**Notice of Intent**

**Certificate in Dental Assisting (CDA) – College of Dentistry**

The College of Dentistry, University of Saskatchewan is proposing a new program, the Certificate in Dental Assisting program (CDA).

The CDA program is a 10-month educational program that prepares students to work as a dental assistant in a dental office setting. Graduates of the program will be eligible to challenge the Dental Assistant National Board Examinations of the Commission on Dental Accreditation, and be subsequently registered as a dental assistant in any province in Canada. Dental assistants can legally perform a large number of controlled procedures in the mouth (i.e., take x-rays, remove dental stain, apply fluoride therapies) and are an important member of the dental healthcare team in Canada.

The proposed CDA program will consist of 10 months of classroom, preclinical laboratory, and clinical teaching and experience, with a 3-week practicum placement in the latter part of the program. The required curriculum for dental assisting programs is largely prescribed by the Commission on Dental Accreditation of Canada. Rather than invest the estimated 2-years it would take to develop an entire curriculum, the College of Dentistry has entered into a legal agreement with the Southern Alberta Institute of Technology (SAIT) for the use of their accredited curriculum and program. Under that agreement, SAIT is being remunerated over a 6-year period for providing their entire dental assisting curriculum for delivery by the College of Dentistry, including coaching and support on its appropriate delivery. The College of Dentistry has hired the instructors for the CDA program, who, in the first year of operation, will deliver the program under the guidance of SAIT instructing coaches. For the 2018-2019 academic year, the students are enrolled as SAIT students and will receive a SAIT Certificate upon successful completion. This makes the first graduating class eligible to challenge the national board examinations. The College of Dentistry has arranged to have an initial accreditation site visit conducted in May 2019 to obtain National accreditation for the new program.

Assuming that the proposed Certificate program is approved at the University of Saskatchewan, and that we are successful in obtaining accreditation, students in all subsequent years of operation will be registered as students in the University of Saskatchewan. Those successfully completing the program will receive a University of Saskatchewan Certificate in Dental Assisting, and will be eligible to sit the dental assisting national board examination.

**What is the motivation for proposing this program at this time? What elements of the University and/or society support and/or require this program?**

There are three primary motivators for proposing this new program in College of Dentistry. The first is to address the chronic shortage of credentialed dental assistants in central and northern Saskatchewan which developed following the closure of the Dental Assisting program at the Kelsey SIAST campus. There is currently only 1 Dental Assisting program in the province, in Regina, offering 65 seats.

The second motivation for proposing the program is for the budgetary advantage to the College of Dentistry. The College already has the necessary infrastructure to operate a dental assisting program, including preclinical simulators, dental chairs, equipment, and instruments. Further, the College is able to redirect current resources from dental assisting staff, towards dental assisting instructors who will deliver the curriculum, meeting over 50% of the instructional needs of the new program with current resourcing.

The final motivating factor is the improved student experience that is only possible by concurrently delivering both a dentistry program (DMD) and a dental assisting program (CDA). The proposed CDA program would create extensive inter-professional practice opportunities between dentistry students and dental assisting students, which currently do not exist in Saskatchewan. Only the College of Dentistry can offer this advantage.

**What is the anticipated student demand for the program? Does the program meet a perceived need, particularly within a national or international context? What is the projected student enrolment in the program initially and over time, and on what evidence is the projection based?**

Student demand was anticipated and has already proven to be very high. We understand that the waiting list is 2 years long for the SaskPoly program in Regina, the only other CDA program in Saskatchewan. Upon advertising the new program in June 2018, we were able to accept a full slate of 30 dental assisting students within two weeks. We now have more than a full slate of 30 on the wait list for the 2019-2020 academic year

The Saskatchewan Dental Assistants Association and the College of Dental Surgeons of Saskatchewan (CDSS) have monitored the labour market for Dental Assistants in Saskatchewan over the last number of years, and have reported a significant shortage, specifically in the more rural areas in the north of the province. They both support the creation of a new program in Saskatoon in an effort to respond to the acute labour market shortage of registered DAs in Saskatchewan. There have been many meetings between the officials of CDSS and the College of Dentistry, discussing the need to establish a second training facility in Saskatchewan. Following discussion of the CDA program at the Annual General Meeting of the College of Dental Surgeons of Saskatchewan, one member of the Board of Directors sent the following message: “Congratulations on the Dental Assisting Program in house. That is probably the most Member philic development in recent memory from a CDSS perspective.”

The projected student enrollment is 30 students per year initially. We anticipate this number will increase in the future as we implement a distance-learning stream that will allow interested Indigenous student to complete the entire program in their home First Nation community.

**The university has articulated new strategies for internationalization, Indigenization, and interdisciplinarity in its strategic and visionary planning. How does this proposal fit with the priorities of the current college or school plan, the *University Plan 2025,* and the university’s *Vision, Mission and Values*? If the program was not envisioned during the college/school strategic planning process, what circumstances have provided the impetus to offer the program at this time? Are there measurable benefits to offering the program at this time?**

The College of Dentistry has completed its *Strategic Plan 2025*, which will become a component of the *University Plan 2025.* The Strategic Plan clearly identifies the CDA program as part of the educational plan for the College, meeting an important need in the Province of Saskatchewan and leading to educational opportunities for Indigenous students. The new program further aligns with the University request for Colleges to decrease the impact of budgetary decreases by increasing the number of students and programs in the College.

**What is the relationship of the proposed program to other programs offered by the college or school and to programs offered elsewhere (interactions, similarities, differences, relative priorities)? What effect will the proposed program have on other similar or related programs, and, in particular, on student enrolment in these programs? Is there justification to proceed regardless of any perceived duplication? Will a program be deleted as a result of offering the new program?**

The CDA program will offer many advantages to the College of Dentistry DMD program. The College currently employs 5 certified dental assistants who perform a chairside role supporting the patient care of 56 dental students. This assistant : student ratio means that the majority of dental students work without the support of a dental assistant. This slows the process of care and leads directly to ergonomic problems for dental students. The addition of 30 dental assisting students will allow a greatly increased proportion of dental students being supported by a dental assistant (student) in clinic each day. Improved patient care, student and patient satisfaction, and ergonomics will result.

There are no other impacts anticipated from the proposed program. There is no duplication and no program will be deleted as a result of the new CDA program.

**Please describe the resources available and committed to the program, both in terms of one-time costs and ongoing operating costs. What tuition will be assessed for the program and what is the rationale for the tuition proposed? Does the college or school possess the resources required to implement and support the program (faculty teaching and supervision, administrative and other support, student funding, classroom space, infrastructure)? Will additional university resources be required, for example, library or laboratory resources, IT support? Has the Provost or the Institutional Planning and Assessment Office been involved in any discussions related to resources? Please attach a letter of support outlining the resource commitments that have been made to the new program.**

The College of Dentistry already possesses most of the resources and infrastructure required to implement and support the program. The key infrastructure items needed in any program are all the components of a complete preclinical simulation lab and a dental clinic (the physical spaces, 30 dental simulation units, a dental laboratory, clinical dental chairs, operator and assistant stools, delivery units, intra-oral lights, x-ray units, compressors, intraoral vacuum units, sterilization, dental equipment, dental instruments, dental sundries, etc). While the normal cost to establish a de-novo CDA program would normally be in the $Millions of dollars, the College already has all of this infrastructure in place, including the necessary classroom space. No additional library, laboratory, or IT support is needed.

Further, The College has 8 certified dental assistants on staff (5 in a chairside assisting role) and has now reassigned the duties / salaries of 1.5 EFT dental assistants to provide instruction in the CDA program. Only one additional instructor is required for the program.

Additional one-time expense items include student lockers ($26,000.00), student instrument kits ($45,000.00) and initial program advertising ($4,500.00). Student tuition has been set at $12,000.00 for the 10-month program. This level of tuition is intermediate to that charged across Canada (see table below).

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| **Institution** | **Total Tuition** |
| **CDI College** | $16,639.00 Books & Supplies = $1,860.97 |
| **Colombia College** | $18,605.00 |
| **KDM Dental College International** | $18,688.00 |
| **NAIT** | $8,340 Books/Supplies = $4,776 |
| **Saskatchewan Polytechnic** | $8,200.00 |
| **Vancouver Community College** | $4717 Other costs = $4775 |
| **Red River College** | $3816.00 Books/Supplies $1125.00 |

USask Tuition = $12,000

The Provost and the Institutional Planning and Assessment Office have been consulted and have provided start-up financial support for the new program (see below).

From: PCIP Info Email

Sent: Friday, April 20, 2018 10:26 AM

To: Brothwell, Douglas

Cc: Vannelli, Anthony; VP Finance and Resources; Rigby, John; Thomarat, Jacquie;

Freeman, Jen; Summers, Terry; Fuglerud, Kevin; PCIP Info Email

Subject: 2018/19 Tuition-bridge Funding

This email is being sent on behalf of John Rigby, associate provost, institutional planning and assessment (IPA)

Good morning Dean Brothwell,

I am writing today on behalf of the Provost’s Committee on Integrated Planning (PCIP).

On April 2, 2018, PCIP met and discussed the College of Dentistry requests for Tuition-bridge Funding for 2018/19.

PCIP has approved a total allocation of $135,000 to the college to be distributed to the following areas as costs are incurred:

1) Dental Assistant Program - $50,000 was approved; and,

2) Combined PhD/DMD and the International Dental Degree Program – $85,000 was approved.

PCIP encourages the college to differentiate the Dental Assistant Program from the University of Regina and Saskatchewan Polytechnic offerings.

These funds are one-time and are provided on the understanding that the costs they are defraying will generate incremental tuition revenue in 2018/19. Please provide reporting to IPA by January 31, 2019, to verify these expenses are being incurred in 2018/19. If, for unforeseen circumstances, supporting

expenses are not incurred in 2018/19, PCIP will allow a one-year deferral to access these funds upon receipt and approval of an exemption request by January 31, 2019.

Doug, as dean of the College of Dentistry, you will assume responsibility for allocating these resources in alignment with the funding proposal. PCIP delegates to your office the responsibility for specific allocation and management of these resources.

PCIP would like to remind you that numerous supports internal to the university exist to assist you with this initiative, and we look forward to supporting your efforts. Jen Freeman, Manager, Financial Strategy and Planning, IPA, will be in touch with your office to arrange for the transfer of funds.

The members of PCIP thank you and your colleagues for your work.

Regards,

John

John M. Rigby Ph.D.

Associate Provost

Institutional Planning and Assessment

Ph: (306) 966-1827

**Please describe the risks, assumptions, or constraints associated with initiating this new program at this time. Has a risk analysis of this program been conducted, relative to the probable success of the program and those factors that impact on the likelihood of success? What risks are associated with not proceeding with the program at this time?**

A preliminary risk assessment of the College of Dentistry identified several threats, including insufficient budget to meet the needs and strategic plans of the Dental College. Risk analysis specific to this program determined that operation of the program helped to mitigate the financial risks to the College as the tuition revenues surpass the operating expenses of the program. The risk associated with NOT operating the program include lost net revenue, continued poor assistant to student ratios, and continued acute labor shortage in the availability of dental assistants to meet the oral health needs of the Province.

**What is the anticipated start date of the program? What considerations apply to the start date, including changes within the Student Information System?**

The start date of the CDA program was September 4, 2018. As previously stated, the 30 students that entered the program in Sept 2018 are enrolled as SAIT students and will receive a SAIT Certificate upon successful completion of the program. This proposal is to establish a new Certificate in Dental Assisting at the University of Saskatchewan, and to enroll students in the USask Certificate program in September 2019.