____	<u>Personal Counseling About Non-Academic Issues</u>
_____	<u>Resident Health Services</u>
_____	<u>Immunization Requirements</u>
_____	<u>Appropriate Appearance and Attire</u>
_____	<u>Professional Conduct at Meetings and Continuing Education Courses</u>
_____	<u>Policy on Use of Personal (Mobile) Telephones and Other Communication Devices on Campus</u>
_____	<u>Resident Acknowledgement Form</u>
_____	<u>Educational Offerings and Curricular Overview</u>
_____	<u>Course Descriptions</u>

\_\_\_\_\_ Nevada State Board of Dental Examiners

\_\_\_\_\_ Professional Liability Coverage

\_\_\_\_\_ 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

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, South Jordan, NV 89014

**Appendix B**  
PERMITTED TIME OFF - REQUEST FORM

Advanced Education in Orthodontics & Dentofacial Orthopedics  
Master of Business Administration (AEODO/MBA)

Residency Program

Residents are required to obtain leave approval from all teaching faculty (didactic and clinical) as well as the Program Director at least two (2) weeks prior to scheduling any leave. It is the resident's responsibility to make sure he or she is not on call during the requested time, or that appropriate coverage has been obtained if leave is requested during assigned call. Please have this form completed and signed by the faculty member(s) assigned to the day(s) you will be absent from school and return to the Program's Administrative Assistant prior to leave.

Today's date:	Date(s) of leave:
Reason for leave:	
Resident name:	Resident signature:

Another resident must agree to cover all of your patient emergencies and unscheduled appointments during leave:

Covering resident name:	
-------------------------	--

Block number & name

Faculty name & signature

- 1
- 2
- 3
- 4

AEODO/MBA Program Director signature:

Date:



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 \_\_\_\_\_