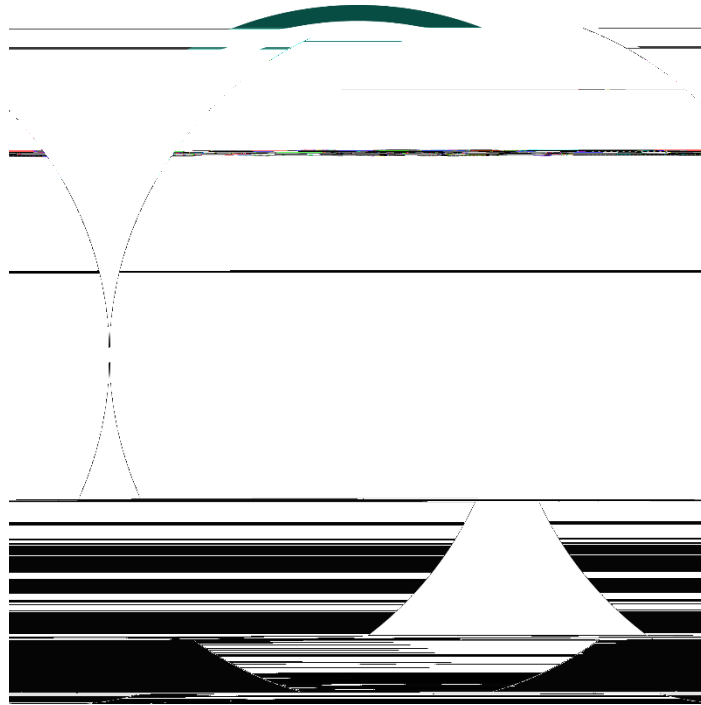


JACKSONVILLE UNIVERSITY  
BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCES

Master of Science in Dentistry and Certificate in  
Comprehensive Oral Implantology Program



RESIDENCY SITE & SITE SUPERVISOR HANDBOOK

2024 - 2025

The policies stated in this handbook are consistent with Jacksonville University policies but are set forth in terms that are more specific so the residents enrolled in the Master of Science in Dentistry and Certificate of Comprehensive Oral Implantology Program will have a concise statement of expectations.

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Supervisors' beliefs regarding person, environment, health and wellness, professional practice, oral implantology education, and teaching- learning. The philosophy reflects the mission statements of Jacksonville University and the Comprehensive Oral Implantology program.

Comprehensive oral implantology is an art and science, which facilitates health promotion in individuals, families, and communities. Critical thinking and the application of theory and research are inherent in the comprehensive oral implantologist's role and provide the basis for judicious decision-making, problem-solving, and health planning. Comprehensive oral implantologists embrace values, behaviors, and recognized standards that are the foundation for ethical practice.

Comprehensive oral implantologists use critical thinking and problem solving to assess, design, manage and evaluate care in collaboration with clients and other health professionals. The comprehensive oral implantologist is accountable for the delivery of competent, cost-effective care that will result in expected outcomes.

The course instructors and residency site supervisors believe that curricular progression fosters professional socialization for future roles and responsibilities within the global oral health community. As residents learn and mature in comprehensive oral implantology knowledge and ability, they enter practice as competent oral implantologists adept in the use of information and health care technology, provide leadership to promote and improve health, and aspire to life-long learning and achievement.

Learning is viewed as a life-long process facilitated by creative thinking and creative inquiry. Course instructors and residency site supervisors view teaching as a process that actively engages the resident. Clearly defined learning objectives are accomplished through the expert blending of interactive, clinical methods and classroom approaches. Residents are responsible for their own learning and achievement of outcomes. Course instructors and residency site supervisors s



< A Diplomate of the American Board of Oral Implantology/Implant Dentistry





- < Zygomatic/Pterygoid Implants (Exposed/Observed)
- < Ramus Frame Implants (Exposed/Observed)
- < Tatum Vascularized Osteotomies (TVO), (Exposed/Observed)
  - o Understand the Concept of:
  - o Soft Tissue Grafts (Allograft, Alloderm, Autograft)
  - o Pedicle Graft Approach
  - o Large Flap Approach
  - o Palatal Flap Approach
  - o Tunnel graft Approach.
  - o Wet/Dry Lip Line Approach
  - o Extra Oral Under the Nose Approach

## ADMISSION POLICIES

Admission is open to qualified people of any race, color, religion, and national or ethnic origin. The Master of Science in Dentistry and Certificate in Comprehensive Oral Implantology program has its own admission process that is distinct and separate from that of Jacksonville University's other degrees and programs. It is a highly selective process. Each year, no more than fifteen (15) new residents are admitted to the program.

Applications for admission to the program will be evaluated on the strength of their academic and professional record. As this is a self-directed application, it is the applicant's sole responsibility to ensure the application is completed and received on a timely basis.

### JU APPLICATION CRITERIA:

- < Doctor of Dental Surgery (DDS) / Doctor of Dental Medicine (DMD), or equivalent
- < US National Board scores Part I & Part II
- < Letters of recommendation (2) from:
  - o Chair or Dean of your Dental School
  - o Dental School Faculty, or Professional Colleague who can attest to the character and background of the applicant
- < Mandatory personal essay (max. 500 words). Describe how you are prepared to succeed in this rigorous MSD and residency program.
- < Self-recorded video. Between 5-20 minutes in length. Prompts:
  - o Introduce yourself and provide a summary of your education and experience
  - o Why are you interested in the field of Comprehensive Oral Implantology?
  - o Why are you choosing to enter a FT 3-year residency program and earn an MSD?
  - o What are your goals upon graduating from this program?
  - o Ranked list of top 3 residency locations
- < In-person or virtual interview with Clinical Residency Site Director

In addition to the above criteria, international dental students must also provide:

- < A U.S. or Canadian Dental Degree or the educational equivalent as determined by the Program Director
- < TOEFL scores above the 90th percentile (270 computer, 610 paper)
- < Current US Visa (in case of an interview)

## ACCEPTANCE AND REQUIRED DOCUMENTATION

Upon acceptance into this program, future residents are required to do the following to secure their spot in the upcoming class.

- < Confirm your acceptance
- < Pay the deposit
- < Provide documentation of active malpractice and professional liability insurance
- < Copy of Dental License
  - o If accepting a residency in a different state than where you are licensed, provide proof that you have applied for a dental license in the state where your clinic is located
- < Health Records:
  - o MMR titer
  - o Varicella titer
  - o PPD
  - o Hep titer
  - o Proof of tdap within 5 years
- < Passed Background Check and Drug Screen (paid for by applicant/resident)
- < ACLS/BLS card (front/back) showing expiration date (if this is produced, part of Moderate Sedation I may be waived)
- < Moderate/Conscious Sedation current card/permit
- < Signed Forms:
  - o Resident Handbook Acknowledgement
  - o Consent to Use Resident Work
  - o Latex Consent
  - o Moderate Sedation I & II Commitment and Travel Acknowledgement

## REQUIRED DOCUMENTATION

### BASIC LIFE SUPPORT/CPR

All residents must have a current BLS/CPR card. A copy of their current card (front and back) must be on file with Jacksonville University prior to the start of the program. Note: Advanced Cardiovascular Life Support training will take place in the first semester.

### HEALTH AND IMMUNIZATIONS

Residents are required to adhere to certain public health requirements. A health screening is required and immunization records, including results from TB t792 re28cnOf1immuniza(co)-6(rd)7(s, )-11(inc)2



## PROGRAM COMPLETION

To receive their diploma, residents at a minimum must:

- < Have a grade point average of B or higher
- < Complete all patient care related administrative duties
- < Complete their capstone project

## GRADING

Grades given are based on acquired points rather than percentages. The grade equivalent is discussed in the syllabus for each course.

### Grading Scale:

A	90.00 – 100
B	80.00 – 89.99
C	



- < Labor Day
- < Veterans Day
- < Thanksgiving Holiday Break
- < Winter Holiday Break
- < Dr. Martin Luther King Day
- < Memorial Day
- < Juneteenth

The specific dates are issued by the Office of the President at the beginning of each new academic year. Spring and Winter breaks identified in the Jacksonville University academic calendar do not apply to residents participating in the Comprehensive Oral Implantology program.

#### MATERNITY/PATERNITY LEAVE POLICY

Residents may request to take up to 6 weeks of maternity leave. Independent of the duration of parental leave, residents will be required to perform remediation in both didactic and clinical coursework which may include performing clinical remedial tasks beyond the duration of their residency if the clinical schedule so dictates. The Program Director, with the aid of course instructor and clinical site supervisor, will design an individualized course of remediation.

#### DISABILITY SUPPORT SERVICES

If a resident seeks assistance or requests "reasonable accommodations" under the ADA Section 504 Act, they must provide complete medical and/or psychological documentation to the Director for Disability Support Services. Documentation must be current – not more than three years old. Requests for "reasonable accommodations" must be completed in a timely manner so course instructors/directors can plan for the accommodations. Residents with disabilities are responsible for maintaining the same academic levels as other residents, maintaining appropriate behavior, and providing timely notifications of special needs. Residents must request "reasonable accommodations" each semester of enrollment to receive the accommodations. Contact Olga Lucia Flórez, M.Ed., M.P.A.

residents working together, unless the group project is approved by the instructor in advance. It is permissible for residents to discuss with one another the requirements of an assignment and to explore ways in which to complete the assignment. When a resident uses an idea or concept created by another resident, it must be cited just as any other idea or concept is cited. For group projects, collaboration between class members is vital to the successful completion of the assignment. Sources used to fulfill requirements must be included in the bibliography or reference section of the assignment.

If there are any questions regarding professional and/or academic honesty, residents must seek clarification from the course instructor and/or residency site supervisor in a timely manner and the course instructor and/or residency site supervisor are to provide guidelines that are precise and unambiguous. Residents are to conduct themselves in a professional manner at all times. Any resident who is judged to be discourteous, rude, profane, or hostile to course instructors, staff, residency site supervisors or fellow residents will be reported immediately to the Program Director regarding continuation in the program and an appearance before the Disciplinary Committee.

Academic misconduct is defined as any form of cheating, including:

- < Concealed notes during exams
- < Copying or allowing others to copy from an exam
- < Residents substituting for one another in exams
- < Submission of another person's work for evaluation
- < Preparing work for another person's submission
- < Unauthorized collaboration on an assignment
- < Submission of the same or similar work for two courses without the permission of the professors
- < Plagiarism

Such conduct may be subject to disciplinary action including:

- < Penalizing a resident's grade on the assignment or examination in question
- < Assigning a failing course grade
- < Dismissal from the University (in cases of especially egregious or repeated offenses)

Course instructors and residency site supervisors regard all incidents of academic misconduct as major offenses that merit disciplinary action. Course instructors and residency site supervisors will handle each case of academic misconduct in accordance with their own course policy. In the spirit of academic freedom, no further action is required from the instructor or supervisor following the action taken in response to the incident of academic misconduct if the resident agrees to the penalty. However, it is strongly recommended that course instructors and residency site supervisors report all incidents of academic misconduct to the Provost, with

and/or Dean of the Academic Unit from which the appeal originated. The Program Director and/or Dean shall then form a five-person appeal committee along the same guidelines used for



## USE OF RESIDENT CREATED MATERIALS

Written permission must be obtained before course instructors, residency site supervisors, and other administrators may use materials created by residents (written assignments, non-patient related PowerPoint material). Patient PowerPoints are considered part of the patient's record and may be used by course instructors, residency site supervisors, administrators and residents in teaching and in external peer-attended presentations while they are a resident or employed by Jacksonville University. Each resident will be asked to sign the "Consent to Use Resident Work" at the beginning of the academic year and has the right to refuse to do so (Appendix D). Signed forms are filed in the individual's resident file. If a resident exercises the right to refuse to sign the form, course instructors and residency site supervisors can request permission to use materials on an individual, project-by-project basis.

## PERFORMANCE ASSESSMENTS

Feedback about the University is obtained when the third-year residents undergo an exit survey to solicit input regarding all aspects of the Program and is required in order to graduate and receive a diploma.

In compliance with the current Commission on Dental Accreditation (CODA) standards, the Program Director will schedule virtual meetings with the class cohort two times per semester. At a minimum, these meetings will take place at the midterm point and towards the end of the term.

Residency Site Supervisors and the Program Director will meet prior to the start of each semester to discuss the didactic coursework the residents will be undergoing during that semester and the expectations of their clinical experience during that term.

- < Residents are evaluated by course instructors and residency site supervisors at a minimum of twice per semester through individual course grades. Each resident's residency site supervisor will also submit an online Resident Evaluation Form at a minimum of once per semester.
- < Course Instructors are evaluated by residents through the online Individual Course Evaluation, and by the Program Director once a semester using the online Course Instructor Activity Assessment Report.
- < Site Supervisors are evaluated by residents through the online Individual Course Evaluation, and by the Program Director once a semester using the online Course Instructor Activity Assessment Report

requisite standards in either the academic components of the program, or the clinical components of the program, may disqualify the resident from continuing in the program. Moreover, if a resident commits a terminable offense in the clinical setting, the resident will also be dismissed from the program. Similarly, if the resident is dismissed from the program for academic or misconduct reasons, the resident will likewise be terminated from assisting at the clinical site.

If a Residency Site determines that further participation by the resident in the Residency Program is disruptive or detrimental or a resident's performance is not satisfactory, the Residency Site will inform the Program Director of this determination. The Program Director will review the incident and either apply the appropriate sanction on the resident or refer the incident for review by the Jacksonville University Disciplinary Committee.

If the determination is found to be reasonable, the resident may be withdrawn from the Residency Site. Such withdrawal from the Residency Site may result in the resident being withdrawn from the Comprehensive Oral Implantology program. At the discretion of the Program Director, Residency Site Supervisor, and designated Course Instructor, any persistent deficiencies will be considered critical and may result in remedial assignments, academic probation, or a failing grade. Each resident will be required to attend an orientation with their Residency Site Supervisor regarding the residency site's rules and protocols including treatment of patients among other things. Residents will learn based on the clinical needs of their assigned patients, which may include elements of general dentistry and oral implantology.

#### CLINICAL PERFORMANCE

Residents will be graded in all aspects of clinical oral implantology. Behaviors constituting a clinical failure include, but are not limited to:

- < Using mood altering substances (drugs or alcohol) within 12 hours of clinical care;
- < Violation of patient confidentiality policies;
- < Failure to abide by course instructor instructions;
- < Misrepresenting themselves;
- < Performing any procedure or intervention without

- < Bio-ethical considerations;
- < Standardization and sufficiency of clinical data; and
- < Accreditation requirements.

No treatment may be initiated until a treatment plan has been developed and signed by the Residency Site Director.

#### RESIDENCY SITE SUPERVISOR SIGNATURES

The following is a list of comprehensive oral implantology procedures or stages of treatment that must be supervised as well as requiring a residency site supervisor's co-signature.

- < Unauthorized use of supplies: e.g., treating patients in the clinic who were not clinic patients, often collecting a fee from the patient and keeping this fee for themselves;
- < Billing the clinic for lab work that was then used either outside of the clinic or within the clinic on a resident's private patient;
- < Duplicating clinical records for a resident's personal use; and
- < Other similar unprofessional, unethical, and unacceptable behavior.

Residents of the Jacksonville University Master of Science in Dentistry and Certificate in Comprehensive Oral Implantology

COMMITTEES AND COMPLAINTS  
RESID

The Disciplinary Committee will promptly make its findings and recommendations available to the Program Director for final adjudication. The Program Director will promptly inform the resident of the determination or refer the case to the Dean of Students.

#### PROCEDURE FOR MANAGING PATIENT COMPLAINTS

Should questions, disputes, and problems of any type arise by any patient or parent, the appropriate procedure is for the resident to attempt to resolve the issue first with the aid of the Residency Site Supervisor. If this fails, the Program Director should be consulted for further action toward resolution of the issue.

#### PROCEDURE FOR MANAGING INTERPERSONAL COMPLAINTS AND GRIEVANCES

Should questions, disputes, problems, etc. of any type arise, between a resident and any staff, residency site supervisor, or course instructor involved in clinical activities, the appropriate procedure is to attempt to resolve the issue first by consulting with that individual. If the issue remains unresolved, the next step is to discuss the issue with the Program Director before making a formal complaint.

#### STUDENT GRIEVANCE POLICY

The Brooks Rehabilitation College of HealthCare Sciences Student Grievance Policy covers any issues within the College (Appendix H).

#### REQUIRED RECORD OF COMPLAINTS

The Program must retain a record of resident's complaints related to CODA's standards and/or policies.

#### SEXUAL HARASSMENT

Jacksonville University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is inimical to this and will not be tolerated. Sexual harassment subverts the mission and the work of the University, and can threaten the career, educational experience, and well-being of all involved. Sexual harassment also constitutes a form of illegal sex discrimination. Jacksonville University will enforce the University policy on Sexual Harassment. The entire Title IX policy can be found at <https://www.ju.edu/titleix/>.

#### COOPERATIVE AGREEMENT WITH RESIDENCY SITES

Jacksonville University and the Residency Sites choose to participate in a cooperative program of instruction and residency experience for residents that is aimed at fulfilling the clinical components of the Comprehensive Oral Implantology Program.

#### JACKSONVILLE UNIVERSITY RESPONSIBILITIES TO RESIDENCY SITES

The Residents assigned to each Residency Site will be determined by Jacksonville University's Oral Implantology Enrollment Committee. The Enrollment Committee will be comprised of the Program Director, with a minimum of one course instructor and one residency site supervisor, among others designated by Jacksonville University.

Resident information will be shared with the residency sites prior to the start of the residency. Additionally, before each semester begins, the Program Director in collaboration with Jacksonville University will provide the residency sites with detailed curricular materials,









IMPD 701	Clinical Practicum	4
Total Semester Credits		10
IMPD 608	Digital Laboratory Technology	2
IMPD 624	Bone Augmentation and Guided Bone Regeneration	2



IMPD601 Diagnosis and Treatment Planning I (1 cr.)

This course provides a historical perspective on implantology; the goals of treatment; and an understanding of the diagnostic and treatment modalities necessary to properly treat patients requiring implant dentistry. Residents learn to determine their patients' needs, desires, motivations, and goals; provide an organized app4860 g/GS8 gst2 792 (o)-5( )-8(pr)4(o)- dtno , TJ4(o)-7(u)77(







### IMPD617 Periodontal Aspects of Implant Dentistry and Peri-implantitis Prevention and Treatment (1 cr.)

An in-depth correlation between the surrounding tissues of teeth and endosteal implants is taught and a current review of periodontal therapy/treatment/surgical procedures presented. An understanding of the etiology of the condition of peri-implantitis, including its etiology and treatment is also studied. Additionally, identification and treatment of peri-implant mucositis and peri-implantitis, treatment of defects around implants, guided bone regeneration (GBR) principles, and radiographic and intra-oral evaluation and diagnosis is reviewed.

### IMPD628 Esthetic Implants and Mastering Anterior Esthetics CAD/CAM Ceramics (1 cr.)

Residents are taught restorative esthetics within relationship guidelines to smile design that is based on skeletal form, as well as masticatory and speech function. Immediate implants in the esthetic zone and the management of potential esthetic pitfalls, along with the management of osseous and soft tissues with delayed restorations are also a part of this course. Restorative dental materials, such as ceramics, are taught and discussed. Residents learn to treat patients at any stage of dental health, with general health permitting, to restore the patient to normal contour, comfort, function, esthetics, and health.

### IMPD700 Resident's Round Table (1 cr.)

Residents will present cases to their peers and course instructors for analysis and discussion. An online forum for case presentation will provide a shared experience among the residents to develop clinical acumen.

### IMPD701 Clinical Practicum (variable cr.)

Residents see clinic patients under the direction of the Clinic Director and can practice at the level of their license and experience as observed by the director. In this course, residents elevate their practice skills from the level of a general dentist to the level of an ABOI/ID Diplomate.

### IMPD618 Advanced Procedure Instruction and Management of Complications (1 cr.)

This course covers advanced implant procedures including nerve repositioning and extra oral augmentation. Additionally, management of surgical and prosthetic complications is taught with an emphasis on proper planning to prevent complications. Revision therapy, prosthetic fabrication, and problem solving with resolution are also taught. Auto-immune, degenerative, and other chronic conditions that influence general health, treatment planning and diagnosis are covered as well to restore the patient back to maximum oral and physical health.

### IMPD681 Overview of Head, Neck, and Plastic Surgery Surgical Procedures (1 cr.)

An in-depth understanding of head and neck surgical procedures including cancer related surgeries and plastic surgery is demonstrated through exposure to current procedures being performed. Residents learn about different types of head and neck pathology that require surgical intervention. A working awareness of the related surgeries, in and surrounding the oral masticatory process, are presented to residents for exposure and the pursuit of further knowledge.



IMPD625 Laser Therapy, Computer Assisted Surgery, and Utilization of Artificial Intelligence in Medicine Dentistry (1 cr.)

An overview of different types of lasers in dental therapy, specifically for hard and soft tissue surgery, and their application to restore a patient back to maximum oral and physical health, is covered in this course. Computer guided surgery philosophy and techniques for single to full arch implant surgeries are also presented. Exposure to robot assisted surgery, for the same reason, is separately presented with an overview of the software and hardware used. Additionally, artificial intelligence and its developing role within the medical field is discussed.

IMPD700 Resident's Round Table (1 cr.)

Residents will present cases to their peers and course instructors for analysis and discussion. An online forum for case presentation will provide a shared experience among the residents to develop clinical acumen.

IMPD701 Clinical Practicum (variable cr.)

Residents see clinic patients under the direction of the Clinic Director and can practice at the level of their license and experience as observed by the director. In this course, residents elevate their practice skills from the level of a general dentist to the level of an ABO course, re of their I of f thei7st



## APPENDIX B

### CLINICAL RESIDENCY REQUIREMENTS GLOSSARY

Dental Implant

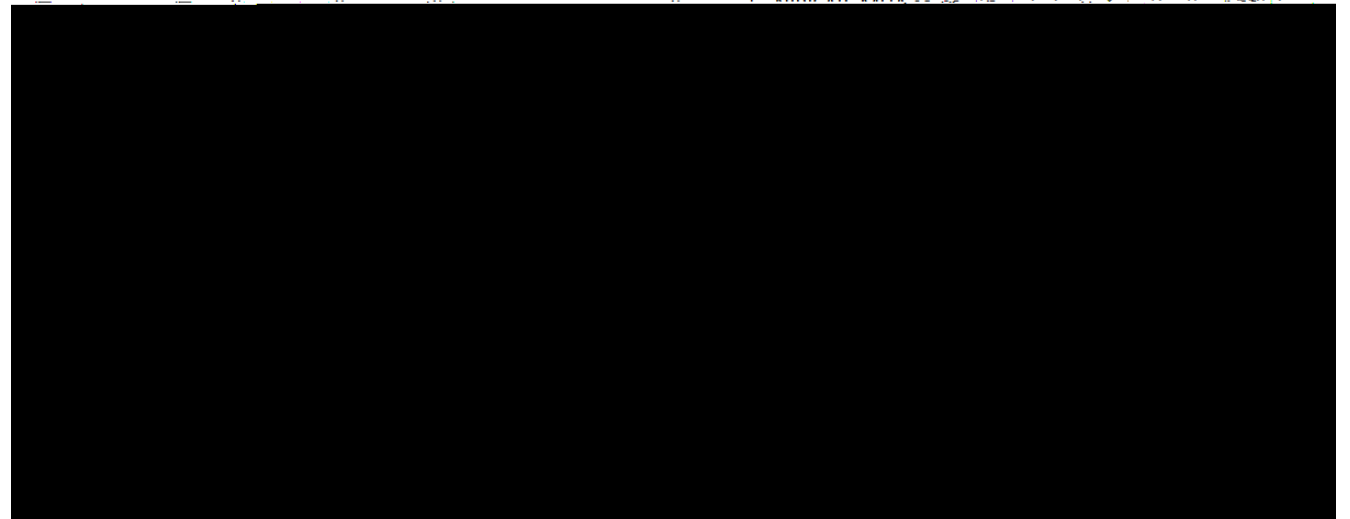




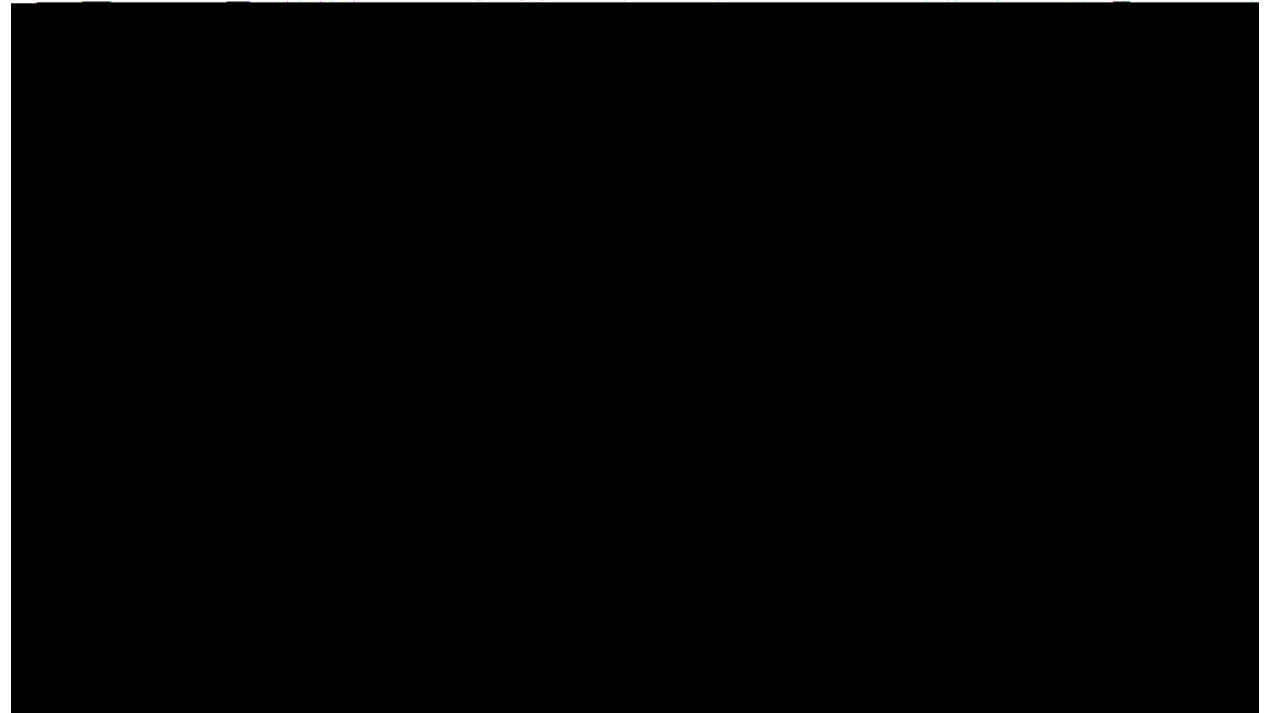
# APPENDIX C

## CURRICULUM MAP TO RESIDENCY REQUIREMENTS

Course	Comprehensive Oral Implantology Curriculum Map to Residency Requirements			Residency Requirements								
	IMPD 702	IMPD 700	IMPD 701	IMPD 601	IMPD 612	IMPD 604	IMPD 610	IMPD 606	IMPD 609	IMPD 605	IMPD 608	IMPD 624
<b>Courses in Support of the Overall Program</b>												
1. Implant Placement (100 total in 3 years)	x	x	x									
2 a. Sinus Grafts: Lateral sinus augmentation (7)												
b. Crestal sinus (12)												
i. Includes sinus floor elevation												
ii. Includes crestal sinus augmentation												
3 Immediate Implants: 30 these may be part of the 100 total implants placed	x	x	x									
4 Horizontal/Vertical Bone Augmentation (20)	x	x	x									
5 Full Arches 6 with final retraction (includes multiple bridge)												



Course	Comprehensive Oral Implantology Curriculum Map to Residency Requirements			Residency Requirements								
	IMPD 610	IMPD 606	IMPD 609	IMPD 605	IMPD 608	IMPD 624	IMPD 611	IMPD 613	IMPD 614	IMPD 615	IMPD 616	IMPD 617
1. Implants Placed (100 total in 3 years)	x	x	x	x	x							
2 a. Sinus Grafts: Lateral sinus augmentation (7)												
b. Crestal sinus (12)												
i. Includes sinus floor elevation												
ii. Includes crestal sinus augmentation												
3 Immediate Implants: 30 these may be part of the 100 total implants placed	x	x	x	x	x							
4 Horizontal/Vertical Bone Augmentation (20)	x	x	x	x	x							
5 Full Arches 6 with final retraction (includes multiple bridge)												
6 Immediate Placement/Immediate Load (15 any combination of, and may be included in the 100 total)	x	x	x	x	x							



	Esthetic Implants and	Laser Surgery, and	Overview of	Advanced	Overview of	Overview of	Overview of
	Mastering	Advanced	Overview of	Overview of	Overview of	Overview of	Overview of
	IMPD	IMPD	IMPD	IMPD	IMPD	IMPD	IMPD
5	703	675	628	618	681	62	
Courses in Support of the Overall Program							
	x		x	x			x
1. Implants Placed (100 total in 3 years)							
2. Class: Crestal Sinus Augmentation							
des crestal sinus augmentation							
ii. Incl							
4. Horizontal/Vertical Bone Augmentation (20)							
Full Arches 6 with final restorations (includes multiple bridges)							
5. NIBSAB, MUA screw down hybrids, 4 on the floor MUA bar over							
dentures)							
8. Lateral Nerve: Exposed/Observed							
9. Subperiosteal Mandibular Ridge Implants: Exposed/Observed							
10. Zvonamatic/Pter							
grafts (Allograft, Alloderm)							
13. Understand the Concept: Soft Tissue Gr							
14. Understand the Concept: Periodic Graft							
15. Understand the Concept: Tissue Augm							
16. Understand the Concept							
18. Understand the Concept: Wet/Dry Lip Line Approach							
19. Understand the Concept: Extra-Oral Under-the-Nose Approach							





## APPENDIX D

### MODERATE SEDATION ACKNOWLEDGEMENT

Having a current Moderate Sedation or IV Sedation Permit in the State where their Residency Site is located is required of all Comprehensive Oral Implantology residents and must be provided to Jacksonville University before the end of the first academic year. To ensure that all residents possess this credential, two moderate sedation training courses are included in the program's curriculum.

IMPD604 Moderate Sedation I (2 cr.). This course is in a hybrid format with online didactic classes and on-site training at Miami Valley Hospital in Dayton, Ohio.

The course includes an introduction to sedation, levels of sedation, management of the medically compromised patient, airway management, patient monitoring, management of medical emergencies, advanced cardiovascular life support, venipuncture, and pharmacology leading to an understanding of conscious sedation. In addition to didactic instruction in moderate sedation, residents will practice scenarios in a simulation center, building competence in compromised airway management.

Residents who are ACLS certified and can provide proof may be exempt from this aspect of the course.

IMPD610 Moderate Sedation II (2 cr.). This course takes place at designated clinical site where residents will gain clinical experience to satisfy their state's requirements for a moderate sedation permit. Residents are required to attend the clinical training. Jacksonville University will provide dates and locations.

This course reviews levels of sedation, airway management, patient monitoring, management of medical emergencies, venipuncture, and pharmacology leading to an understanding of conscious sedation. Following the Moderate Sedation I course, residents will receive sufficient clinical experience at an accredited clinical site to demonstrate competency in those techniques including clinical administration of conscious sedation on a minimum of 20 patients.

I acknowledge that I understand that I am required to travel to Jacksonville University to attend the Moderate Sedation 1 training; travel to the assigned clinic to complete Moderate Sedation 2; and am required to have a Moderate Sedation Permit in the state where I am practicing before the end of the first academic year.

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Resident Signature

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Resident Printed Name

Date \_\_\_\_\_

## APPENDIX E

I have received a copy of the 2024-2025

## APPENDIX F:

### ACADEMIC CALENDARS

Jacksonville University academic calendars can be viewed at this website.

<https://www.ju.edu/registrar/calendar/index.php>

APPENDIX G:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NUMBER OF DAY REQUESTED: \_\_\_\_\_

DATES REQUESTED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR REQUEST (vacation, medical leave, personal day off, etc.):

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RESIDENT'S / COURSE INSTRUCTOR'S SIGNATURE:

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SUPERVISOR'S USE ONLY

APPROVED: YES\_\_\_ NO\_\_\_

ADEQUATE COVERAGE: YES\_\_\_ NO\_\_\_

COVERED BY: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_





administrator and three students appointed by the Dean will serve on the committee. If a course instructor on the grievance committee is involved in the current grievance, the Dean will appoint a replacement.

6. All relevant documents must be provided to the committee.
7. The Student Life administrator will serve as chair. A Program course instructor will serve as recorder and keep minutes of the proceeding.
8. The time and date of the hearing shall be provided to each individual in writing at least 10 days prior to the meeting.
9. Members of the committee must hold all proceeding information as confidential.
10. Members of the committee will have 3 business days to review all documentation.
11. A private hearing will be conducted.
12. All parties involved will be allowed to attend all parts of the hearing.
13. Both parties may have an advisor that is a member of the JU community attend at their own expense. The advisor must not be an attorney.
14. Witnesses may be called for information or questions by the committee. Witnesses are only permitted to attend the part of the hearing in which they will be questioned.
15. The Dean will retain all documentation and minutes of the procedures.
16. The hearing will be recorded, and this recording is the property of the University.
17. Committee deliberations will not be recorded.
18. All members of the committee are permitted to ask questions of both parties. The chair of the committee will determine procedural questions.
19. A majority consensus of the committee towards a resolution will be provided to the Complaining party, other involved parties, and the Dean.
20. The decision of the committee is final.

Should a student wish to appeal the decision made by the Committee the process is as follows:

1. Discuss the matter directly with the Provost.
2. The Provost will review the case and determine any additional action that should occur based on this review and the recommendation of the appeals committee.







