



COLLEGE OF DENTAL MEDICINE (Henderson)

**AEODO/MBA Resident Handbook
2020-2021 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 supplementary 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 6, 2020

COLLEGE OF DENTAL MEDICINE
AEODO/MBA Program
Policies and Procedures

A. Advanced Education in Orthodontics & Dentofacial Orthopedics (AEODO/MBA) Residency Program: Calendar for the 2020-2021 Academic Year

2020

- Classes Begin for all Returning Residents July 6
- Orientation for First Year Residents July 6-10
- MBA Classes Start for First Year Residents July 20
- Labor Day
(Official University Holiday) September 7
- Thanksgiving Break
(Official University Holiday) November 25-27
- Winter Break
(University Closed) December 21 – January 1

2021

- Classes Resume January 4
- Memorial Day
(Official University Holiday) May 31
- Expected last date for Clinic Attendance June 25
- Commencement Ceremony May (TBD)
- Graduation (Henderson Campus) 2021
June 7

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 and activities.

Residents must check their University e-mail accounts at least twice a day (excluding holidays) to make sure that they are aware of current notices and information.

If a resident experiences a chronic problem accessing her/his e-mail account (i.e., inability to access the account for longer than 2 business days), he/she must contact the Roseman Technology Services Help Desk to resolve the situation. Residents who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner are not exempt from information sent by email and complying with appropriate University and College rules, regulations and deadlines.

Financial Responsibility

Residents must fulfill their financial responsibilities to the University in order to remain enrolled in the College/Program. Residents who have not satisfied the appropriate financial aid requirements and/or who have not paid their tuition and fees will not be allowed to continue to progress through the curriculum. Residents who are late paying their tuition and fees will receive written notice stating that payment is past due and they must fulfill their financial responsibilities to the University to continue their enrollment.

Residents who are taking a block must make payment by 4:00 pm the day before an assessment to be eligible to take the assessment. Attempts will be made to prevent a resident who is not eligible to take an assessment from starting an examination. Residents who are prohibited from taking an assessment or who have their assessment scores excluded because of their failure to make appropriate payment will be required to make up the block during remediation unless payment is received prior to the scheduled reassessment.

Transcripts and Records of Resident Performance

Roseman University of Health Sciences College of Dental Medicine, Henderson Campus, uses a Pass/No Pass/Incomplete (“P”/“NP”/“I”) system of recording resident achievement. The faculty and administration of Roseman University of Health Sciences has set the standard of achievement for each resident at 90%. Therefore, in order to receive a “P”, a resident must achieve a score of 90% in each specific curriculum block (see Resident Assessment Policy below). If a resident does not achieve 90%, then he or she must remediate that portion of the curriculum at a pre-designated time, be reassessed and achieve a level of 90%. Those residents that are required to remediate must also achieve a score of 90% in order to progress to the next academic year. A “NP” will appear on the resident’s transcript until the assessment is successfully remediated. If the resident did not attend the block or assessment, a “I” will appear on the transcript until re-taken and the Block Director grants “P” status.

A resident may receive a copy of his/her transcript upon request. A \$5 charge (subject to change) will apply to all official transcripts requested.

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.

Credit for Team Assessment (when applicable)

Residents who participate in the team assessment will receive additional points added to their individual assessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be credited to the residents on that team. Participation in the team assessment is mandatory. Residents who participate in the team assessment must sign the team assessment in order to receive additional points.

Standard of Performance

A score of 90% will constitute a pass. However, the faculty member or Course/Block Director may reasonably modify the standard subject to concurrence of the Program Director.

Time Allotted

The length and complexity of the assessment should be such that the majority of residents can successfully complete the assessment within a two-hour time frame. Faculty must clearly communicate the time allotted for the assessment to the residents prior to the start of the assessment.

Faculty must also clearly communicate to residents the following times:

- The start time for the team assessment (when applicable);
- The amount of time allotted for the team assessment (when applicable);
- The start time for the assessment review (when applicable);
- The time at which assessments will be returned to residents;
- The time at which the review session will begin on the designated remediation day;
- The time at which written remediation will begin on the designated remediation day

Following the return of the assessments, resident will have the first 30 minutes to address errors in scoring (i.e., Scantron errors, miss-added scores, assessments labeled as "Pass" or "No Pass" in error). Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished.

Tardiness

An unexcused tardiness will be considered an unexcused absence and will result in the resident forfeiting participation in that assessment.

For the team assessment (when applicable), failure to be present when the assessment is distributed will result in the resident forfeiting his/her additional points.

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 Residents During Assessments

Only the items clearly designated by the instructor (e.g. pencil, calculator, charts, scrap paper) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, PDAs, and book bags must be kept in a place designated by the instructor(s). Class-related materials may not be retrieved until AFTER the exam.

Cell-phones and Other Communication Devices

Cell-phones, pagers, and any other 2-way communication devices must be turned off and must be kept with personal items in a place designated by the instructor(s). A resident having a cell-phone in his/her immediate possession during the assessment or the team assessment will forfeit his/her right to participate in the assessment or team assessment, and will receive no credit for either assessment.

Residents should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the resident, they should call the Program Director's Administrative Assistant at 702-968-1682 and request that a staff employee or faculty member contact the resident.

Communications and Breaks

Residents may not communicate with anyone (with the exception of the proctor) within the assessment room or anyone outside the assessment room during the assessment. Residents may not communicate with anyone from another team during the team assessment.

Restroom breaks will be permitted at the discretion of the Proctor. Only one resident will be allowed to use the restroom at a time. Faculty reserve the right to accompany any resident who leaves the assessment room for a restroom break.

Disposition of Completed Assessments

For assessments using Scantron forms, the original Scantron form will be retained by the Course Director and a copy of the Scantron form and the original assessment booklet will be returned to the residents. In all other cases, the assessment will be returned to the residents, once the results have been recorded. If Scantron forms are not used and a

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 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 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").

Residents who receive a "NP" as their final assessment for a clinical or didactic block will be placed on probation with terms of probation set forth by the Program Director (see "Probation"). In the event of a resident appeal of a "NP", terms of probation will not take effect until the appeal is resolved.

C. Policies and Procedures Pertaining to Professionalism

Roseman University of Health Sciences is committed to instilling in our residents the importance of personal and professional honor and integrity. In our position as a gatekeeper for the profession of dentistry, we intend for our graduates to uphold and maintain the level of confidence and trust the public has in dental professionals. Consequently, upon accepting admission to the University, each resident agrees to abide by basic standards of honesty and academic integrity, which include but are not limited to:

Expected behavior includes but is not limited to:

- a. Acting with honesty and integrity in academic and professional activities. A resident never represents the work of others as his/her own.
- b. Striving for professional competence.
- c. Fostering a positive environment for learning. A dental resident will not interfere with or undermine other residents' efforts to learn.
- d. Respecting the knowledge, skills and values of dentists, instructors, and other health care professionals.
- e. Respecting the autonomy and dignity of fellow residents, instructors, staff, other health care professionals and patients.
- f. Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other residents.
- g. Promoting the good of every patient in a caring, compassionate and confidential manner.
- h. Protecting the confidentiality of any medical, personal, academic, financial or business information.
- i. Maintaining honesty in all interactions with faculty, administration

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 or otherwise not conducive to learning.

k. 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 administrator 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 Resident Professionalism Board (hereafter noted as 'USPB')

For all policies and information regarding the USPB, please refer to the University Catalog

Resolution of USPB Findings

The College Administrators will meet to consider the USBP's report. It is solely the responsibility of the College Administrators to determine appropriate sanctions should the USBP 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 USBP'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 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.

Suspension

Suspension of a resident is a serious action and is only considered in situations of consistent

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

Attendance at the AEODO/MBA Residency Program is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The Program reserves the right to require withdrawal at any time it deems necessary to

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 established withdrawal procedures within 30 days will automatically be terminated from the University. Residents who are terminated in this manner will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the resident, the Program Director, and the Dean.

The procedure for Voluntary Withdrawal is as follows:

1. The resident makes a written request to the Program Director to voluntarily withdraw from the College.
2. The Program Director notifies the Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the resident and the Program Director is held, and the terms of withdrawal agreed to and put in writing.
4. The completed withdrawal form and terms of withdrawal are signed by the resident and returned for signature to the Program Director, who shall forward them to the Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

Mandatory Withdrawal

As stated in Academic Policies and Procedures above, residents who do not pass six (6) reassessments in an academic year or three (3) assessments during remediation are required to withdraw from the College "not in good academic standing".

Residents, who leave the College without completing the established withdrawal procedure within 30 days, will automatically be terminated from the University. Residents who are terminated in this manner will not be considered for re-admission at a later date.

The procedure for Mandatory Withdrawal is as follows:

1. The Program Director will inform the resident and the College's administrative body in writing that due to unsatisfactory academic progress, the resident is required to withdraw from the Program.

2. The Program Director notifies the Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the resident and the Program Director is held, and the terms of withdrawal agreed to and put in writing.
4. The completed withdrawal form and terms of withdrawal are signed by the resident and returned for signature to the Program Director who shall forward them to the Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

Conditions for Re-Admission for Residents Withdrawing “In Good Academic Standing”

Residents who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of re-admission unless it is a part of the final written decision and/or agreement made between the Program Director and the resident, and it is acknowledged through signature by the College Dean. Unless circumstances determined by the Dean warrant, residents who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed.

Conditions for Re-Admission for Residents Withdrawing “Not in Good Academic Standing”

Residents, who withdraw while on academic probation, do so “not in good academic standing”. Residents who withdraw “not in good academic standing” may request re-admission through the College’s Admissions Application process unless otherwise stipulated.

F. Leave of Absence

A resident in good academic standing (i.e., not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy.

Residents requesting a leave of absence must apply in writing to the Program Director. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

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 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 “not in good academic standing” (See Academic Probation/Withdrawal “Not in Good Academic Standing”). The requirement to withdraw and any stipulations or conditions regarding the resident’s return to the University may not be appealed. Resident may, however, appeal the outcome of an assessment as noted above.

Appeals of Probation Decisions

If a resident feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the resident and the appropriate administrative officers.

If the resident is still dissatisfied, he/she may appeal the Dean’s decision in writing to the South Jordan Campus Chancellor (Chancellor). The decision of the Chancellor shall be final.

Appeals of Suspension Decisions

If a resident feels he/she has been treated unfairly in a matter involving suspension, he/ she may appeal that decision to the Chancellor. The Chancellor shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the resident, and the University’s administrative officers.

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 suspension 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.

Appeals of Termination Decisions

If a resident feels he/she has been treated unfairly in a matter involving termination, he/ she may appeal that decision in writing to the Chancellor. The decision of the Chancellor of the South Jordan Campus shall be final.

- documentation stating “had the disease” as proof.)
- 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 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 at school as well as all University-related functions

K. Professional Conduct at Meetings and Continuing Education Courses

When attending such meetings and courses, whether on or off campus, it is imperative for all residents to remember that they will be representing the Roseman University of Health Sciences College of Dental Medicine and the AEODO/MBA Residency Program. All residents are expected to maintain utmost professionalism at all times while attending such meetings. Alcohol or substance abuse, disorderly conduct, violence or any other behavior that would present the University in a negative light will be absolutely forbidden. Should a resident be found in violation of this rule, he or she will be prohibited from attending future meetings and will face disciplinary action by the Program Director.

L. Policy on Utilization of Personal (Mobile) Telephones and Other Communication Devices on Campus

Utilization of personal communication devices during class, seminars and/or clinic sessions is disrespectful to faculty and can be disruptive to the residents’ learning experience. As such, the AEODO/MBA residency program has established a policy stating that all mobile telephones, pagers and other communication devices must be turned off or positioned in “silent mode” while residents are in class, clinic, seminars or other professional meetings. Additionally, residents shall refrain from utilizing all aforementioned devices during class for all purposes including answering phone calls and sending/receiving text messages. Mobile telephones may not be used in the clinic except for communication with patients. Residents may not leave any scheduled classes or seminars to answer personal phone calls except for rare cases of true emergencies. If a resident is found in violation of this policy by the course

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.

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 mandatory Program suspension until such time that the license suspension has been lifted. In the event that a resident's full or limited license to practice dentistry in the State of Nevada is revoked, the resident will effectively be terminated from the program. Since practicing dentistry (including in an educational setting) without a full or limited dental license is considered a felony, no probationary status will be granted prior to suspension or termination from the Program resulting from this type of infraction.

NRS 631.230 Eligibility of applicant for license to practice dentistry.

1. Any person is eligible to apply for a license to practice dentistry in the State of Nevada who:
 - (a) Is over the age of 21 years;
 - (b) Is a citizen of the United States, or is lawfully entitled to remain and work in the United States;
 - (c) Is a graduate of an accredited dental school or college; and
 - (d) Is of good moral character.
2. To determine whether a person has good moral character, the Board may consider whether his or her license to practice dentistry in another state has been suspended or revoked or whether the person is currently involved in any disciplinary action concerning his or her license in that state.
[Part 5:152:1951]—(NRS A [1967, 866](#); [1971, 534](#); [1977, 1564](#); [1983, 1113](#); [1985, 379](#); [2001, 1609](#))

NRS 631.240 Examination for license to practice dentistry; issuance of certificate of registration.

1. Any person desiring to obtain a license to practice dentistry in this State, after having complied with the regulations of the Board to determine eligibility:
 - (a) Except as otherwise provided in [NRS 622.090](#), must present to the Board a certificate granted by the Joint Commission on National Dental Examinations which contains a notation that the applicant has passed the National Board Dental Examination with an average score of at least 75; and
 - (b) Except as otherwise provided in this chapter, must:
 - (1) Successfully pass a clinical examination approved by the Board and the American Board of Dental Examiners; or
 - (2) Present to the Board a certificate granted by the Western Regional Examining Board which

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) The Nevada System of Higher Education to provide services as a dental intern, dental resident or instructor of dentistry or dental hygiene at an educational or outpatient clinic, hospital or other facility of the Nevada System of Higher Education; or

(2) An accredited program of dentistry or dental hygiene of an institution which is accredited by a regional educational accrediting organization that is recognized by the United States Department of Education to provide services as a dental intern, dental resident or instructor of dentistry or dental hygiene at an educational or outpatient clinic, hospital or other facility of the institution and accredited by the Commission on Dental Accreditation of the American Dental Association or its successor specialty accrediting organization;

(d) Satisfies the requirements of [NRS 631.230](#) or [631.290](#), as appropriate; and

(e) Satisfies at least one of the following requirements:

(1) Has a license to practice dentistry or dental hygiene issued pursuant to the laws of another state or territory of the United States, or the District of Columbia;

(2) Presents to the Board a certificate granted by the Western Regional Examining Board which contains a notation that the person has passed, within the 5 years immediately preceding the date of the application, a clinical examination administered by the Western Regional Examining Board;

(3) Successfully passes a clinical examination approved by the Board and the American Board of Dental Examiners; or

(4) Has the educational or outpatient clinic, hospital or other facility where the person will provide services as a dental intern or dental resident in an internship or residency program submit to the Board written confirmation that the person has been appointed to a position in the program and is a citizen of the United States or is lawfully entitled to remain and work in the United States. If a person qualifies for a limited license pursuant to this subparagraph, the limited license remains valid only while the person is actively providing services as a dental intern or dental resident in the internship or residency program, is lawfully entitled to remain and work in the United States and is in compliance with all other requirements for the limited license.

2. The Board shall not issue a limited license to a person:

- (a) Who has been issued a license to practice dentistry or dental hygiene if:
 - (1) The person is involved in a disciplinary action concerning the license; or
 - (2) The license has been revoked or suspended; or
- (b) Who has been refused a license to practice dentistry or dental hygiene,

in this State, another state or territory of the United States, or the District of Columbia.

3. Except as otherwise provided in subsection 4, a person to whom a limited license is issued pursuant to subsection 1:

(a) May practice dentistry or dental hygiene in this State only:

- (1) At the educational or outpatient clinic, hospital or other facility where the person is employed; and
- (2) In accordance with the contract required by paragraph (c) of subsection 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. If approved for moonlighting, the resident must purchase their own liability coverage to protect them in private practice. A copy of this coverage must be submitted to the Program Director's office.

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 for the review of the Program Director.
4. Following a review of this cumulative feedback along with objective information on the resident's overall academic performance, The Program Director meets individually with each resident, discusses progress
5. Following the meeting, the Program Director creates an Action Plan listing Commendations & Recommendations. This report including the Cumulative Faculty Evaluation and the Action Plan will be provided to the resident for an Acknowledgement Sign-Off. The Action Plan will include the resident's eligibility for academic progression and other specific feedback that can help improve overall performance.

The following are three ways that a resident may be placed on academic probation:

1. If the resident has more than 3 blocks that have "NP" status
2. If the resident has more than one block that have "NP" status and more than three

- 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

Attendance is mandatory at all scheduled instructional periods, lectures, seminars, clinic sessions, and all scheduled assessments and remediation periods. Absence from instructional periods for any reason does not relieve the resident from responsibility for the material covered during the periods. Absence from scheduled assessments or remediation is permitted only under the following conditions:

1. Resident illness when accompanied by a physician's note describing the illness;
2. A personal emergency or emergency in the resident's immediate family (i.e., parent, guardian, spouse, child, or sibling of the resident) such as death, hospitalization or other emergency situation. In this case, the resident must contact the Program Director who shall consider the request and determine whether an excused absence is warranted (appropriate documentation may be required by the Program Director); or,
3. Attendance at professional meetings, provided that the absence has been pre- approved by the Program Director at least two weeks in advance.

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 course director or his/her designee.

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 extremely unprofessional, disruptive and unacceptable. As such, we have instituted a strict policy pertaining to tardiness. Since emergencies do at times occur, every calendar year each resident is allowed a maximum of three tardy incidents, all of which will be documented by the Program's Administrative Assistant. For each additional tardy, the resident will lose one-half day of Permitted Time-Off (PTO) for that academic year. Please see below for appropriate documentation.

Y. Absenteeism Policies and Procedures

Permitted Time Off (PTO)

Each resident is allowed up to ten (10) permitted time-off days per academic year to use as he or she wishes to do so (with the exception of outside employment or moonlighting). Permitted time-off days that are not used in one academic year do not carry over to the following academic year. No more than five (5) PTO days may be taken at one time. No more than five (5) PTO days may be combined with the university granted winter or summer break. It is highly recommended that residents utilize the PTO days wisely so sufficient paid time-off is available for unexpected events and/or sickness. Any unanticipated scenarios must be discussed with the Program Director. If the requested time-off interferes with continuity of patient care or the resident's overall academic standing, the Program Director may decline the request. Sick, Unplanned or Emergency days will apply to the resident's/resident's allotment of (10) Permitted Time-Off Days per year.

Completed and accurately-dated Personal/Leave Request Forms (Appendix B) must be turned in to the Program Director's Administrative Assistant at least 2 weeks prior to the planned leave date for verification of the amount of days available prior to the Program Director's approval. It is the resident's responsibility to make sure he or she has received an email from the Program Director's Administrative Assistant verifying approval of requested leave. If the resident does not receive this email, the he or she must contact the Program Director's Administrative Assistant for verification and/or clarification. Submittal of a Leave Request Form does not guarantee that leave will be granted. All PTO days must be approved by the Program Director in addition to faculty/course director for each particular class or clinic session that will be missed.

In the event of an unexcused absence by a resident (i.e. the resident is absent from clinic without informing the program's administrative assistant or without completing a Personal/Leave Request Form prior to his or her absence), he or she will lose **two** (2) PTO days for that academic year.

Sick/Unplanned/Emergency Leave

In case of an emergency or illness, it is the resident's responsibility to contact the Program's administrative assistant as soon as possible, followed by a completed

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 following protocol as set forth by the Program Director and detailed above, he or she will be assessed leave time of an additional day for each unapproved absence day.

Off-Campus Program-Required Events, CE and/or Approved Academic/Professional Meetings

The Program Director may require residents to attend certain academic and/or professional meetings. Additionally, should a resident wish to partake in other non-mandatory events and/or meetings, he or she must procure approval by the Program Director prior to attending the event/meeting. Any leave requested for purposes of attendance at such approved meetings and/ or events will not count against allotted PTO days, so long as approval by Program Director was obtained prior to the said meeting and/or event. Residents must complete the "Leave Request Form" for the time they will not be on campus, and leave will only be granted for the duration of the meeting. Except for reasonable travel time, any additional requested time will be counted towards their PTO days. Proof of attendance may be requested by Program Director at any time and must be produced by the resident. Failure to do so constitutes dishonesty and appropriate action will be taken.

Prior to all planned leave (vacation, meeting attendance, etc.) it is the resident's responsibility to make sure proper arrangements have been made for patient coverage (preferably within the resident's team) including emergency appointments for the resident's assigned patients, should any arise during the resident's requested time off.

Please note: Residents will not be allowed additional time off for job interviews, externships, practice visits, etc. in excess of the allotted 10 Permitted Time-Off days. Hence, it is important residents utilize their time-off prudently.

Residents must be available by phone 24 hours per day.

Z. Methods of Evaluation of Residents' Progress

Progression of residents toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment, as discussed and depicted in each particular block syllabus. Detailed information on the academic progression is listed under the **Academic Progression Policy** above.

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.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The Program will maintain a record of all complaints related to the Commission's accreditation standards and/or policies, and the actions taken.

AEODO Handbook Appendices



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/MBA Residency Program**

Catalog date under which enrollment is effective: **2020-2021**

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.

Signature: _____ Date: _____

Print Name of Signor: _____

FOR OFFICE USE ONLY

Acceptance of Enrollment Agreement Dean/Program Director or Designee:

Print Name: _____ Title: _____

Signature: _____ Date: _____



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

Resident's

<u>Initials</u>	<u>Policy</u>
_____	<u>AEODO/MBA Calendar for the 2020-2021 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>
_____	<u>Nevada State Board of Dental Examiners</u>
_____	<u>Professional Liability Coverage</u>

- _____ 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 2019-2020 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 Resident** _____

Identification (Badge) Number: _____ **AEODO/MBA Residency Program Class of 2023**



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

APPENDIX B

· · · PERSONAL/VACATION LEAVE REQUEST FORM · · ·

AEODO/MBA Residency Program

Residents are required to obtain leave approval from all teaching faculty (didactic and clinical) as well as 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.

Please note: Incomplete submissions will be returned and may delay processing time. **Adobe/Docusign digital (secure) signatures are not accepted, they will lock the document.** Submit your request to: AEODO HD Staff@roseman.edu

Resident name (print): <input style="width: 90%;" type="text" value="ResidentName"/>	Today's date (print):
Date(s) of leave From: <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/> To: <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>	Off-site Location (city, state):
# of days requesting for leave: # <input style="width: 20%;" type="text"/>	City <input style="width: 40%;" type="text"/> State <input style="width: 15%;" type="text"/> Country <input style="width: 40%;" type="text"/> *Required for all forms of leave
Reason for leave: <input type="radio"/> <u>Conference</u> <input type="radio"/> <u>Personal</u> <input type="radio"/> <u>Other: Provide description.</u> Enter description here *Supporting documents required for conferences or other reasons for leave.	Resident signature:
Covering resident name: <input style="width: 90%;" type="text" value="ResidentName"/> Covering resident must agree to cover all your patient emergencies during leave. Signatures from covering resident and faculty are not required for pre-approved conferences per AEODO calendar.	Covering resident signature:

AEODO/MBA Didactic Block Number & Name in full. Signatures for Clinical Seminars, Clinic, or research are not required

Name of faculty teaching didactic block & signature (required)

1	Faculty Name	-
2	Faculty Name	-
3	Faculty Name	-

# of patients that need to be rescheduled: #	How will those patients be handled:
-	-

AEODO/MBA Program Director signature:	Date:
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Administrative Section - office use only Do not fill out this section			
Approved: <input type="checkbox"/>	Shared Drive: <input type="checkbox"/>	GME/Calendars: <input type="checkbox"/>	Days left: # <input type="text"/>
Sup. Docs: <input type="checkbox"/>	Mission Control: <input type="checkbox"/>	Dolphin: <input type="checkbox"/>	

Administrative Comments:



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Appendix C

SICK/UNPLANNED/EMERGENCY LEAVE REQUEST FORM

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

Residency Program

Residents are required to provide the following information to Program Director should an unexpected absence occur during their residency. All missed work must be completed at the discretion of course director(s) and/or clinic supervisor(s) for the missed day(s). Please complete and return this form to the Program's Administrative Assistant.

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

If sick leave was used, was physician in attendance?

No

Physician's name:	Date seen:
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Yes

AEODO/MBA Program Director signature:	Date:
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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 fulfilment of the research component of the AEODO/MBA residency graduation requirement.

Research Block Director, Name & Signature

Date

Program Director, Name & Signature

Date