



# STATE OF IOWA

## IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

MELANIE JOHNSON, J.D.  
EXECUTIVE DIRECTOR

Revised 10/17/13  
New information in red

### IOWA DENTAL BOARD

#### AGENDA

October 31, 2013

**Location:** Iowa Dental Board, 400 SW 8<sup>th</sup> St., Suite D, Des Moines, Iowa

**Board Members:** *Steve Bradley, D.D.S., Board Chair; Steven Fuller, D.D.S., Board Vice Chair; Matthew McCullough, D.D.S., Board Secretary; Kaaren Vargas, D.D.S.; Tom Jeneary, D.D.S.; Mary Kelly, R.D.H.; Nancy Slach, R.D.H.; Diane Meier, Public Member; Lori Elmitt, Public Member*

#### THURSDAY, October 31, 2013

##### Committee Meetings:

9:00 a.m. **EXECUTIVE COMMITTEE** (*Bradley, Fuller, McCullough, Kelly*)

9:30 a.m. **DENTAL HYGIENE COMMITTEE**  
(*See Separate Committee Agenda*)

**Open** *Kelly, Slach,  
McCullough*

##### Board Meeting:

10:30 a.m. **OPEN SESSION**

**Open** *Full Board*

**I. CALL MEETING TO ORDER – ROLL CALL** *Steve Bradley*

**II. 1<sup>ST</sup> OPPORTUNITY FOR PUBLIC COMMENT**

**III. APPROVAL OF OPEN SESSION MINUTES**

- a. August 1-2, 2013 Quarterly Meeting
- b. September 13, 2013 Telephonic Meeting
- c. September 20, 2013 Telephonic Meeting
- d. Bell Reinstatement Hearing Minutes (August 1, 2013 & September 13, 2013)

**IV. REPORTS**

a. **EXECUTIVE DIRECTOR'S REPORT** *Melanie Johnson*

b. **LEGAL REPORT** *Sara Scott*

c. **ANESTHESIA CREDENTIALS COMMITTEE REPORT** *Kaaren Vargas*

1. Recommendations re: Moderate Sedation Permit Applications (*See Separate Committee Agenda*)
2. Recommendations re: General Anesthesia Permit Applications (*See Separate Committee Agenda*)
3. Recommendation re: Adopted and Filed –Final Amendments to Chpt. 29, “Sedation and Nitrous Oxide Inhalation Analgesia” (NOIA ARC #1008C, 9/4/13 IAB) (10/17/13 new agenda item)
4. Other Committee Recommendations, If Any

**d. CONTINUING EDUCATION ADVISORY COMMITTEE REPORT**

*Lori Elmitt*

1. Recommendations re: Continuing Education Course Applications (*See Separate Committee Agenda*)
2. Recommendations re: Continuing Education Sponsor Applications (*See Separate Committee Agenda*)
3. Other Committee Recommendations, If Any

**e. BUDGET REVIEW COMMITTEE REPORT**

*Steven Fuller*

1. Review of Quarterly IDB Financial Report (10/17/13 new material)
2. Annual Fee Review
3. Other Committee Recommendations, if any

**f. EXECUTIVE COMMITTEE REPORT**

*Steve Bradley*

**g. LICENSURE/REGISTRATION COMMITTEE REPORT**

*Matt McCullough*

1. Actions Taken by Committee on Applications
2. Pending Licensure/Registration Applications, If Any – Will Be Discussed Under Agenda Item VIII (10/17/13 corrected agenda item cross reference)
3. Other Committee Recommendations, If Any

**h. DENTAL HYGIENE COMMITTEE REPORT**

*Mary Kelly*

1. Pending Dental Hygiene Applications, If Any – Will Be Discussed Under Agenda Item VIII (10/17/13 corrected agenda item cross reference)
2. Report RE: Actions Taken at Dental Hygiene Committee Meeting
3. Committee Recommendations, If Any

**i. DENTAL ASSISTANT REGISTRATION COMMITTEE REPORT**

*Steve Bradley*

**j. EXAMINATIONS REPORT**

1. CRDTS (Central Regional Dental Testing Service) - *Dental Steering*

*Steve Bradley*

*Committee Report*

- 2. CRDTS - *Dental Hygiene Examination Review Committee Report* *Mary Kelly*
- 3. CRDTS - *Dental Examination Review Committee Report* *Kaaren Vargas*

**k. IOWA PRACTITIONERS REVIEW COMMITTEE REPORT**

- 1. Quarterly IPRC report *Brian Sedars*

**V. ADMINISTRATIVE RULES**

- a. Adopted and Filed –Final Amendments to Chpt. 29, “Sedation and Nitrous Oxide Inhalation Analgesia” (NOIA ARC #1008C, 9/4/13 IAB) *Melanie Johnson*

**VI. LEGISLATIVE UPDATE**

- a. 2014 Schedule *Melanie Johnson*
- b. IDB Legislative Agenda

**VII. OTHER BUSINESS**

- a. Iowa Practitioner Review Committee Vacant Position (Board Appoints) *Steve Bradley*
- b. Anesthesia Credentials Committee Vacant Position (Board Appoints)
- c. Ad Hoc Examination Committee Vacant Position (Chair Appoints)
- d. Task Force RE: Oral Health Care Delivery in Nursing Homes (Chair Appoints)
- e. Public Health Supervision “Best Practices” Guide
- f. Infection Control Checklist \* (10/17/13 closed session notice)
- g. Request from College Student Aid Commission: Review of Muscatine Assist to Succeed School (dental assisting) (10/17/13 new material)
- h. Implementing Ad Hoc Expanded Functions Committee’s Recommendations
- i. Review of Revised FAQs for Website (10/17/13 new material)
- j. Board Strategic Planning Process
- k. Review of Approval Procedures for Expanded Functions Courses
- l. Performance Review Follow-up \*\*\*

**VIII. APPLICATIONS FOR LICENSURE /REGISTRATION & OTHER REQUESTS \***

- a. Ratification of Actions Taken by Executive Director on Applications Since Last Meeting *Melanie Johnson*
- b. Pending Licensure/Registration Applications\*
  - 1. Dana Hanson - Application for Dental Hygiene License *DHC Recommendation*

**IX. 2<sup>nd</sup> OPPORTUNITY FOR PUBLIC COMMENT**

*Steve Bradley*

**X. DISCIPLINARY HEARINGS\*\* - None**

**XI. \*CLOSED SESSION**

**Closed**

**XII. ACTION, IF ANY, ON CLOSED SESSION ITEMS**

1. Approval of Closed Session Minutes
2. Licensure/Registration Applications
3. Statement of Charges
4. Combined Statement of Charges, Settlement Agreement and Final Order
5. Settlement Agreements
6. Final Hearing Decisions
7. Final Action on Non-Public Cases Left Open (10/17/13 revised title)
8. Final Action on Non-Public Cases Closed (10/17/13 revised title)
9. Other Closed Session Items

**FRIDAY, NOVEMBER 1, 2013**

8:30 a.m.      **XIII. BOARD RECONVENES**      **Closed**      *Steve Bradley*

**XIV. DISCIPLINARY HEARINGS\*\* - None**

**XV. CONTINUE WITH ANY CLOSED SESSION AGENDA ITEMS**      **Closed**

**XVI. OPEN SESSION**      **Open**

**a. ACTION, IF ANY, ON CLOSED SESSION AGENDA ITEMS**

1. Approval of Closed Session Minutes
2. Licensure/Registration Applications
3. Statement of Charges
4. Combined Statement of Charges, Settlement Agreement and Final Order
5. Settlement Agreements
6. Final Hearing Decisions
7. Final Action on Non-Public Cases Left Open
8. Final Action on Non-Public Cases Closed
9. Other Closed Session Items

**b. OTHER OPEN SESSION ITEMS, IF ANY**

**XVII. ADJOURN**

**Next Quarterly Meeting: January 30-31, 2014**

If you require the assistance of auxiliary aids or services to participate in or attend the meeting because of a disability, please call the office of the Board at 515/281-5157.

\* These matters constitute a sufficient basis for the board to consider a closed session under the provisions of section 21.5(1), (a), (c), (d), (f), (g), and (h) of the 2013 Code of Iowa. These sections provide that a governmental body may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting to review or discuss records which are required

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Please Note: At the discretion of the Board Chair, agenda items may be taken out of order to accommodate scheduling requests of Board members, presenters or attendees or to facilitate meeting efficiency.

or authorized by state or federal law to be kept confidential, to discuss whether to initiate licensee disciplinary investigations or proceedings, and to discuss the decision to be rendered in a contested case conducted according to the provisions of Iowa Code chapter 17A.

\*\* Pursuant to Iowa Code section 272C.6(1) a licensee may request that their disciplinary hearing be held in closed session

\*\*\* Pursuant to Iowa Code section 21.5(1)(i) this follow-up discussion will be in closed session, at the request of the individual.



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EXECUTIVE DIRECTOR

### IOWA DENTAL BOARD

**DRAFT August 1, 2013 Minutes**  
**(Subject to final Board approval)**

**MINUTES**  
**August 1, 2013**  
**Conference Room**  
**400 S.W. 8<sup>th</sup> St., Suite D**  
**Des Moines, Iowa**

#### **Board Members**

	<b>August 1, 2013</b>
Steven Bradley, D.D.S.,	Present
Steven C. Fuller, D.D.S.	Present
Matthew J. McCullough, D.D.S.	Present
Thomas M. Jeneary, D.D.S.	Present
Kaaren G. Vargas, D.D.S.	Present
Mary C. Kelly, R.D.H.	Present
Nancy A. Slach, R.D.H.	Present
Diane Meier, Public Member	Present
Lori Elmitt, Public Member	Present

#### **Staff Members**

Melanie Johnson, Christel Braness, Phil McCollum, Brian Sedars, Dee Ann Argo, Janet Arjes

#### **Attorney General's Office**

Sara Scott, Assistant Attorney General

#### **Other Attendees**

Lori Brown, R.D.H., Iowa Dental Hygienists' Association  
Eileen Cacioppo, R.D.H.  
Carol Van Aernam, R.D.H., Iowa Dental Hygienists' Association  
Lynh Patterson, Delta Dental of Iowa  
Melissa Tangen, Delta Dental of Iowa  
Sheila Temple, R.D.H., I-SMILE  
Rachel Patterson-Rahn, R.D.H., I-SMILE  
Gayla Moore, R.D.H., I-SMILE  
Bob Russell, Iowa Department of Public Health  
Carol Van Aernam, R.D.H., Iowa Dental Hygienists' Association  
Kathy Thorsteinsch, R.D.H., St. Luke's Dental Health Center  
Angie Weiland, R.D.H., St. Luke's Dental Health Center  
Sue Hyland, R.D.H.  
Tom Cope, Iowa Dental Hygienists' Association

Eric Wagner, D.D.S., Iowa Dental Association, AGD  
 Michael Kanellis, D.D.S., University of Iowa College of Dentistry  
 Larry Carl, Iowa Dental Association  
 Jeannene Veenstra, Iowa Dental Assistants Association  
 Stephen Thies, D.D.S., Iowa Academy of General Dentistry

**I. CALL TO ORDER FOR AUGUST 1, 2013**

Dr. Bradley called the open session meeting of the Iowa Dental Board to order at 10:01 a.m. on Thursday, August 1, 2013. A quorum was established with all members present.

Roll Call:

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Present	x	x	x	x	x	x	x	x	x
Absent									

**II. 1<sup>st</sup> OPPORTUNITY FOR PUBLIC COMMENT**

Dr. Bradley asked everyone to introduce themselves.

Dr. Bradley allowed the opportunity for public comment.

Ms. Patterson-Rahn reported that she attended the Dental Hygiene Committee meeting earlier that morning. Ms. Patterson-Rahn commented on the proposed “best practice” model for public health supervision that was suggested as a means of addressing some of the concerns that some people had about the program. Ms. Patterson-Rahn stated that she was in favor of allowing each dentist to dictate the terms of the agreements into which they enter. Ms. Patterson-Rahn stated that all patients, who are seen through the public health supervision program, are referred regardless of the potential need for treatment.

Ms. Patterson-Rahn also commented on the issue of HIPAA (Health Insurance Portability and Accountability Act) and public health supervision. Ms. Patterson-Rahn was glad to hear that public health supervision does not appear to be a violation of HIPAA.

Ms. Moore stated that services are based on needs as determined through research and other data. Ms. Moore agreed with the proposal that will be coming forward from the Dental Hygiene Committee. Ms. Moore indicated that she is in regular contact with her supervising dentist.

Ms. Temple agreed with the previous comments. Ms. Temple reported that public health dental hygienists work with the patients and offices who are willing to provide care and services in order to attempt further dental care is provided as needed.

**III. APPROVAL OF OPEN SESSION MINUTES**

- *March 28, 2013 Telephonic Meeting Minutes*
- *May 9-10, 2013 Quarterly Meeting Minutes*

- *June 27, 2013 Telephonic Meeting Minutes*

Ms. Kelly noted that there was an error in the May 2013 minutes. There is a typographical error, where the word “problem” was used instead of “program.”

- ❖ MOVED by KELLY, SECONDED by MCCULLOUGH, to approve the March 28, May 9-10 and June 27 minutes with one proposed change to the May 9-10, 2013 minutes. There is one section of the minutes where the word “problem” needs to be replaced with “program.” Motion APPROVED unanimously.
- The Board Chair chose to take some agenda items out of order to accommodate scheduling requests of Board members, presenters and attendees and to facilitate meeting efficiency.

#### **IV. REPORTS**

##### AD HOC EXPANDED FUNCTIONS REVIEW COMMITTEE REPORT

Dr. Kanellis provided an overview of the task force and provided an update on the status.

Dr. Kanellis reported that the task force met on five (5) occasions. At the prior meetings, Dr. North provided an overview on the history of expanded functions. There were reviews for the quality of care provided, training, and what need there is among dentists for these services.

It was reported that Dr. Damiano just recently completed the survey inquiring about the need for expanded functions. The response rate was 58% of private practice dentists, specialists and general dentists. Of the dentists who responded to the survey, 55% of respondents reported that they use at least one of the currently-allowed expanded functions. Approximately 68% of respondents stated that they may use at least one of the newly proposed expanded functions. 43% of the respondents indicated that they would consider covering the cost of training for their dental auxiliary.

Dr. Kanellis indicated that the Dental Assistant National Board’s (DANB) website was a great reference in these discussions. Dr. Kanellis stated the task force also referred to other states, which allow dental assistants to perform similar functions.

Dr. Kanellis reported that the task force came to the following conclusions:

1. The proposed expanded functions can be performed safely;
2. Dentists would be willing to provide these services in their practices;
3. Expanded functions dental auxiliary would allow for the expansion of access to dental care;
4. Expanded functions dental auxiliary would allow for career advancement; and
5. Training programs can be established at no costs to the state of Iowa.

Dr. Kanellis provided an overview of the final recommendations for additional expanded functions. The task force’s recommendations for proposed expanded functions include:

1. Forming, placing, or shaping amalgam and composite materials following the preparation of a tooth by a dentist;
2. Forming and placement of stainless steel crowns;
3. Taking final impressions;
4. Taking records for the fabrication of dentures and partial dentures;
5. Cementation of final restorations along with removal of adhesives.

Further information regarding the task force's findings and recommendations was provided in a handout made available at the Board meeting.

Dr. Kanellis reported that the task force recommends direct supervision for these proposed expanded functions. Since the task force recommended direct supervision, these tasks could not be provided at nursing homes without the presence of a licensed dentist in the facility to supervise.

Due to ongoing concerns about the lack of access to dental care in nursing homes, Dr. Kanellis recommended that a new task force be formed to address these specific concerns.

The task force recommended that the University of Iowa College of Dentistry be responsible for the development of the training and competency requirements while working in conjunction with the Board and other interested parties.

Dr. Kanellis reported that the task force worked well.

Mr. Carl, IDA, asked for clarification on the recommendation for direct supervision of these tasks. Dr. Kanellis clarified that direct supervision requires a licensed dentist be present within the facility.

Dr. Russell asked how often services that are provided at nursing homes are provided outside of direct supervision. Dr. Kanellis clarified that the statement about nursing homes was for clarification only. Dr. Kanellis stated that there are no current plans to allow these services outside of direct supervision at nursing homes. It is for this reason that he indicated he was recommending the appointment of a separate task force.

Dr. Vargas asked if there is data about failure rates and retreatments on any of these services. Dr. Kanellis stated that there are, currently, no long term studies of which he is aware. In the short term, the restorations appear to hold up well. Dr. Vargas stated that the Board needs to be concerned about long term effects of making these services available through expanded functions dental auxiliary. Dr. Kanellis agreed. However, he clarified that most dentists may opt out of utilizing these services within their practices if they have concerns about the standard of care. Dr. Vargas is concerned about potential "assembly line" situations where there may be less oversight and concern to the standard of care. Brian [last name not known], a dental student who attended the Board meeting with Dr. Kanellis, referenced a study related to some of these concerns. He stated that he can forward this data for review.

Ms. Moore asked for clarification regarding the proposed addition of charting of restorations. This is a service, which hygienists can currently provide under general supervision. Ms. Moore wanted to know if these proposed changes will have an impact on the supervision level of the practice of dental hygiene. Dr. Kanellis stated that the intent was not to change any levels of supervision for duties that are currently allowed by rule. The intent of the supervision of level in this area may have been intended with dental assistants in mind.

Dr. Kanellis went back to address Dr. Vargas' concerns. Dr. Kanellis stated that his primary concern in this area relates to corporate practice. Dr. Kanellis reported that the federal government has recently determined that Small Smiles can no longer receive reimbursement from Medicaid patients due to the concerns of assembly line dentistry and overtreatment.

Ms. Johnson thanked Dr. Kanellis for his time and service in chairing the Committee.

## **X. OTHER BUSINESS**

### **PUBLIC HEALTH SUPERVISION – REVIEW OF PUBLIC COMMENTS RECEIVED**

Dr. Bradley asked if Dr. Russell, IDPH, wanted to provide any comments on this topic. Dr. Russell indicated that there is always a concern about added regulations and how that may impact current staffing levels. Public health employment levels are lower, in line with the governor's objective to be more efficient. Dr. Russell expressed his potential concerns about additional duties and burdens on current public health employees.

Ms. Kelly reported that the Dental Hygiene Committee has recommended that the Board focus on a "best practices" model. This would avoid changes in current regulations in the area of public health supervision. However, it would be a way to formally address those areas that are of concern by proposing recommendations for best practices.

## **IV. REPORTS**

### **EXECUTIVE DIRECTOR'S REPORT**

Ms. Johnson indicated that there was no report since the other Committees would address any matters of current concern.

### **LEGAL REPORT**

Dr. Bradley reported that Ms. Scott was the new assistant attorney general assigned to work with the Board. Dr. Bradley welcomed Ms. Scott. Ms. Scott reported that she was glad to be back working with the Board.

Ms. Scott reported that Dr. Hagen filed a petition for judicial review of his case. The District Court affirmed the Board's order. Dr. Hagen appealed the District Court's decision. Ms. Scott reported that the day before the Board meeting, the case was transferred to the appellate court without oral arguments.

Ms. Scott also stated that there are a couple of Iowa Medical Board appellate decisions that may affect the Dental Board and other health care professional licensing boards, including the Smoker decision and the Butt decision. The courts are scrutinizing licensing boards' decisions closely and expressing concern with boards' reliance on hearsay evidence rather than direct evidence, as well as a clearer nexus to practice. The courts also want to be sure that licensing boards are not acting outside of the scope of their legal authorization and jurisdiction. The attorney general's office is always cognizant of these concerns.

### ANESTHESIA CREDENTIALS COMMITTEE REPORT

Dr. Vargas reported the Anesthesia Credentials Committee met on two occasions to review applications and other Committee matters. Dr. Vargas provided an overview. Dr. Vargas noted that a copy of the Committee's report is included in the Board members' meeting folder.

Dr. Vargas asked Mr. McCollum to report on some of the proposed rule changes. Mr. McCollum reported that a number of the changes were intended to clean up the language and other technical issues. There is a recommendation from the attorney general's office to do away with provisional permits for moderate sedation and general anesthesia. This recommendation is based on the limitations within the Iowa Code concerning the issuance of permits. The proposed rules will address what the role of the Anesthesia Credentials Committee is when reviewing applications and other sedation-related matters.

Dr. Vargas also reported that some of the other proposed changes include the addition of a new requirement regarding capnography for general anesthesia permit holders. This proposed change falls in line with the recommendation from the American Association of Oral and Maxillofacial Surgeons (AAOMS).

Mr. McCollum reported another change would require facility inspections on a more regular basis to ensure ongoing compliance with facility requirements.

- *Recommendations RE: Moderate Sedation Permit Applications*
- *Recommendations RE: General Anesthesia Permit Applications*
- ❖ MOVED by JENEARY, SECONDED by KELLY, to approve the applications for permit as recommended by the Committee. Motion APPROVED unanimously.
- *Other Committee Recommendations, If Any*
- ❖ MOVED by VARGAS, SECONDED by KELLY, to approve the Committee's recommendation to the Board regarding the proposed rule amendments to Chapter 29. Motion APPROVED unanimously.

### CONTINUING EDUCATION ADVISORY COMMITTEE REPORT

- *Recommendations RE: Continuing Education Course Applications*
- *Recommendations RE: Continuing Education Sponsor Application(s)*

Ms. Elmitt provided an overview of the Committee's recommendations. Ms. Elmitt noted that a copy of the Committee's report is included in the Board members' meeting folder.

❖ MOVED by ELMITT, SECONDED by FULLER, to approve the recommendations of the Committee as submitted. Motion APPROVED unanimously.

- *Other Committee Recommendations, If Any*

There were no other recommendations from the Committee.

#### BUDGET REVIEW COMMITTEE REPORT

- *Review of Quarterly IDB Financial Report*
- *FY14 Projected Budget*
- *Other Committee Recommendations, If Any*

Dr. Fuller reported that the Committee met on the Friday before the Board meeting. The Committee determined that the current fees will cover proposed expenditures as currently established. However, the Board may require fee increases in the future to cover future costs and increases in costs. The Committee also indicated that the Board may need to consider adding staff in the future to address current workloads.

There were no other recommendations from the Committee.

#### EXECUTIVE COMMITTEE REPORT

Dr. Bradley reported that the Executive Committee did not meet.

#### LICENSURE/REGISTRATION COMMITTEE REPORT

- *Actions Taken by Committee on Applications*

Dr. McCullough provided an overview of applications reviewed and actions taken by the Committee since the last quarterly Board meeting. Dr. McCullough noted that a copy of the list of actions taken by the Committee is included in the Board members' meeting folder.

❖ MOVED by MCCULLOUGH, SECONDED by FULLER, to approve the list as submitted. Motion APPROVED unanimously.

- *Pending Licensure/Registration Applications, If Any – Will be Discussed under Agenda Item X*

- *Other Committee Recommendations, If Any*

There were no other recommendations from the Committee.

#### DENTAL HYGIENE COMMITTEE REPORT

- *Pending Dental Hygiene Applications, If Any – Will be Discussed Under Agenda Item XI*
- *Report RE: Actions Taken at Dental Hygiene Committee Meeting*

Ms. Kelly reported the Dental Hygiene Committee met earlier that morning. Ms. Kelly reported that this is the first year that online renewal has been available. This will be discussed further later in the meeting.

Ms. Kelly reported that the Committee recommended approval of the license for Ms. Fitzgerald.

- *Committee Recommendations, If Any*

There were no other recommendations from the Committee.

#### DENTAL ASSISTANT REGISTRATION COMMITTEE REPORT

There was no report.

#### EXAMINATIONS REPORT

- *CRDTS – Dental Steering Committee Report*

Dr. Bradley reported that the Steering Committee will meet later this month.

- *CRDTS – Dental Hygiene Examination Review Committee Report*

Ms. Kelly indicated that there are proposed changes to the dental hygiene exam based on current data. The changes need to be approved by the Steering Committee prior to being implemented.

Ms. Kelly referenced the article in the Des Moines Register, which addressed the matter of clinical examinations. The Des Moines Register reported that dentistry is the last of the health care professions that requires clinical testing on humans.

- *CRDTS – Dental Examinations Review Committee Report*

Dr. Vargas stated that there was no report.

#### QUARTERLY IPRC REPORT

Mr. Sedars provided an overview of the current IPRC data.

## V. ADMINISTRATIVE RULES/PETITION FOR RULE WAIVER

- *Adopted and Filed –Final Amendments to Chpt. 13, “Special Licenses,” and Chpt. 15, “Fees” (NOIA ARC#0724C)*

Ms. Johnson provided an update on status of these rule amendments. Ms. Johnson indicated that a public hearing was held on June 5, 2013 and there were no attendees. No written comments were received about the proposed rule amendments. There is one recommended change to the final rule amendments. Ms. Johnson reported that the final amendments do not provide for a volunteer permit application to be filed electronically. This is due to the cost that would have to be incurred (estimated at \$5,000) to have the vendor revise the database/public portal online system to allow for electronic filing for this type of application. The new online system currently does not allow an application to be submitted if there is no application fee collected. It is something that would need to be part of a next phase of database enhancements.

- ❖ **MOVED** by KELLY, **SECONDED** by FULLER, to adopt the rules with the proposed changes. Motion **APPROVED** unanimously.

## IV. REPORTS

- Discussion was taken out of order at the request of the executive director.

### BUDGET REVIEW COMMITTEE

Ms. Johnson asked that the discussion return to the Budget Review Committee report to address some further matters that impacted the Board, which were discussed at the Committee meeting. Ms. Johnson reported that the Budget Review Committee approved of the elimination of the vacant Executive Officer 1 (EO 1) position on the Board’s table of organization in response to a request from the Department of Management (DOM) and due to Board funding limitations.

Ms. Johnson reported that the Committee determined there were sufficient funds available for a clerical position. She reported that there is a greater need for an administrative, clerical position at this time.

- ❖ **MOVED** by FULLER, **SECONDED** by VARGAS, to accept the Committee recommendations to remove the EO1 position and to begin the process to hire a clerical position. Motion **APPROVED** unanimously.

## IV. ADMINISTRATIVE RULES/PETITION FOR RULE WAIVER

- *Adopted and Filed – Final Amendment to Chpt. 20, “Dental Assistants,” (NOIA ARC0723C)*

Ms. Johnson provided an update on status of these rule amendments. Ms. Johnson indicated that a public hearing was held on June 5, 2013 and there were no attendees. No written comments were

received about the proposed rule amendments. The final amendment is identical to the proposed amendment.

Ms. Johnson reported that this amendment addresses the situation of a dental assistant applying for expanded functions training in Iowa with at least two years of dental assisting experience in a state that does not require dental assistants to be registered. If an applicant practiced dental assisting in a state that does not require registration and has at least two years of dental assisting experience the applicant is now eligible for expanded functions training based on her/his prior dental assisting experience.

❖ MOVED by KELLY, SECONDED by FULLER, to adopt the rules as submitted. Motion APPROVED unanimously.

- *Notice of Intended Action – Chpt. 29, “Sedation and Nitrous Oxide Inhalation Analgesia”*

Ms. Johnson reported this is a follow-up to the earlier discussion about the specific proposed amendments, which occurred during the Anesthesia Credentials Committee report. Ms. Johnson requested approval to file a Notice of Intended Action.

❖ MOVED by FULLER, SECONDED by KELLY, to file a Notice of Intended Action and start the rulemaking process. Motion APPROVED unanimously.

- *FY’14 Regulatory Plan*

Ms. Johnson provided an overview of the proposed annual regulatory plan. The primary issue is the potential changes to expanded functions regulations and the proposed changes to moderate sedation and general anesthesia.

❖ MOVED by BRADLEY, SECONDED by MCCULLOUGH, to approve the 2014 Regulatory Plan as submitted. Motion APPROVED unanimously.

## **VI. LEGISLATIVE UPDATE**

Ms. Johnson stated that there was nothing to report at this time.

## **VII. OTHER BUSINESS**

### UPDATE ON AMANDA DATABASE PROJECT

Mr. McCollum reported that this has an ongoing project since 2009. As of June 3, 2013, the new database went live. Mr. McCollum stated that the Iowa Board of Nursing went live before the Iowa Dental Board. The Iowa Board of Medicine hopes to go live before the end of the year.

Mr. McCollum addressed prior rule changes that were related to the licensing database to provide greater efficiencies.

As of July 1, 2013, online renewal was available to all dental hygienists and dental assistants, whose licenses, registrations, qualifications and permits were up for renewal. As of the morning of the Board meeting, approximately 25% had renewed. To date, fewer than 100 renewals were filed on paper.

Mr. McCollum provided some clarification concerning the online services fee. Mr. McCollum reported on the options for renewal and payment. The online services fees are being assessed and collected as licensees and registrants make payments online. The fees are intended only to cover the credit card fees, which the Board incurs by making credit card payment an available option.

Mr. McCollum also reported that Board staff was making adjustments to the database as they became aware of concerns. Mr. McCollum reported that some problems are outside of the scope of the Board and staff; however staff is addressing those matters as they are able. The Board is utilizing the state of Iowa's single user sign-on. At the time of the meeting, most licensees and registrants appeared to be opting to renew electronically.

Ms. Elmitt thanked Board staff for their work on this project.

Ms. Meier asked some questions concerning payments. Mr. McCollum clarified how the payments are processed and what is allowed. While discussing the issue of payment, Ms. Braness recommended that dental hygienists who also hold a local anesthesia permit renew their dental hygiene licenses first, before the local anesthesia permit to minimize potential problems.

Mr. Carl, IDA, offered to publish any information provided to them regarding renewal and the licensing database. If the Board wished to have the IDA publish something, the IDA asked that the Board draft this information for distribution.

#### REVIEW OF FAQS FOR WEBSITE

Ms. Johnson asked that this discussion be tabled since the proposed questions and responses were still under review.

Ms. Kelly requested that the FAQ about public health supervision and dental assistants be reviewed further prior to finalizing these responses. Ms. Johnson replied that none of the FAQs have been finalized or posted on the Board's website to date.

#### 2013 UPDATE: RESTRICTIONS ON SALES OF GOODS & SERVICES TO STATE AGENCIES

Ms. Scott provided an overview on this matter. The law concerning the sales of goods and services to state agencies changed in 2007. The current law states that Board members cannot sell goods or services to any state agency. The prior version of the law only restricted sales of goods and services to the board on which the member served. A bill was introduced last session to resolve this issue but it did not pass.

Ms. Scott stated that this law may be less likely to affect this Board than certain other boards. Ms. Scott stated that there if there is ever a question about what is allowed under the statute, that her office is available for assistance or Board members can contact the Ethics and Campaign Disclosure Board.

The Board may need to update the Board resolution in the future to comply with the law.

#### PERFORMANCE REVIEW – EXECUTIVE DIRECTOR

Dr. Bradley reported that this item will be discussed in closed session.

### **VIII. APPLICATIONS FOR LICENSURE/REGISTRATION & OTHER REQUESTS**

- *Ratification of Actions Taken by Executive Director on Applications Since Last Meeting*

Ms. Johnson reported that the Board was provided an updated list of actions taken in response to applications for license, registration, qualification, and permit.

Ms. Braness reported that the format of the report provided to the Board for review changed due to the differences in how the old and new database export data.

❖ **MOVED** by BRADLEY, **SECONDED** by MCCULLOUGH, to approve the list as submitted. Motion **APPROVED** unanimously.

- *Pending Licensure/Registration Applications*
- *Stephanie Tucker, R.D.A. – Request to Renew vs. Reinstatement*

Ms. Braness provided an overview of this case. Dr. Fuller and Dr. Bradley asked if this could be discussed further in closed session since it touched on matters, which are, legally, confidential.

❖ **MOVED** by FULLER, **SECONDED** by MCCULLOUGH, to address this further in closed session. Motion **APPROVED** unanimously.

### **IX. 2<sup>nd</sup> OPPORTUNITY FOR PUBLIC COMMENT**

Dr. Bradley offered the opportunity for public comment.

Ms. Cacioppo stated that the Board should consider changing IAC 650—Chapter 25 if the Board wishes to allow credit for ergonomics courses; however, she would recommend limiting the scope of the rule if the Board should choose to pursue it.

Mr. Carl, IDA, expressed some surprise that the Board did not act on the recommendations on expanded functions provided by the task force. Dr. Kanellis stated that he had not intended for the Board to act today since the Board was just seeing the recommendations for the first time. Ms. Kelly stated that this item should be added to the agenda of the next meeting to more fully address

the application of these proposals to dental hygienists. Ms. Johnson indicated that the Board members may require additional time to review the task force report presented here today.

Mr. Carl, IDA, inquired about public health supervision. Ms. Kelly and Ms. Johnson reported that there is no intent to change the rules currently. Rather, the concerns would be addressed by with a suggested “best practices” model.

Mr. Carl, IDA, asked about any progress regarding the request for a retired, volunteer license category. Ms. Johnson indicated that the Board has historically, denied these requests. Ms. Johnson stated that it was her recollection that legal counsel had advised the Board that a statutory change was needed before it could implement a retired, volunteer license category. She noted that she would review this matter with the Board’s new legal counsel, Ms. Scott.

Mr. Carl, IDA, provided some comments in response to Dr. Vargas’ concerns about expanded functions. Mr. Carl asked if the Board is aware of some business(es) coming into Iowa to provide services in nursing homes. The IDA has some concerns about potential abuses to Medicaid, where the focus is the elderly. Ms. Kelly stated that she was aware of this since she was approached for employment in this area. Ms. Kelly stated that she discussed this with Ms. Johnson and Ms. Weeg at the time. Since this is not on the agenda, it has not been discussed. The Board can add this to the next meeting’s agenda. Ms. Cacioppo encouraged a task force to address some of these concerns.

Ms. Moore would recommend that the Board look to address some of these areas where these corporate practices are focusing.

- ❖ MOVED by SLACH, SECONDED by KELLY for the Board to go into closed session at 11:13 a.m. on Thursday, August 1, 2013, pursuant to Iowa Code Sections 21.5(1)(a) to discuss and review complaints and investigative reports which are required by state law to be kept confidential; 21.5(1)(d) to discuss whether to initiate disciplinary investigations or proceedings; 21.5(1)(f) to discuss a decision to be rendered in a contested case proceeding; and 21.5(1)(i) to evaluate performance of an individual.

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Aye	x	x	x	x	x	x	x	x	x
Nay									
Absent									

Motion APPROVED by ROLL CALL.

- The Board went into closed session at 11:13 a.m.
- The Board took a brief recess at 11:14 a.m.
- The Board reconvened in closed session at 11:25 a.m.

## **XII. OPEN SESSION**

At 1:25 p.m., while still in a closed session, all members present voted in favor of a motion by FULLER, seconded by MEIER, to return to open session.

## **XV. ACTION ON CLOSED SESSION ITEMS**

In open session, the Board took the following actions:

### *1. Closed Session Minutes*

- ❖ MOVED by ELMITT, SECONDED by MCCULLOUGH, to **approve** the closed session minutes for March 28, 2013 telephonic meeting, May 9, 2013 quarterly meeting, and June 27, 2013 telephonic meeting. Motion APPROVED unanimously.

### *2. Combined Statement of Charges, Settlement Agreement and Final Order*

- ❖ MOVED by ELMITT, SECONDED by MCCULLOUGH, to **approve** the proposed Combined Statement of Charges, Settlement Agreement and Final Order in the Matter of Michael J. Doyle, D.D.S., file number 12-157. Motion APPROVED unanimously.
- ❖ MOVED by ELMITT, SECONDED by MCCULLOUGH, to **approve** the proposed Combined Statement of Charges, Settlement Agreement and Final Order in the Matter of Dolores M. Slack, R.D.A., file number 12-155. Motion APPROVED unanimously.
- ❖ MOVED by ELMITT, SECONDED by MCCULLOUGH, to **approve** the proposed Combined Statement of Charges, Settlement Agreement and Final Order in the Matter of James R. Morgan, D.D.S., file number 13-014. Motion APPROVED unanimously.

### *3. Statement of Charges*

- ❖ MOVED by KELLY, SECONDED by JENEARY, to **leave open**, file number 13-0017.

### *4. Request to Modify or Terminate Existing Orders*

- ❖ MOVED by KELLY, SECONDED by JENEARY, to **deny** the request for termination of Board Order in the Matter of Andrea L. Bundy, R.D.A., file number 10-162. Motion APPROVED unanimously.

### *5. Final Action on Cases*

- ❖ MOVED by VARGAS, SECONDED by MEIER, to **close** file number 10-187. Motion APPROVED unanimously.

- ❖ MOVED by VARGAS, SECONDED by MEIER, to **close** file number 12-159. Motion APPROVED unanimously.
- ❖ MOVED by VARGAS, SECONDED by MEIER, to **close** file number 12-187. Motion APPROVED unanimously.
- ❖ MOVED by VARGAS, SECONDED by MEIER, to **close** file number 13-024. Motion APPROVED unanimously.
- ❖ MOVED by VARGAS, SECONDED by MEIER, to **close** file number 13-035. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-007. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-009. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-037. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-042. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-044. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-048. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-049. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-050. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-052. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-054. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-056. Motion APPROVED unanimously.

- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-062. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-057. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-063. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-059. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **keep open** file number 13-0010. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-027. Motion APPROVED unanimously. Kaaren Vargas, recused.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-0015. Motion APPROVED unanimously. Kaaren Vargas, recused.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-032. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-033. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-0006. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file number 13-0016. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **leave open** file numbers 12-144, 12-145. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-060. Motion APPROVED unanimously.
- ❖ MOVED by SLACH, SECONDED by FULLER, to **close** file number 13-055. Motion APPROVED unanimously.

## 6. Other Closed Session Items

- ❖ MOVED by KELLY, SECONDED by JENEARY, to **close** file number 13-0013. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to **close** file number 13-046. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to **close** file number 13-0020. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to close file number 13-058. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to **close** file number 12-190. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to **leave open** file number 13-0019. Motion APPROVED unanimously.
- ❖ MOVED by MEIER, SECONDED by ELMITT, to **close** file number 13-0018. Motion APPROVED unanimously.
- At 1:45 p.m. the Board returned to closed session. The executive director and staff were asked to leave for this portion of the meeting.
- At 2:15 p.m. the Board recessed the closed session and returned to open session.

## DISCIPLINARY HEARINGS

The Board held the reinstatement hearing in the Matter of Dr. Andre Bell, D.D.S. at 2:30 p.m. The reinstatement hearing was open to the public at Dr. Bell's request, pursuant to Iowa Code section 272C.6(1) and 65- IAC rule 51.20(13).

- *Reinstatement Hearing – In the Matter of Dr. Andre Bell, D.D.S.*

The Board having heard the testimony and having examined the exhibits voted, at 4:20 p.m., to go into closed executive session pursuant to Iowa Code Section 21.5(1)(f) to deliberate.

- ❖ MOVED by BRADLEY, SECONDED by FULLER, that the Board go into closed session. Motion APPROVED unanimously.
- At 5:15 p.m., while still in closed session, all members present voted in favor of a motion by BRADLEY seconded by MCCULLOUGH, to return to open session.

- At 5:20 p.m. the Board returned to open session.
  - ❖ The Board directed Judge LaMarche to prepare a draft Findings of Fact, Conclusions of Law, Decision and Order, in conformance with their deliberations.
- At 5:30 p.m. the Board returned to closed session.

### **XIII. ADJOURN**

Chairman Bradley adjourned the meeting at 6:40 p.m. on August 1, 2013.

### **NEXT MEETING OF THE BOARD**

The next meeting of the Board is scheduled for October 31-November 1, 2013, in Des Moines, Iowa.

These minutes are respectfully submitted by Christel Braness, Program Planner 2, Iowa Dental Board.



# STATE OF IOWA

## IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

MELANIE JOHNSON, J.D.  
EXECUTIVE DIRECTOR

**DRAFT Sept. 13, 2013 Minutes**  
**(Subject to final Board approval)**

### IOWA DENTAL BOARD - TELEPHONIC MEETING -

#### OPEN SESSION MINUTES

**September 13, 2013**  
**Conference Room**  
**400 S.W. 8<sup>th</sup> St., Suite D**  
**Des Moines, Iowa**

#### **Board Members**

Steven Bradley, D.D.S.,  
Steven C. Fuller, D.D.S.  
Matthew J. McCullough, D.D.S.  
Thomas M. Jeneary, D.D.S.  
Kaaren G. Vargas, D.D.S.  
Mary C. Kelly, R.D.H.  
Nancy A. Slach, R.D.H.  
Diane Meier, Public Member  
Lori Elmitt, Public Member

#### **September 13, 2013**

Present  
Present  
Present  
Present  
Absent  
Present  
Present  
Absent  
Present

#### **Staff Members**

Melanie Johnson, Christel Braness, Phil McCollum, Dee Ann Argo

### **I. CALL TO ORDER FOR SEPTEMBER 13, 2013**

Dr. Bradley called the open session meeting of the Iowa Dental Board to order at 2:01 p.m. on Thursday, September 13, 2013. This meeting is being held by electronic means in compliance with Iowa Code section 21.8. The purpose of the meeting is to review the issuance of a final hearing decision; review proposed settlement agreements and other enforcement matters. It was impossible for the Board to schedule a meeting in person on such short notice and impractical to meet with such a short agenda.

A quorum was established with six (6) members present.

#### Roll Call:

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Present	x	x	x	x	x	x			
Absent							x	x	x

**II. OPPORTUNITY FOR PUBLIC COMMENT**

Dr. Bradley allowed the opportunity for public comment.

No comments were received.

**III. ADMINISTRATIVE HEARINGS**

- *Final Hearing Decision – Consideration of Final Decision in the Matter of Andre Q. Bell, D.D.S.*

This item was discussed in closed session.

**IV. CLOSED SESSION – ORDERS AND COMPLAINTS**

❖ MOVED by JENEARY, SECONDED by MCCULLOUGH, to go into closed session pursuant to Iowa Code Section 21.5(1)(a) to discuss and review complaints and investigative reports which are required by state law to be kept confidential and Iowa Code Section 21.5(1)(f) to discuss a decision to be rendered in a contested case proceeding.

- Nancy Slach, R.D.H. joined the meeting at 2:03 p.m.

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Yes	x	x	x	x	x	x		x	
No									
Absent							x		x

Motion APPROVED by ROLL CALL

- The Board went into closed session at 2:04 p.m.

**V. RETURN TO OPEN SESSION**

At 2:08 p.m., while still in a closed session, all members present voted in favor of a motion by JENEARY, SECONDED by KELLY, to return to open session.

- The Board reconvened in open session at 2:09 p.m.

In open session, the Board took the following actions:

**VI. OTHER OPEN SESSION BUSINESS, IF ANY**

There weren't any items to discuss for this agenda item.

## **VII. ACTION, IF ANY, ON CLOSED SESSION ITEMS**

### LICENSURE/REGISTRATION APPLICATIONS

There weren't any items to discuss for this agenda item.

### STATEMENT OF CHARGES

There weren't any items to discuss for this agenda item.

### COMBINED STATEMENT OF CHARGES, SETTLEMENT AGREEMENT AND FINAL ORDER

- *In the matter of Justin G. Hurst, D.D.S.*
- ❖ MOVED by JENEARY, SECONDED by MCCULLOUGH, to **approve** the proposed Combined Statement of Charges, Settlement Agreement and Final Order in the Matter of Justin G. Hurst, D.D.S., file number 12-021. Motion APPROVED unanimously.

### SETTLEMENT AGREEMENTS

There weren't any items to discuss for this agenda item.

### FINAL HEARING DECISIONS

- *In the Matter of Andre Q. Bell, D.D.S.*
- ❖ MOVED by JENEARY, SECONDED by MCCULLOUGH to **approve** the Findings of Fact, Conclusions of Law, Decision and Order in the Matter of Andre Q. Bell, D.D.S., file numbers #06-055, #06-069, #06-075, #06-094, #06-095, and #06-102. Motion APPROVED unanimously.

### REVIEW OF REQUEST TO MODIFY EXISTING ORDER

- *In the Matter of Masih Safabakhsh, D.D.S.*
- ❖ MOVED by JENEARY, SECONDED by ELMITT to **table** a final decision until more information can be reviewed. Motion APPROVED unanimously.

### FINAL ACTION ON NON-PUBLIC CASES LEFT OPEN

There weren't any items to discuss for this agenda item.

### FINAL ACTION ON NON-PUBLIC CASES CLOSED

There weren't any items to discuss for this agenda item.

### OTHER CLOSED SESSION ITEMS

There weren't any items to discuss for this agenda item.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Dr. Bradley allowed the opportunity for public comment.

No comments were received.

### **XIII. ADJOURN**

- ❖ MOVED By KELLY, SECONDED ELMITT to adjourn. Motion APPROVED unanimously.

Chairman Bradley adjourned the meeting at 2:11 p.m. on September 13, 2013.

### **NEXT MEETING OF THE BOARD**

The next meeting of the Board is scheduled for October 31-November 1, 2013, in Des Moines, Iowa.

These minutes are respectfully submitted by Christel Braness, Program Planner 2, Iowa Dental Board.



# STATE OF IOWA

## IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

MELANIE JOHNSON, J.D.  
EXECUTIVE DIRECTOR

**DRAFT Sept. 20, 2013 Minutes**  
**(Subject to final Board approval)**

### IOWA DENTAL BOARD - TELEPHONIC MEETING -

#### OPEN SESSION MINUTES

**September 20, 2013**  
**Conference Room**  
**400 S.W. 8<sup>th</sup> St., Suite D**  
**Des Moines, Iowa**

#### **Board Members**

Steven Bradley, D.D.S.,  
Steven C. Fuller, D.D.S.  
Matthew J. McCullough, D.D.S.  
Thomas M. Jeneary, D.D.S.  
Kaaren G. Vargas, D.D.S.  
Mary C. Kelly, R.D.H.  
Nancy A. Slach, R.D.H.  
Diane Meier, Public Member  
Lori Elmitt, Public Member

#### **September 20, 2013**

Absent  
Present  
Present  
Present  
Absent  
Present  
Present  
Absent  
Absent

#### **Staff Members**

Melanie Johnson, Christel Braness, Phil McCollum

### **I. CALL TO ORDER FOR SEPTEMBER 20, 2013**

The open session meeting of the Iowa Dental Board to order at 1:01 p.m. on Friday, September 20, 2013. This meeting is being held by electronic means in compliance with Iowa Code section 21.8. The purpose of the meeting is to review the recommendation from the Anesthesia Credentials Committee for the issuance of a general anesthesia permit. It was impossible for the Board to schedule a meeting in person on such short notice and impractical to meet with such a short agenda.

A quorum was established with five (5) members present.

#### Roll Call:

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Present			x	x	x	x		x	
Absent	x	x					x		x

## **II. OPPORTUNITY FOR PUBLIC COMMENT**

No comments were received.

## **III. ANESTHESIA CREDENTIALS COMMITTEE RECOMMENDATION**

- *Reda Taleb, D.M.D. – Application for General Anesthesia Permit*

Ms. Braness provided an overview of the application. The Anesthesia Credentials Committee met on September 19, 2013 to review the application and has recommended approval.

- ❖ MOVED by MCCULLOUGH, SECONDED by JENEARY, to approve the Committee's recommendation to approve the general anesthesia permit. Motion APPROVED unanimously.

## **IV. ADJOURN**

- ❖ MOVED by KELLY, SECONDED by JENEARY to adjourn.

The meeting was adjourned at 1:03 p.m. on September 20, 2013.

## **NEXT MEETING OF THE BOARD**

The next meeting of the Board is scheduled for October 31-November 1, 2013, in Des Moines, Iowa.

These minutes are respectfully submitted by Christel Braness, Program Planner 2, Iowa Dental Board.



# STATE OF IOWA

## IOWA DENTAL BOARD

TERRY E. BRANSTAD, GOVERNOR  
KIM REYNOLDS, LT. GOVERNOR

MELANIE JOHNSON, J.D.  
EXECUTIVE DIRECTOR

### **DRAFT MINUTES – SUBJECT TO FINAL BOARD APPROVAL**

#### **HEARING MINUTES** **IN THE MATTER OF ANDRE' Q. BELL, D.D.S.**

**August 1, 2013**  
**Conference Room**  
**400 S.W. 8<sup>th</sup> St., Suite D**  
**Des Moines, Iowa**

<b>Board Members</b>	<b>August 1</b>
Steven P. Bradley, D.D.S., Chairperson	Present
Steven C. Fuller, D.D.S., Vice Chairperson	Present
Matthew J. McCullough, D.H., Secretary	Present
Kaaren G. Vargas, D.D.S.	Present
Thomas J. Jeneary, D.D.S.	Present
Mary C. Kelly, D.H.	Present
Nancy A. Slach, D.H.	Present
Lori Elmitt, Public Member	Present
Diane Meier, Public Member	Present

- The Board reconvened at 2:30 p.m. to hold a reinstatement hearing for Andre' Q. Bell, D.D.S.
- The reinstatement hearing was open to the public at the Respondent's request, pursuant to Iowa Code section 272C.6(1) and 650 IAC rule 51.20(13).
- The Respondent appeared in person and was represented by Attorney Jeffery Boehlert. Assistant Attorney General Sara Scott represented the state. Administrative Law Judge Margaret LaMarche assisted the Board in conducting the hearing. The hearing was recorded by a certified court reporter.

The Board having heard the testimony and having examined the exhibits voted, at 4:20 p.m., to go into closed executive session pursuant to Iowa Code Section 21.5(1)(f) to deliberate.

- ❖ **MOVED** by BRADLEY, **SECONDED** by FULLER, that the Board go into closed session. Motion **APPROVED** unanimously.
- At 5:15 p.m., while still in closed session, all members present voted in favor of a motion by BRADLEY, seconded by MCCULLOUGH, to return to open session.

- At 5:20 p.m. the Board returned to open session.
  - ❖ The Board directed Judge LaMarche to prepare a draft Findings of Fact, Conclusions of Law, Decision and Order, in conformance with their deliberations.
- At 5:30 p.m. the Board returned to closed session.
- The Board adjourned at 6:40 p.m. on August 1, 2013.
- The Board deliberated again on September 13, 2013, via teleconference at 2:00 p.m., to review the proposed Findings of Fact, Conclusions of Law, Decision and Order in conformance with their deliberations.

The following members of the Board were present:

**Board Members**

**September 13, 2013**

Steven Bradley, D.D.S.,	Present
Steven C. Fuller, D.D.S.	Present
Matthew J. McCullough, D.D.S.	Present
Thomas M. Jeneary, D.D.S.	Present
Kaaren G. Vargas, D.D.S.	Absent
Mary C. Kelly, R.D.H.	Present
Nancy A. Slach, R.D.H.	Present
Diane Meier, Public Member	Absent
Lori Elmitt, Public Member	Present

**CALL TO ORDER FOR SEPTEMBER 13, 2013**

Dr. Bradley called the open session meeting of the Iowa Dental Board to order at 2:01 p.m. on Thursday, September 13, 2013. This meeting is being held by electronic means in compliance with Iowa Code section 21.8. The purpose of the meeting is to review the issuance of a final hearing decision; review proposed settlement agreements and other enforcement matters. It was impossible for the Board to schedule a meeting in person on such short notice and impractical to meet with such a short agenda.

A quorum was established with six (6) members present.

Roll Call:

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Present	x	x	x	x	x	x			
Absent							x	x	x

**CLOSED SESSION – ORDERS AND COMPLAINTS**

❖ MOVED by JENEARY, SECONDED by MCCULLOUGH, to go into closed session pursuant to Iowa Code Section 21.5(1)(a) to discuss and review complaints and investigative reports which are required by state law to be kept confidential and Iowa Code Section 21.5(1)(f) to discuss a decision to be rendered in a contested case proceeding

➤ Nancy Slach, R.D.H. joined the meeting at 2:03 p.m.

<u>Member</u>	<u>Bradley</u>	<u>Elmitt</u>	<u>Fuller</u>	<u>Jeneary</u>	<u>Kelly</u>	<u>McCullough</u>	<u>Meier</u>	<u>Slach</u>	<u>Vargas</u>
Yes	x	x	x	x	x	x		x	
No									
Absent							x		x

Motion APPROVED by ROLL CALL

➤ The Board went into closed session at 2:04 p.m.

**RETURN TO OPEN SESSION**

At 2:08 p.m., while still in a closed session, all members present voted in favor of a motion by JENEARY, SECONDED by KELLY, to return to open session.

➤ The Board reconvened in open session at 2:09 p.m.

In open session, the Board took the following action:

**FINAL HEARING DECISION**

▪ *In the Matter of Andre Q. Bell, D.D.S.*

❖ MOVED by JENEARY, SECONDED by MCCULLOUGH to **approve** the Findings of Fact, Conclusions of Law, Decision and Order in the Matter of Andre Q. Bell, D.D.S., file numbers (#06-055, #06-069, #06-075, #06-094, #06-095, #06-102) Motion APPROVED unanimously.

## **ADJOURN**

❖ MOVED By KELLY, SECONDED ELMITT to adjourn. Motion APPROVED unanimously.

➤ Chairman Bradley adjourned the meeting at 2:11 p.m. on September 13, 2013.

These minutes are respectfully submitted by Dee Ann Argo, Administrative Assistant, Iowa Dental Board.

# ANESTHESIA CREDENTIAL COMMITTEE REPORT

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- The Committee is meeting on October 24, 2013
- The Committee recommendations will be distributed at the Board meeting.

# CONTINUING EDUCATION ADVISORY COMMITTEE REPORT

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- The Committee is meeting on October 25, 2013
- The Committee recommendations will be distributed at the Board meeting.

# BUDGET REVIEW COMMITTEE REPORT

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- The Committee is meeting on October 25, 2013
- The Committee recommendations will be presented at the Board meeting.

## Dental Board Financial Report (As of September 30, 2013)

REVENUES	FY13 Estimated Budget Revised 07.18.13	FY13 Actual as of 09.30.13	FY13 % Spent (Actual/Budget)	FY14 Estimated Budget as of 8.31.13	FY14 Actual as of 09.30.13	FY14 % Spent (Actual/Budget)
Prior FY Carryover of fees	300,644.61	300,644.61	100%	256,722.00	248,495.51	97%
204 Intra-State Transfers	-	-	0%	-	-	0%
304 Gov Transfer In - Other Agencies	95,520.00	55,843.86	58%	-	-	0%
401 Licensing Fees (new and renewal)(0521,0529,0530)	767,797.39	747,537.35	97%	855,000.00	299,020.24	35%
401 §8.2 reimbursement receipts (0512,0570,0578)	72,500.00	70,244.52	97%	75,000.00	22,055.77	29%
<b>Revenue Total</b>	<b>1,236,462.00</b>	<b>1,174,270.34</b>	<b>95%</b>	<b>1,186,722.00</b>	<b>569,571.52</b>	<b>48%</b>
<b>Class EXPENDITURES</b>						
101 Personnel	626,540.00	614,736.43	98%	663,730.00	137,005.14	21%
202 In-State Travel	10,500.00	10,151.71	97%	9,500.00	1,112.78	12%
203 State Vehicle Operation	3,000.00	2,754.29	92%	3,000.00	535.73	18%
204 State Vehicle Depreciation	2,160.00	-	0%	4,320.00	216.00	5%
205 Out-of-State Travel	6,000.00	3,036.64	0%	6,000.00	-	0%
301 Office Supplies	9,500.00	9,322.78	98%	9,500.00	1,399.79	15%
309 Printing and Binding	13,000.00	12,817.13	99%	10,000.00	2,110.95	21%
313 Postage	11,500.00	6,901.04	60%	12,000.00	8,246.94	69%
401 Communications	12,250.00	10,089.45	82%	12,250.00	1,938.42	16%
402 Rentals	50,200.00	49,687.96	99%	50,200.00	12,275.16	24%
405 Professional & Scientific Services	4,000.00	1,932.62	48%	4,000.00	-	0%
406 Outside Services	29,750.00	28,496.00	96%	1,500.00	7,265.47	484%
407 Intra-State Transfers	2,500.00	1,512.43	60%	2,600.00	-	0%
409 Outside Repairs	1,000.00	-	0%	1,000.00	-	0%
411 Attorney General Reimbursement	-	-	0%	-	-	0%
412 Auditor of State Reimbursement	-	-	0%	-	-	0%
414 Reimbursement to other Agencies	21,000.00	15,615.74	74%	21,000.00	4,578.14	22%
416 ITD Reimbursements	23,310.00	24,221.14	104%	23,310.00	4,784.69	21%
418 IT Outside Services	-	-	0%	3,000.00	541.56	18%
432 Gov Transfer Attorney General	21,600.00	21,541.67	100%	27,000.00	4,168.97	15%
433 Gov Transfer Auditor of State	2,000.00	418.27	21%	2,000.00	772.03	39%
434 Gov Transfer Other Agencies	3,100.00	2,414.63	0%	3,100.00	-	0%
501 Equipment/Non-Inventory	19,500.00	19,490.60	100%	600.00	-	0%
502 Office Equipment	500.00	-	0%	2,000.00	-	0%
503 Equipment/Non-Inventory	50.00	-	0%	50.00	-	0%
510 IT Equipment	196,446.00	90,394.03	46%	55,000.00	62,626.75	114%
601 Claims	-	-	0%	-	-	0%
602 Other Expenses & Obligations	96,056.00	240.27	0%	189,062.00	3,940.13	2%
701 Licenses	-	-	0%	-	-	0%
705 Refund	-	-	0%	-	-	0%
<b>Expenditure Total</b>	<b>1,165,462.00</b>	<b>925,774.83</b>	<b>79%</b>	<b>1,115,722.00</b>	<b>253,518.65</b>	<b>23%</b>
<b>RECAP</b>	<b>FY13 Budget</b>	<b>FY13 TO DATE</b>	<b>FY13 %</b>	<b>FY14 Budget</b>	<b>FY14 TO DATE</b>	<b>FY14 %</b>
<b>Total Revenue</b>	<b>1,236,462.00</b>	<b>1,174,270.34</b>	<b>95%</b>	<b>1,186,722.00</b>	<b>569,571.52</b>	<b>48%</b>
<b>Total Expenditures</b>	<b>1,165,462.00</b>	<b>925,774.83</b>	<b>79%</b>	<b>1,115,722.00</b>	<b>253,518.65</b>	<b>23%</b>
<b>Balance</b>	<b>71,000.00</b>	<b>248,495.51</b>		<b>71,000.00</b>	<b>316,052.87</b>	
<b>Approp Close Out &amp;/or Appeal Boards</b>		<b>-</b>			<b>-</b>	
<b>Estimated Carry Forward to next Fiscal Year</b>	<b>71,000.00</b>	<b>248,495.51</b>		<b>71,000.00</b>	<b>316,052.87</b>	

# REPORT TO THE IOWA DENTAL BOARD

FYI ONLY

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**DATE OF MEETING:** October 31, 2013 - November 1, 2013  
**RE:** **Quarterly Report on IPRC Activities**  
**SUBMITTED BY:** Brian Sedars, Health Professions Investigator  
**ACTION REQUESTED:** None.

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The Iowa Practitioner Review Committee evaluates, assists, and monitors the recovery, rehabilitation, or maintenance of dentists, hygienists, or assistants who self-report impairments. As necessary, the Committee notifies the Board in the event of noncompliance with contract provisions.

The IPRC is both an advocate for the health of a practitioner and a means to protect the health and safety of the public.

The Board's administrative rules require the Committee to submit a quarterly report to the Board on the activities of the IPRC. Below is the quarterly report.

## Iowa Dental Board Iowa Practitioner Review Committee

Current Numbers (as of 10/03/13)	2013 Totals
Self Reports	1
Current Participants	9
Contracts under Review	1
Discharged Participants	0

# REPORT TO THE IOWA DENTAL BOARD

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**DATE OF MEETING:** October 31 – November 1, 2013  
**RE:** Chapter 29, “Sedation and Nitrous Oxide Inhalation Analgesia”-  
Final Rule Amendments  
**SUBMITTED BY:** Anesthesia Credentials Committee  
**ACTION REQUESTED:** Board Action on Committee Recommendation

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## Committee Recommendation to Board re: Final Rule Amendments

The Anesthesia Credentials Committee is scheduled to meet on October 24, 2013. The Committee will be reviewing the comments received about the proposed rule amendments to Chapter 29, Sedation and Nitrous Oxide Inhalation Analgesia. A recommendation from the Committee concerning final rule amendments will be presented at the Board meeting.

## Rulemaking Summary

Proposed rule amendments were approved at the August 1, 2013 Board meeting. A Notice of Intended Action (ARC#1008C) was published in the September 4, 2013 Iowa Administrative Bulletin.

The amendments include:

- Adding new definitions for “board,” “committee,” “capnography,” and “facility.”
- Clarifying that before a permit will be issued the facility must be inspected and successfully pass.
- Clarifying that a permit will not be issued until completion of a peer review evaluation, if required by the Board.
- Clarifying that a dentist shall ensure that each facility where sedation services are provided is permanently equipped, as defined in Board rule.
- Rescinding the option of issuing a “provisional” permit.
- Establishing the frequency of Board office inspections (every five years) and providing an exception for the University of Iowa College of Dentistry (requiring UICD to submit, every five years, written verification that it is properly equipped).
- Requiring all general anesthesia/deep sedation permit holders to use capnography at all facilities where they provide sedation beginning January 1, 2014 (the intended effective date of these amendments), consistent with practices of the American Association of Oral and Maxillofacial Surgeons (AAOMS).
- Correcting a reference in subrule 29.10(1) to “conscious” sedation by changing it to “moderate” sedation; updating a cross reference to the rule applicable to facility site visits.
- Describing the process by which permit applications are reviewed by staff and reviewed by the Anesthesia Credentials Committee (ACC) at a public meeting and the process by which the ACC recommendations are presented to the Dental Board for final action.
- Clarifying that the appeal process for denial of a permit will follow the process described in rule 650—11.10(147).

- Rescinding outdated references to earlier renewal years, correcting cross references, and making other minor amendments.

### **Public Comment**

A public hearing was held on September 24, 2013. One person attended the hearing and submitted written comments on behalf of the Association of Nurse Anesthetists.

### **Attached for Review**

- ❖ Copy of NOIA, ARC # 1008C (Published in IAB on 9/4/13)
- ❖ Comments Submitted by the Association of Nurse Anesthetists



1445 Deer Woods Dr. NE  
Swisher, IA 52338  
Sept. 18, 2013

Melanie Johnson, Executive Director  
Iowa Dental Board  
400 S.W 8<sup>th</sup> St. Suite D  
Des Moines, IA 50309

Dear Ms. Johnson;

Thank you for allowing us to comment on the proposed amendments to Iowa Administrative Code Ch. 650-29, specifically dealing with the administration of nitrous oxide for analgesia and sedation during dental procedures. The Iowa Association of Nurse Anesthetists, representing over 275 Certified Registered Nurse Anesthetists across the state of Iowa, applauds the Dental Board in updating its rules to require the use of capnography during procedures involving deep sedation/general anesthesia. The use of capnography to monitor respiratory patterns by means of a waveform that displays exhaled carbon dioxide content, combined with a pulse oximeter reading are 2 of the most important means of verifying patient level of consciousness and respiratory status.

However, there seem to be some inconsistencies in the proposed amendments and the existing rules that should be addressed to maximize patient safety. Nitrous oxide is a potent analgesic and anesthetic. Its actions on any individual patient are often unpredictable based on the patient's respiratory status and overall health. We strongly support the inspection of facilities and addition of capnography for all dental facilities engaged in deep sedation/general anesthesia. This proposed requirement is lacking in those facilities utilizing moderate sedation. Current rule 29.6(7) states that a dentist may use nitrous oxide to achieve a state of moderate sedation. Due to the unpredictable nature of nitrous oxide inhalation analgesia/anesthesia and the ease in which a patient can move from moderate sedation to deep sedation within a few breaths, we would suggest that capnography and pulse oximetry be required whenever nitrous oxide is used, regardless of the intent of the dentist for moderate or deep sedation. This is consistent with standards for moderate/deep sedation in other health care facilities for other procedures.

Also consistent with the requirements of other health care facilities and providers is rule 29.3(4), stating that a dentist administering deep sedation/general anesthesia must document and maintain current ACLS certification. Again, this is lacking in the current section 29.6(2), which only requires basic life support of the dentist utilizing nitrous oxide, and all sections only require basic life support for trained auxiliary personnel. Basic life support does not adequately prepare anyone “to handle procedures, problems and emergencies incident to the administration of general anesthesia,” as is stated in 29.3(3). Requiring these monitoring modalities in any facility enhances patient safety, but only if someone is adequately trained in how to use them. Basic life support does not train providers in advanced airway management, EKG interpretation and emergency procedures, and if auxiliary personnel are expected to monitor the patient, as stated in 29.3(5), they need to understand what they are monitoring. Advanced Cardiac Life Support (ACLS) provides this education and training, and should be required wherever nitrous oxide and deep sedation/general anesthesia is used. ACLS should be required of the dentist and the person monitoring the patient. It is illogical to believe that the dentist performing the procedure for which deep sedation/general anesthesia is induced can administer the anesthetic, perform the procedure and monitor the patient all at the same time without the assistance of properly trained auxiliary personnel. Courses in deep sedation, as well as basic anesthesia education, teach that providers using deep sedation/general anesthesia may not perform the procedure and administer the deep sedation and monitor the patient. A second provider is required to administer the sedation and monitor the patient. Even if the agent is nitrous oxide, another trained provider, or auxiliary personnel as is identified in your rules, must be present to monitor the patient. This level of education and training may already be present in many dental facilities across the state, requiring it in rule insures the Dental Board has the best interests of public safety first in mind, and is consistent with monitoring standards of other health care facilities where sedation and anesthetics are used.

It is apparent that the Dental Board has a strong interest in enhancing patient safety with these amendments. We ask that you consider adding the requirement of capnography and pulse oximetry whenever nitrous oxide inhalation is used, whether for moderate sedation or deep sedation/general anesthesia. We also ask that you require ACLS for dentists using nitrous oxide at any time and for all deep sedation/general anesthesia, as well as requiring ACLS for auxiliary personnel monitoring patients receiving nitrous oxide sedation at any level and for monitoring patients undergoing deep sedation/general anesthesia for dental procedures. These additions will improve patient safety, which is in everyone’s best interest.

Thank you for your attention.

Sincerely;

Mary O’Brien, MSN, EJD, CRNA, ARNP  
Iowa Association of Nurse Anesthetists  
1445 Deer Woods Dr. NE  
Swisher, IA 52338  
Email: [obriens@southslope.net](mailto:obriens@southslope.net)  
Ph. 319-530-5072

## AGRICULTURE AND LAND STEWARDSHIP DEPARTMENT[21](cont'd)

~~once each month during the months~~ when agricultural liming material is being taken off-site for land application. The producer of the agricultural liming material shall notify the secretary of agriculture or person(s) appointed by the secretary about the intent to land apply the liming material seven calendar days prior to the land application ~~of when~~ agricultural liming material is stockpiled so that samples may be obtained in compliance with this rule.

ITEM 3. Amend rule 21—43.34(201A) as follows:

**21—43.34(201A) Sample fee.** The manufacturer or producer of agricultural liming material or specialty limestone shall pay a fee of no more than ~~\$25~~ \$60 per sample collected. This fee may be adjusted by the secretary of agriculture by a separate notice letter to each manufacturer or producer to reflect as accurately as possible the actual cost of sampling and testing expended by the Iowa department of agriculture and land stewardship and Iowa State University of Science and Technology for each sample collected.

ITEM 4. Amend subrule 43.35(1) as follows:

**43.35(1)** The secretary of agriculture shall, upon receipt of the analysis provided in rule ~~21—43.33(201A)~~, certify the number of pounds of ECCE, using the method provided in rule ~~21—43.31(201A)~~. The certification shall be forwarded to the manufacturer or producer from whom the sample was obtained by written notice and sent by United States mail.

Each certification of ECCE ~~shall~~ should be based on the average of a maximum of five analyses from five samples. Each new analysis received ~~shall~~ should be added to the previous five analyses and the oldest analysis shall be omitted. Fewer than five analyses shall be averaged on the basis of the actual number of analyses. Nothing in this rule shall preclude a manufacturer or producer from having a certification on separate stockpiles of agricultural liming material provided that each stockpile shall be separated from any other stockpile and each separate stockpile has been sampled and certified as required.

**ARC 1008C**

## **DENTAL BOARD[650]**

### **Notice of Intended Action**

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 147.76, the Dental Board hereby gives Notice of Intended Action to amend Chapter 29, “Sedation and Nitrous Oxide Inhalation Analgesia,” Iowa Administrative Code.

The proposed amendments include:

- Adding new definitions for “board,” “committee,” “capnography,” and “facility.”
- Clarifying that before a permit will be issued the facility must be inspected and successfully pass.
- Clarifying that a permit will not be issued until completion of a peer review evaluation, if required by the Board.
- Clarifying that a dentist shall ensure that each facility where sedation services are provided is permanently equipped, as defined in Board rule.
- Rescinding the option of issuing a “provisional” permit.
- Establishing the frequency of Board office inspections (every five years) and providing an exception for the University of Iowa College of Dentistry (requiring UICD to submit, every five years, written verification that it is properly equipped).
- Requiring all general anesthesia/deep sedation permit holders to use capnography at all facilities where they provide sedation beginning January 1, 2014 (the intended effective date of

## DENTAL BOARD[650](cont'd)

these amendments), consistent with practices of the American Association of Oral and Maxillofacial Surgeons (AAOMS).

- Correcting a reference in subrule 29.10(1) to “conscious” sedation by changing it to “moderate” sedation; updating a cross reference to the rule applicable to facility site visits.
- Describing the process by which permit applications are reviewed by staff and reviewed by the Anesthesia Credentials Committee (ACC) at a public meeting and the process by which the ACC recommendations are presented to the Dental Board for final action.
- Clarifying that the appeal process for denial of a permit will follow the process described in rule 650—11.10(147).
- Rescinding outdated references to earlier renewal years, correcting cross references, and making other minor amendments.

Written comments about the proposed amendments will be accepted through September 24, 2013. Comments should be directed to Melanie Johnson, Executive Director, Iowa Dental Board, 400 S.W. 8th Street, Des Moines, Iowa 50309-4687, or by e-mail at [Melanie.Johnson@iowa.gov](mailto:Melanie.Johnson@iowa.gov).

A public hearing will be held on September 24, 2013, at 2 p.m. at the office of the Iowa Dental Board located at 400 SW 8th Street, Suite D, Des Moines, Iowa. At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the amendments.

Any person who plans to attend the public hearing and who may have special requirements, such as those related to hearing or mobility impairments, should contact the Board office and advise of specific needs.

These proposed amendments were approved at the August 1, 2013, quarterly meeting of the Iowa Dental Board.

After analysis and review of this rule making, no impact on jobs has been found.

These amendments are intended to implement Iowa Code sections 153.33 and 153.34.

The following amendments are proposed.

ITEM 1. Adopt the following **new** definitions in rule **650—29.1(153)**:

“*Board*” means the Iowa dental board established in Iowa Code section 147.14(1) “*d.*”

“*Capnography*” means the monitoring of the concentration of exhaled carbon dioxide in order to assess physiologic status or determine the adequacy of ventilation during anesthesia.

“*Committee*” or “*ACC*” means the anesthesia credentials committee of the board.

“*Facility*” means a dental office, clinic, dental school, or other location where sedation is used.

ITEM 2. Amend rule 650—29.2(153) as follows:

**650—29.2(153) Prohibitions.**

**29.2(1) *Deep sedation/general anesthesia.*** Dentists licensed in this state shall not administer deep sedation/general anesthesia in the practice of dentistry until they have obtained a permit ~~as required by the provisions of this chapter.~~ Dentists shall only administer deep sedation/general anesthesia in a facility that has successfully passed inspection as required by the provisions of this chapter.

**29.2(2) *Moderate sedation.*** Dentists licensed in this state shall not administer moderate sedation in the practice of dentistry until they have obtained a permit ~~as required by the provisions of this chapter.~~ Dentists shall only administer moderate sedation in a facility that has successfully passed inspection as required by the provisions of this chapter.

**29.2(3) and 29.2(4)** No change.

ITEM 3. Amend rule 650—29.3(153) as follows:

**650—29.3(153) Requirements for the issuance of deep sedation/general anesthesia permits.**

**29.3(1)** A permit may be issued to a licensed dentist to use deep sedation/general anesthesia on an outpatient basis for dental patients provided the dentist meets the following requirements:

- a. Has successfully completed an advanced education program accredited by the Commission on Dental Accreditation that provides training in deep sedation and general anesthesia; and
- b. Has formal training in airway management; and

## DENTAL BOARD[650](cont'd)

c. Has completed a minimum of one year of advanced training in anesthesiology and related academic subjects beyond the undergraduate dental school level in a training program approved by the board; and

d. Has completed a peer review evaluation, as may be required by the board, prior to issuance of a permit.

**29.3(2)** A dentist using deep sedation/general anesthesia shall maintain a properly equipped facility at each facility where sedation is administered. The dentist shall maintain and be trained on the following equipment at each facility where sedation is provided: ~~anesthesia or analgesia machine~~ capnography, EKG monitor, positive pressure oxygen, suction, laryngoscope and blades, endotracheal tubes, magill forceps, oral airways, stethoscope, blood pressure monitoring device, pulse oximeter, emergency drugs, defibrillator. A licensee may submit a request to the board for an exemption from any of the provisions of this subrule. Exemption requests will be considered by the board on an individual basis and shall be granted only if the board determines that there is a reasonable basis for the exemption.

**29.3(3)** The dentist shall ensure that each facility where sedation services are provided is permanently equipped pursuant to subrule 29.3(2) and staffed with trained auxiliary personnel capable of reasonably handling procedures, problems and emergencies incident to the administration of general anesthesia. Auxiliary personnel shall maintain current certification in basic life support and be capable of administering basic life support.

**29.3(4) to 29.3(7)** No change.

ITEM 4. Amend rule 650—29.4(153) as follows:

**650—29.4(153) Requirements for the issuance of moderate sedation permits.**

**29.4(1)** A permit may be issued to a licensed dentist to use moderate sedation for dental patients provided the dentist meets the following requirements:

a. Has successfully completed a training program approved by the board that meets the American Dental Association Guidelines for Teaching Pain Control and Sedation to Dentists and Dental Students and that consists of a minimum of 60 hours of instruction and management of at least 20 patients; and

b. Has formal training in airway management; or

c. Has submitted evidence of successful completion of an accredited residency program that includes formal training and clinical experience in moderate sedation, which is approved by the board; and

d. Has completed a peer review evaluation, as may be required by the board, prior to issuance of a permit.

**29.4(2)** A dentist utilizing moderate sedation shall maintain a properly equipped facility. The dentist shall maintain and be trained on the following equipment at each facility where sedation is provided: ~~anesthesia or analgesia machine~~, EKG monitor, positive pressure oxygen, suction, laryngoscope and blades, endotracheal tubes, magill forceps, oral airways, stethoscope, blood pressure monitoring device, pulse oximeter, emergency drugs, defibrillator. A licensee may submit a request to the board for an exemption from any of the provisions of this subrule. Exemption requests will be considered by the board on an individual basis and shall be granted only if the board determines that there is a reasonable basis for the exemption.

**29.4(3)** The dentist shall ensure that each facility where sedation services are provided is permanently equipped pursuant to subrule 29.3(2) and staffed with trained auxiliary personnel capable of reasonably handling procedures, problems and emergencies incident to the administration of ~~general anesthesia~~ moderate sedation. Auxiliary personnel shall maintain current certification in basic life support and be capable of administering basic life support.

**29.4(4) and 29.4(5)** No change.

~~**29.4(6)** A licensed dentist who has been utilizing moderate sedation on an outpatient basis in a competent manner for five years preceding July 9, 1986, but has not had the benefit of formal training as outlined in this rule, may apply for a permit provided the dentist fulfills the provisions set forth in subrules 29.4(2), 29.4(3), 29.4(4) and 29.4(5).~~

## DENTAL BOARD[650](cont'd)

~~29.4(7)~~ **29.4(6)** Dentists qualified to administer moderate sedation may administer nitrous oxide inhalation analgesia provided they meet the requirement of rule 650—29.6(153).

~~29.4(8)~~ **29.4(7)** If moderate sedation results in a general anesthetic state, the rules for deep sedation/general anesthesia apply.

~~29.4(9)~~ **29.4(8)** A dentist utilizing moderate sedation on pediatric or ASA category 3 or 4 patients must have completed an accredited residency program that includes formal training in anesthesia and clinical experience in managing pediatric or ASA category 3 or 4 patients. A dentist who does not meet the requirements of this subrule is prohibited from utilizing moderate sedation on pediatric or ASA category 3 or 4 patients.

ITEM 5. Amend rule 650—29.5(153) as follows:

**650—29.5(153) Permit holders.**

**29.5(1)** No dentist shall use or permit the use of deep sedation/general anesthesia or moderate sedation ~~in a dental office~~ for dental patients, unless the dentist possesses a current permit issued by the Iowa board of dental examiners. No dentist shall use or permit the use of deep sedation/general anesthesia or moderate sedation for dental patients in a facility that has not successfully passed an equipment inspection pursuant to the requirements of 29.3(2). A dentist holding a permit shall be subject to review and facility inspection ~~as deemed appropriate by the board~~ at a frequency described in subrule 29.5(10).

**29.5(2)** and **29.5(3)** No change.

~~**29.5(4)** If an applicant will be practicing at a facility that has been previously inspected and approved by the board, a provisional permit may be granted to the applicant upon the recommendation of the anesthesia credentials committee after review of the applicant's credentials.~~

**29.5(4)** If a facility has not been previously inspected, no permit shall be issued until the facility has been inspected and successfully passed.

**29.5(5)** to **29.5(9)** No change.

**29.5(10)** Frequency of facility inspections.

*a.* The board office will conduct ongoing facility inspections of each facility every five years, with the exception of the University of Iowa College of Dentistry.

*b.* The University of Iowa College of Dentistry shall submit written verification to the board office every five years indicating that it is properly equipped pursuant to this chapter.

**29.5(11)** Use of capnography required beginning [insert effective date of these amendments]. Consistent with the practices of the American Association of Oral and Maxillofacial Surgeons (AAOMS), all general anesthesia/deep sedation permit holders shall use capnography at all facilities where they provide sedation beginning [insert effective date of these amendments].

ITEM 6. Amend subrule 29.9(1), introductory paragraph, as follows:

**29.9(1)** *Reporting.* All licensed dentists in the practice of dentistry in this state must submit a report within a period of seven days to the board office of any mortality or other incident which results in temporary or permanent physical or mental injury requiring hospitalization of the patient during, or as a result of, antianxiety premedication, nitrous oxide inhalation analgesia, or sedation. The report shall include responses to at least the following:

ITEM 7. Amend rule 650—29.10(153) as follows:

**650—29.10(153) Anesthesia credentials committee.**

**29.10(1)** The anesthesia credentials committee is a peer review committee appointed by the board to assist the board in the administration of this chapter. This committee shall be chaired by a member of the board and shall include at least six additional members who are licensed to practice dentistry in Iowa. At least four members of the committee shall hold deep sedation/general anesthesia or ~~conscious~~ moderate sedation permits issued under this chapter.

**29.10(2)** The anesthesia credentials committee shall perform the following duties at the request of the board:

## DENTAL BOARD[650](cont'd)

- a. Review all permit applications and make recommendations to the board regarding those applications.
- b. Conduct site visits at facilities under ~~subrule 29.5(1)~~ rule 650—29.5(153) and report the results of those site visits to the board. The anesthesia credentials committee may submit recommendations to the board regarding the appropriate nature and frequency of site visits.
- c. Perform professional evaluations and report the results of those evaluations to the board.
- d. Other duties as delegated by the board or board chairperson.

ITEM 8. Rescind rule 650—29.12(153).

ITEM 9. Renumber rule 650—29.11(153) as 650—29.12(153).

ITEM 10. Adopt the following new rule 650—29.11(153):

**650—29.11(153) Review of permit applications.**

**29.11(1) Review by board staff.** Upon receipt of a completed application, board staff will review the application for eligibility. Following staff review, a public meeting of the ACC will be scheduled.

**29.11(2) Review by the anesthesia credentials committee (ACC).** Following review and consideration of an application, the ACC may at its discretion:

- a. Request additional information;
  - b. Request an investigation;
  - c. Request that the applicant appear for an interview;
  - d. Recommend issuance of the permit;
  - e. Recommend issuance of the permit under certain terms and conditions or with certain restrictions;
  - f. Recommend denial of the permit;
  - g. Refer the permit application to the board for review and consideration without recommendation;
- or

h. Request a peer review evaluation.

**29.11(3) Review by board.** The board shall consider applications and recommendations from the ACC. The board may take any of the following actions:

- a. Request additional information;
- b. Request an investigation;
- c. Request that the applicant appear for an interview;
- d. Grant the permit;
- e. Grant the permit under certain terms and conditions or with certain restrictions; or
- f. Deny the permit.

**29.11(4) Right to defer final action.** The ACC or board may defer final action on an application if there is an investigation or disciplinary action pending against an applicant who may otherwise meet the requirements for permit until such time as the ACC or board is satisfied that issuance of a permit to the applicant poses no risk to the health and safety of Iowans.

**29.11(5) Appeal process for denials.** If a permit application is denied, an applicant may file an appeal of the final decision using the process described in rule 650—11.10(147).

ITEM 11. Amend renumbered rule 650—29.12(153) as follows:

**650—29.12(153) Renewal.** A permit to administer deep sedation/general anesthesia or moderate sedation shall be renewed biennially at the time of license renewal. ~~Prior to July 1, 2008, permits expired on June 30 of every even-numbered year. A permit due to expire June 30, 2008, shall be automatically extended until August 30, 2008, and expire August 31, 2008. Beginning July 1, 2008, permits~~ Permits expire August 31 of every even-numbered year.

**29.12(1)** To renew a permit, a licensee must submit the following:

- a. Evidence of renewal of ACLS certification.
- b. A minimum of six hours of continuing education in the area of sedation. These hours may also be submitted as part of license renewal requirements.

## DENTAL BOARD[650](cont'd)

c. The appropriate fee for renewal as specified in 650—Chapter 15.

**29.12(2)** Failure to renew the permit prior to November 1 following its expiration shall cause the permit to lapse and become invalid for practice.

**29.12(3)** A permit that has been lapsed may be reinstated upon submission of a new application for a permit in compliance with rule 650—29.5(153) and payment of the application fee as specified in 650—Chapter 15.

ITEM 12. Renumber rule 650—29.13(153) as 650—29.14(153).

ITEM 13. Adopt the following new rule 650—29.13(147,153,272C):

**650—29.13(147,153,272C) Grounds for nonrenewal.** A request to renew a permit may be denied on any of the following grounds:

**29.13(1)** After proper notice and hearing, for a violation of these rules or Iowa Code chapter 147, 153, or 272C during the term of the last permit renewal.

**29.13(2)** Failure to pay required fees.

**29.13(3)** Failure to obtain required continuing education.

**29.13(4)** Failure to provide documentation of current ACLS certification.

**29.13(5)** Failure to provide documentation of maintaining a properly equipped facility.

**29.13(6)** Receipt of a certificate of noncompliance from the college student aid commission or the child support recovery unit of the department of human services in accordance with 650—Chapter 33 or 650—Chapter 34.

**ARC 0987C**

## **EDUCATIONAL EXAMINERS BOARD[282]**

### **Notice of Intended Action**

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1) "b."**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Iowa Administrative Code.

Current language in the rule regarding the master educator license does not indicate that the required master's degree needs to be earned from a regionally accredited college or university. The proposed amendment provides clarity and consistency with the other existing requirements for degrees earned.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, September 25, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, September 27, 2013. Written comments and suggestions should be addressed to Kim

# REPORT TO THE IOWA DENTAL BOARD

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**DATE OF MEETING:** October 31 – November 1, 2013  
**RE:** **Legislative Update**  
**SUBMITTED BY:** Melanie Johnson, Executive Director  
**ACTION REQUESTED:** IDB Legislative Agenda, If Any

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## 2014 Legislative Session

The 2014 legislative session convenes on January 13, 2014.

## Bill Prefiling and Deadlines for 2014

If the Board is considering any legislative initiatives, December 2, 2013 is the due date for agencies to request bill drafts for prefilng prior to the convening of the 2014 Session.

## Attached for Review

- ❖ Memo from LSA re: Departmental Bill Prefiling for 2014
- ❖ 2014 Bill Drafting Request Deadlines
- ❖ Rules for Prefiling Legislative Bills

# 2014 BILL DRAFTING REQUEST DEADLINES

## LEGISLATIVE SERVICES AGENCY

December 2, 2013	Final date for departments to request bills
December 2, 2013	Final date for legislators to request bills for pre-filing prior to convening of the 2014 Session. Legislators and committee chairpersons are urged to request all priority bills by this date.
January 10, 2014	Final date for Governor to request bills
January 13, 2014	2014 Session convenes
January 24, 2014	Final date for legislators to request individually-sponsored bills for the 2014 Session
February 28, 2014*	Final date for bills to be voted out of committee of the house of origin (budget, tax, and certain other bills are exempt)

\*If rules are amended in an identical manner as amended in 2012.



September 9, 2013

**TO: AGENCY HEADS AND DEPARTMENTAL LIAISONS**  
**FROM: RICHARD JOHNSON, LEGAL SERVICES DIVISION DIRECTOR**  
**RE: DEPARTMENTAL BILL PREFILING RULES FOR 2014**

The Iowa Legislative Council has adopted permanent Rules for Prefiling Legislative Bills pursuant to Iowa Code Section 2.16. Parts D and E of those Rules pertain specifically to Departmental bill requests.

- **Submission Deadline.** The final deadline for the receipt of departmental bill drafting requests by the Legislative Services Agency (LSA) is **4:30 p.m., Monday, December 2, 2013**. Departments are strongly urged to submit bill drafting requests as soon as possible, well before the December 2, 2013, deadline.
- **Electronic Submission.** Departments are requested to submit their bill drafting requests electronically. Liaisons need a sign-on and a password in order to complete their submissions.
- Training for the electronic submission of bill requests will be held for departmental and gubernatorial liaisons on Tuesday, October 8, 2013, at 1:30 p.m., in Room 300 of the Miller Building. You must attend a training session if you have not previously received your sign-on and password for the electronic submission. Please contact the Legislative Services Agency's Help Desk at 515/281-6506 or [help.desk@legis.iowa.gov](mailto:help.desk@legis.iowa.gov) to reserve a seat at a training session. For further information, contact Richard Johnson at 515/281-3566 or [richard.johnson@legis.iowa.gov](mailto:richard.johnson@legis.iowa.gov).
- **Specificity.** Requests submitted by a department should be in **bill draft format** and must be **specific enough for the LSA to complete a final draft**. Some specific information may be conveyed to the LSA after December 2, 2013, but the request itself will not be accepted after 4:30 p.m. on Monday, December 2, 2013. If the LSA must request specific information from the department to complete the draft, a three-business day period is invoked for receipt of the information. If the information is not received, the request is rejected and the department must obtain a legislative sponsor. Departments are strongly urged to request only those bills they intend to shepherd to legislative leaders.
- **Number and Combination of Requests.** Departments are directed to submit the **fewest number of separate bill requests as possible**. Technical or corrective Code changes should be in a separate request from policy proposals. Bills implementing more than one policy proposal may be drafted in multiple bill divisions. The LSA will confer with the Department's representative regarding the combination and division of separate bill requests.
- **Departmental Background Memorandum.** Departments are urged to submit a memorandum addressed to the Members of the General Assembly explaining the need for, purpose of, and intent of the bill. The memorandum will be copied and attached to the back of the bill draft when it is filed as a study bill.

- **Initial Version by LSA Sent to Department for Approval.** The LSA drafter will send a completed initial draft together with an approval form to the department.
- **Seven-Day Turnaround by Department.** Approval of the initial draft sent to the department must be received by the LSA within seven calendar days after its receipt by the department or the drafting request will be considered withdrawn.
- **Only Two Final Versions by LSA.** The department may request that the initial draft be changed only one time and the LSA will make those changes. However, if upon receipt of the redrafted bill, the department still wishes to make additional changes, the department must obtain a legislative sponsor.
- **LSA Submits to Leaders.** The LSA will submit each approved final draft to the presiding officers of the two houses for referral to the proper standing committee. The presiding officers will only accept departmental bills if they are submitted by the LSA.
- **Departmental Approval Deadline Goal – January 13, 2014.** The first day of the 2014 regular session, January 13, is the LSA's goal for the receipt of all departmental approvals. Bill drafting requests received from legislators receive priority drafting after this date.
- **Late Submission to General Assembly May NOT Be Considered.** If final drafts of departmental bills are submitted too close to the first deadline for voting bills out of committee (February 28, 2014), committees will often not be able to consider the departmental bills. For example, sending departmental drafts to the presiding officers two to three weeks prior to the committee deadline (by February 7 or February 14, 2014), may not provide committees with sufficient notice to allow for committee consideration before the February 28, 2014, committee deadline.

### **III. RULES FOR PREFILING LEGISLATIVE BILLS**

#### **A. Legislative Bills**

Code Section 2.16 authorizes the prefiling of legislative bills and reads as follows:

##### **2.16 PREFILING LEGISLATIVE BILLS.**

*Any member of the general assembly or any person elected to serve in the general assembly, or any standing committee, may sponsor and submit legislative bills and joint resolutions for consideration by the general assembly, before the convening of any session of the general assembly. Each house may approve rules for placing prefiled standing committee bills or joint resolutions on its calendar. Such bills and resolutions shall be numbered, printed, and distributed in a manner to be determined by joint rule of the general assembly or, in the absence of such rule, by the legislative council. All such bills and resolutions, except those sponsored by standing committees, shall be assigned to regular standing committees by the presiding officers of the houses when the general assembly convenes.*

*Departments and agencies of state government shall, at least forty-five days prior to the convening of each session of the general assembly, submit copies to the legislative services agency of proposed legislative bills and joint resolutions which such departments desire to be considered by the general assembly. The proposed legislative bills and joint resolutions of the governor must be submitted by the Friday prior to the convening of the session of the general assembly, except in the year of the governor's initial inauguration. The legislative services agency shall review such proposals and submit them in proper form to the presiding officer in each house of the general assembly for referral to the proper standing committee. Before submitting any proposal prepared under this section to the presiding officers, the legislative services agency shall return it for review to, as appropriate, the relevant department or agency or the governor's office and such department or agency or governor's office shall review and return it within seven days of such delivery.*

*The costs of carrying out the provisions of this section shall be paid pursuant to section 2.12.*

In accordance with Code Section 2.16 the following rules for the prefiling of legislative bills and resolutions shall be in effect for each regular session of the

General Assembly. For the purpose of the following rules, a reference to bills shall be interpreted to include both bills and resolutions.

#### 1. Drafting of Legislative Bills

Any person who is presently a member of the General Assembly or is elected to serve in the General Assembly may request the LSA to draft a bill at any time prior to the convening of the legislative session and a member may request such a draft at any time during the legislative session, subject to any time limitations established by the Senate or House of Representatives. A request to have a bill drafted for a legislative session, which is received prior to or during the legislative session, is only considered a valid request for that session. In order for a member to have a bill drafted for a subsequent session of a General Assembly, the member must submit a new request prior to or during that session. If a bill is requested prior to the convening of the legislative session, unless the bill is specified to be prefiled, the bill will be held by the LSA until the session is convened; however, a copy will be sent to the legislator if the bill draft is completed prior to the convening of the session. If the bill is not prefiled, the text of the bill will only be released if the legislator specifically consents to the release.

#### 2. Request for Prefiling

Any person who is presently a member of the General Assembly or is elected to serve in the General Assembly may prefile a legislative bill by making a request to the LSA by the first Monday in December. The request may be in writing and signed by the legislator, may be transmitted electronically through the legislative computer system, or may be made orally and reduced to writing by a member of the LSA staff. The prefilling request may be made at the time of requesting a bill draft or may be made after the legislator has had the opportunity to review the bill draft. If possible, the names of all sponsors of the prefiled bill shall be given to the LSA at the time of making the prefilling request.

- a. Drafting of Prefiled Bill. When a prefilling request for a bill is received, if time allows, the bill draft will be completed prior to the convening of the legislative session. A copy of the bill will be mailed to the legislator who requested the bill prior to the actual filing of the bill and the procedures noted in these rules will be followed.
- b. Introduction of Prefiled Bill. When the legislator receives a copy of a bill which the legislator has requested to be prefiled, the legislator should review the bill to determine if it has been drafted as requested. The legislator should then notify the LSA requesting any changes in the bill or informing the LSA that the bill has been drafted as requested. The names of all sponsors should be given to the LSA.

If the legislator agrees that the bill meets the specifications required and confirms that the bill should be prefiled, the bill will be packaged and forwarded to the legal counsel of the house of introduction for review. Please note that at this point the bill is considered a public record and the text is available for review by the public. If the legislator does not want the text to be available for review by the public at this time, the legislator should inform the LSA and the LSA will not prefile the bill but will hold it for the legislator so that the legislator can personally introduce the bill. A prefiled bill will be introduced, numbered, and printed prior to the convening of the legislative session, and its title will be read at the earliest possible time following the convening of the legislative session. No further action will be required by the legislator. The LSA will provide appropriate forms in order that the legislator will be able to make final confirmation of the desire to prefile the bill.

### 3. Special Session Requests

Requests for the drafting of legislative bills for extraordinary sessions are subject to any restrictions established by the Senate or House of Representatives. Senate Rule 27 provides that extraordinary session bills and resolutions must be sponsored by a standing committee, the majority and minority floor leaders, or the committee of the whole. First priority is generally given to the drafting of bills prepared for committee consideration.

#### **B. Bill Drafting Request Forms**

The LSA has bill drafting request forms available for legislators. If possible the request form should be completed by the legislator but a request form will be completed by LSA personnel if the legislator does not have an opportunity to do so. Bill drafting request forms can be obtained from the LSA upon request and requests can be submitted electronically through the legislative computer system. The LSA will normally confirm the electronic receipt of a request by electronic message.

#### **C. Confidential Records**

It should be noted that the bill drafting request form contains a space for indicating if a drafting request is to be confidential. If a legislator desires that no information be released in regard to a request, including the subject matter of the request, the legislator should indicate on the request form that the bill request is confidential. A designation that a bill request is to be confidential means that the request will not be listed in the index of bill requests and that LSA personnel will not release any information in regard to the request. The confidential designation also means that the bill draft will not be analyzed for a fiscal note review unless the legislator specifically requests such a review.

It is the policy of the Legislative Council that either a confidential or a nonconfidential request from a legislator creates a personal relationship between the LSA and the legislator, and only such information as the legislator desires will be released to the press or other interested persons. In this regard, cognizance must be given to the public records law. Many records of the LSA are public records and frequent inquiries are made by the press and other interested persons concerning bill drafting requests which have been received by the LSA. It is the policy of the Legislative Council that a bill draft is not a public record until released by the legislator. A copy of a bill draft will not be released to a person other than the legislator without the legislator's implied or express consent or unless the bill draft has been introduced or otherwise placed in the public domain by the legislator. Final confirmation of the prefiling of a completed bill draft by a legislator, according to these rules, places the bill draft in the public domain and makes the text of the bill draft available to the public for review.

#### **D. Departmental Requests**

Submission of Requests for Prefiled Proposed Bills. Drafting requests for prefiled proposed bills of state departments and agencies shall be submitted to the LSA beginning **the first Monday in August** but no later than **the date in November that is the 45th day prior to the convening of the regular session in January. However, if that date in November is a state holiday, which is often the case since the date in most years falls on the Friday after Thanksgiving, requests will be accepted until 4:30 p.m. on the following Monday.** Code Section 2.16 requires state departments and agencies to submit their recommendations that they wish to be considered by the General Assembly in bill draft format. The Legislative Council requires that bill drafts submitted by departments and agencies be specific enough to complete the final draft for the department or agency. If the submission by the department or agency is not specific enough to complete the final draft, the LSA will contact the department or agency and provide the department or agency with a three-business-day period to provide the needed information. If the needed information is not provided by the department or agency within the three-business-day period, the request is rejected and the department or agency will be required to seek a legislative sponsor for the proposal.

Departments and agencies shall submit the fewest number of requests as possible for prefiled proposed bills. One request may contain the department's technical or corrective Code changes. The other requests shall contain the department's legislative policy proposals. The bills may be drafted in divisions with each division containing a related, but distinct subject matter. The LSA will confer with the department's representative regarding combination or separation of its technical proposal and its policy proposals into individual legislative bill drafts which can most efficiently be considered by the General Assembly given the General Assembly's customary assignment of subject matters to the standing committees and subcommittees.

Departments and agencies are requested to include a separate memorandum addressed to the members of the General Assembly which describes the need for, purpose of, and intent of the requested bill, including a description of the problem or problems the bill is intended to address. The LSA will use the memorandum in its completion of the final draft of the department or agency and will forward the memorandum to the legislative leaders at the same time that the bill draft approved by the department or agency is transmitted to the legislative leaders. The separate memorandum will be copied and attached to the back of the bill draft when it is filed as a study bill.

The LSA will review the proposal submitted by the department or agency, make suggestions as to nonsubstantive changes or corrections, confer with the department or agency representative in regard to the proposal, draft an objective explanation for the bill, and prepare the bill in final form.

Additional drafting instructions requested from the department or agency by the LSA must be received within seven calendar days of being requested by the LSA or the drafting request will be considered withdrawn. Approval of the initial draft sent to the department or agency must be received by the LSA within seven calendar days after its receipt by the department or agency or the drafting request will be considered withdrawn. The LSA will redraft the bill per the department's or agency's instructions only once following the initial delivery to the department or agency. The department or agency cannot modify the drafting request after the LSA delivers the redrafted bill to the department or agency for the second time. Once the bill is in final form, the LSA, not the department or agency, will submit the bill in proper form to the presiding officer of each house for referral to the proper standing committee. All approvals of final bill drafts are to be received no later than **the first day of the legislative session**. Bill drafting requests from legislators will receive priority consideration by the LSA over departmental and agency bills.

Proposed bill draft requests submitted by departments and agencies after **the statutory filing deadline in late November or early December** will not be assigned to a staff member unless a legislative sponsor is obtained. In order for the LSA to have adequate time to provide assistance in drafting, departments and agencies are strongly urged to submit their proposals as soon as possible after **the first Monday in August**. Lengthy or complex proposals should be submitted far in advance of the deadline date. This will allow the LSA to provide assistance before a large quantity of legislative requests is received.

If departments and agencies know they will be submitting lengthy or complex legislation, it is suggested they submit or at least discuss the proposals in the **early fall** even if they will not make final decisions in regard to all provisions until late fall.

For the purposes of these rules, in addition to the Governor, the executive and judicial branch departments and agencies listed in paragraph "E" are authorized to prefile bills. The LSA may modify the list to delete abolished departments or agencies or to add new departments or agencies with significant interests in

legislation. If the LSA determines that the Legislative Council should consider any proposed modification, the LSA shall submit the proposal to the Legislative Council for approval prior to making the modification to the list.

## **E. Authorized Prefiling Agencies**

### 1. Executive Branch

#### a. Elected Officials

- Agriculture and Land Stewardship, Department of
- Attorney General (Department of Justice)
- Auditor of State
- Governor's Appropriations (Bills)
- Governor's Legislative Package (Bills)
- Secretary of State
- Treasurer of State

#### b. Nonelected Heads

- Administrative Services, Department of
- Aging, Department on
- Blind, Department for the
- Chief Information Officer, Office of the
- Civil Rights Commission
- College Student Aid Commission
- Commerce, Department of
- Commerce, Department of/ Alcoholic Beverages Division
- Commerce, Department of /Banking Division
- Commerce, Department of /Credit Union Division
- Commerce, Department of /Insurance Division
- Commerce, Department of/Professional Licensing and Regulation Bureau
- Commerce, Department of /Utilities Division
- Corrections, Department of
- Cultural Affairs, Department of
- Dental Board
- Drug Control Policy, Governor's Office of

- Economic Development Authority
- Education, Department of
- Educational Examiners, Board of
- Emergency Response Commission
- Ethics and Campaign Disclosure Board
- Finance Authority, Iowa
- Homeland Security and Emergency Management, Department of
- Human Rights, Department of
- Human Rights, Department of/Community Action Agencies Division
- Human Rights, Department of/Community Advocacy and Services Division
- Human Rights, Department of/Criminal and Juvenile Justice Planning Division
- Human Services, Department of
- Inspections and Appeals, Department of
- Law Enforcement Academy
- Lottery Authority, Iowa
- Management, Department of
- Medicine, Board of
- Natural Resources, Department of
- Nursing, Board of
- Parole, Board of
- Pharmacy, Board of
- Public Broadcasting Board
- Public Defender, State
- Public Defense, Department of
- Public Employment Relations Board
- Public Employees' Retirement System, Iowa
- Public Health, Department of
- Public Information Board, Iowa
- Public Safety, Department of

- Regents, Board of
  - Revenue, Department of
  - Telecommunications and Technology Commission, Iowa
  - Transportation, Department of
  - Underground Storage Tank Fund Board
  - Veterans Affairs, Department of
  - Veterinary Medicine, Board of
  - Workforce Development, Department of
2. Judicial Branch
    - Judicial Branch
  3. Legislative Branch
    - Administrative Rules Review Committee
    - Ombudsman, Office of

## **F. Governor's Proposals**

Bill drafting requests from the Office of the Governor are governed by Code Section 2.16 which requires that proposed legislative bills and joint resolutions be submitted by the Friday immediately prior to the convening of the regular session, except in the year of the Governor's initial inauguration. As part of the LSA's review and preparation in proper form of the Governor's bill requests, the LSA will make suggestions regarding the combination or division of proposals into separate legislative bill drafts which can most efficiently be considered by the General Assembly given the General Assembly's customary division of subject matter jurisdiction among the standing committees and subcommittees. If specific drafting instructions for proposed legislative bills of the Governor are not received by the LSA by the first day of the regular session, work on completion of those legislative bills must compete with other legislative priorities. Approval of the final draft must be received by the LSA within seven calendar days of its receipt by the Governor's Office. Once the bill is in final form, the LSA will submit the bill in proper form to the presiding officer of each house for referral to the proper standing committee.

Requests by the Governor for the drafting of legislative bills for extraordinary sessions are subject to any restrictions established by the Senate or House of Representatives. However, first priority is generally given to the drafting of legislative bills proposed by legislative committees or legislative leaders.

# REPORT TO THE IOWA DENTAL BOARD

ACTION REQUIRED

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**DATE OF MEETING:** October 31, 2013  
**RE:** **Committee Appointments**  
**SUBMITTED BY:** Melanie Johnson, Executive Director  
**ACTION REQUESTED:** Fill Vacancies on the Anesthesia Credentials Committee, Iowa Practitioner Review Committee and Ad Hoc Examinations Committee

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## Committee Vacancies

Due to resignations, there are vacancies to fill on the following Board Committees:

- Anesthesia Credentials Committee (1 vacancy)
- Iowa Practitioner Review Committee (1 vacancy)
- Ad Hoc Examinations Committee (1 vacancy)

## Attached for Review:

- ❖ IPRC Summary Information & Interested Candidates (2)
- ❖ ACC Summary Information
- ❖ Board Member Committee Assignments
- ❖ 2013-2014 Committee Lists

**CREATED BY STATUTE:**

<b>COMMITTEE:</b>	<b><u>Iowa Practitioner Review Committee</u></b>
<b># OF MEMBERS:</b>	5
<b>COMPOSITION:</b>	<p>Authorized by statute, composition set by rule, committee members <b>appointed by the full Board</b>, IPRC elects their Chair and Vice Chair. Minimum of 5 members, but Board may appoint more members.</p> <p>The membership of the IPRC may include, <b>but is not limited to:</b></p> <ul style="list-style-type: none"><li>1 Executive director of the Board or the director's designee from the Board's staff</li><li>1 Practitioner who has remained free of addiction for a period of no less than 2 years following successful completion of a board-approved recovery program, a board-ordered probation for drug or alcohol dependency, addiction, or abuse, or an IPRC contract.</li><li>1 Physician/counselor with expertise in substance abuse/addiction treatment programs.</li><li>1 Psychiatrist or one psychologist</li><li>1 Public member</li></ul>
<b>TERM:</b>	3 year terms, May 1 – April 30 * <b>Terms changed by rule, effective April 10, 2013</b> Board reviews vacancies; may reappoint current members or appoint new members
<b>VACANCY:</b>	1
<b>RESPONSIBILITIES:</b>	<p><b>35.1(2) Purpose.</b> The IPRC evaluates, assists, and monitors the recovery, rehabilitation, or maintenance of dentists, hygienists, or assistants who self-report impairments. As necessary, the committee notifies the board in the event of noncompliance with contract provisions. The IPRC is both an advocate for the health of a practitioner and a means to protect the health and safety of the public. Reports on the activities of the IPRC shall be made to the board on a quarterly basis.</p>
<b>SUBJECT TO OPEN MEETINGS LAW?</b>	Yes
<b>ESTABLISHED BY RULE, STATUTE?</b>	<p>- Authorized by statute, Iowa Code 272C.3(1)“k” - Implemented by rule 650 IAC Chapter 35</p> <p><i>Statute: Iowa Code (2013)</i></p> <p><b>272C.3 Authority of licensing boards.</b></p> <p>1. Notwithstanding any other provision of this chapter, each licensing board shall have the powers to:</p> <p>-----</p> <p>k. Establish a licensee review committee for the purpose of evaluating and monitoring licensees who are impaired as a result of alcohol or drug abuse, dependency, or addiction, or by any mental or physical disorder or disability, and who self-report the impairment to the committee, or who are referred by the board to the committee. Members of the committee shall receive actual expenses for the performance of their duties and shall be eligible to receive per diem compensation pursuant to section 7E.6. The <b>board shall adopt rules for the establishment and administration of the committee</b>, including but not limited to establishment of the criteria for eligibility for referral to the committee and the grounds for disciplinary</p> <p>action for noncompliance with committee decisions. Information in the possession of the board or the licensee review committee, under this paragraph, shall be subject to the confidentiality requirements of section 272C.6. Referral of a licensee by the board</p>

COMMITTEE:

*Iowa Practitioner Review Committee*

to a licensee review committee shall not relieve the board of any duties of the board and shall not divest the board of any authority or jurisdiction otherwise provided. A licensee who violates section 272C.10 or the rules of the board while under review by the licensee review committee shall be referred to the board for appropriate action.

*Board Rule: \*Rule amended. Effective April 10, 2013*

**35.1(3)** *Composition of the committee.* The chairperson of the board shall appoint the members of the IPRC. Committee members, except the executive director, shall be appointed for three-year terms which begin on May 1 and terminate on April 30. The committee shall elect a chairperson and vice chairperson annually at the last meeting closest to April 30. The chairperson and vice chairperson will serve one-year terms beginning on May 1. The membership of the IPRC may include, but is not limited to:

- a. Executive director of the board or the director's designee from the board's staff;
- b. One practitioner who has remained free of addiction for a period of no less than two years following successful completion of a board-approved recovery program, a board-ordered probation for drug or alcohol dependency, addiction, or abuse, or an IPRC contract;
- c. One physician/counselor with expertise in substance abuse/addiction treatment programs;
- d. One psychiatrist or one psychologist; and
- e. One public member.

**ARE THE MEMBERS  
APPOINTED BY THE  
BOARD CHAIR OR  
FULL BOARD?**

Committee members are appointed by the Board Chair

**DOES THE BOARD  
CHAIR APPOINT THE  
COMMITTEE CHAIR  
OR DOES THE  
COMMITTEE ELECT A  
CHAIR?**

IPRC elects a chairperson and vice chairperson annually

**DEANN M. DECKER**  
**SUBSTANCE ABUSE BUREAU CHIEF**  
**IOWA DEPARTMENT OF PUBLIC HEALTH**  
**DIVISION OF BEHAVIORAL HEALTH**  
**321 EAST 12<sup>TH</sup> STREET**  
**DES MOINES, IOWA 50319**  
**515-281-0928**  
**FAX 515-281-4535**  
**[deann.decker@idph.iowa.gov](mailto:deann.decker@idph.iowa.gov)**

**PROFESSIONAL SUMMARY**

Skilled in development, enhancement and implementation of organizational and operational policies and procedures.

Responsible for the development, implementation, monitoring and evaluation of performance plans to assure consistency with the strategic plan.

Skilled in grants and contracts management:

- Coordinated and implements all grant activities
- Developed contracts for substance abuse providers and monitored contract compliance
- Assisted providers with verification of eligibility and claims inquiries

Skilled in working collaboratively with other managers, state, and federal agencies.

Conducted retrospective reviews on-site visits to contracted providers to audit and evaluate quality of substance abuse services.

Coordinated with clinical and casement management to gather provider profiling information. Maintained client files for licensure standards.

Skilled in providing training and facilitating classes including cognitive reasoning and rehabilitation, substance abuse, criminality, and family visitation. Provided training for students and school personnel on chemical dependency and other related issues

Facilitated groups and provided counseling on recovery, grief, relapse, and sexual abuse to adolescents and families.

Provided direct service to students by identifying referrals and performing substance abuse assessments and treatment referrals.

Coordinated and developed newsletters and mailings to network providers. Provided telephonic case management and clinical reviews. Conducted orientations and training for network providers.

## **EMPLOYMENT HISTORY**

Iowa Department of Public Health, 2006 to Present  
Bureau Chief, Bureau of Substance Abuse Prevention and Treatment

Magellan Health Services, 1999-2006  
Quality Improvement Clinical Reviewer

Merit Behavioral Care, 1995-1999  
Provider Relations Manager

Iowa Correctional Institute for Women Violator's Program, 1993-1995  
Correctional Counselor

Iowa Board of Substance Abuse Counselor Certification Committee, 1993-Present  
Co-Chairman

Ames Middle and High Schools and Youth and Shelter Services, Inc, 1991-1992  
Student Assistance Counselor

## **EDUCATIONAL BACKGROUND**

Bachelor of Arts Degree, majoring in family services  
University of Northern Iowa, 1989

Associate of Arts Degree, majoring in fashion merchandising  
Ellsworth Community College, 1987

Licensed Bachelor Social Work, July 1998

Advanced Certified Alcohol and Drug Counselor, November 1992

# SHEILA ROGERS

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## Experience

Colormaster

Ottumwa, IA

### **Print Finisher, artwork (12yrs)      Supervisor Print Finish Dept. (2yrs)**

(4 years) managed four apartment buildings, office manager for auto body business, and managed tanning and exercise salon

(1 year) part time secretary at Farm Bureau and part time teller at Norwest Bank Ottumwa, IA

1990–1996 Family Recovery Center/Ottumwa Regional Health Center  
Ottumwa, IA

#### **Secretary/tech**

- Compiled and delivered lectures to clients
- Completed all typing, filing, and correspondence
- Educated family members of patients regarding addiction and administered MMPI tests to clients

1996–2010                      Family Recovery Center/ORHC                      Ottumwa, IA

#### **Substance Abuse Counselor**

- Casemanager and counselor for residential, intensive outpatient, extended outpatient, and continuing care levels of care. Residential included long term treatment for women and children on Bridge of Hope and Co-ed substance abuse treatment at residential level of care on the Gene Ream Unit.
- Provided education for various employers, family members, and those affected by someone else's addiction
- Certified Gambling Counselor and Certified Substance Abuse Counselor
- Certified Family Team Facilitator
- Certified Smoking Cessation Facilitator
- Serving as ethics chairperson and investigator for the Iowa Board of Certification since 2003. Advanced National Certification as investigator (NCI)
- Serving on the Board of Directors for Iowa Board of Certification since 2005.
- Assist neurologists with pain patients with addictions
- Assist Iowa Licensing Boards with delivering continuing care for Impaired Practitioners

Marketed our program to obtain outside contracts  
23 years experience of working with clients with addictions,  
mental illness, and/or involvement with corrections  
Educate outside entities such as physicians staff, labor union

staff, etc. regarding addiction and codependency  
Worked closely with referring entities such as probation officers,  
Physicians, Department of Human Services, Department of  
Corrections, and employers regarding progress of clients served.

**Education**

Graduated from Ottumwa High School  
Studied psychology, accounting, communications, and business at Indian  
Hills Community College

**Excel In**

Excellent people skills, self starter, independent worker, ability to keep  
paperwork current despite fast pace, detailed oriented, work well in a team  
setting, ability to assess needs for clients and formulate a plan to have needs  
met, excellent work record, good public relations and marketing skills, clients  
included adolescent, adult, and geriatric. I have a good understanding of the  
importance of holding clients accountable and to not enable behaviors and  
attitudes that are self defeating. I also was on Quality Improvement Committee  
at ORHC for 15+ years.

**Recent and current  
Employment**

September 2010 - January 2011 Northeast Iowa Behavioral Health Decorah  
IA Substance Abuse Counselor - Intensive Outpatient Counselor, Dual  
Diagnosis Treatment Center, evaluations, extended outpatient

January 2011- August 2011 Family Recovery Center ORHC Substance  
abuse counselor. Assisted in the preparation of re-opening of FRC, and  
facilitating of policy and procedures, licensing, and reorganizing program from  
residential to outpatient program. Decision was made to not open the unit due to  
physician illness, resulting in elimination of counselor position.

**October 2011- April 2013 Job Corps Residential Coordinator in Social  
Development department.** I supervise Residential Advisors and oversee all  
aspects of running the male and female dorms which includes but is not limited  
to: conflict resolutions, scheduling, facilitating anger management classes,  
facilitating personal hygiene groups, addictions educational classes, ordering  
supplies, facilitating RA and dorm meetings, crisis intervention, and coordinating  
the flow of information on student progress between both dorms, counselors,  
nurses/wellness, and educators. Ensure that all staff teaches and role models  
Core Values of Job Corps to assist students in changing their lives and moving  
forward in a positive direction to finish their education and obtain and maintain  
employment. (150 students in male dorm and 150 students female dorm).  
Served as Acting Manager from July 2012-November 2012 in addition to  
Residential Coordinator.

**April 2013-current Lab Technician at Dupont Pioneer**

**References:**

<b>Name:</b>	<b>Phone Number</b>	<b>Relationship</b>
Peter Badami	319-850-0234	Previous Director/Supervisor known for 5 years
Heidi Baker	641-919-9924	Previous Co-worker, Assistan District Court Administrator for Wapello Co. known 15 years
Debbie Gilbert	515-965-5509	Executive Director for Iowa Board of Certification, known 9 years

Karen Funk  
Robert Thacker  
together, known 9 years

641-990-8769  
515-571-7953

Previous Co-worker known for 25 years  
Previous Director, serve on Board of IBC and Ethic Committee

**CREATED BY RULE:**

<b>COMMITTEE:</b>	<b><u>Anesthesia Credentials Committee</u></b>
<b># OF MEMBERS:</b>	7
<b>COMPOSITION:</b>	Established in rule, composition set by rule, Committee Chair must be a Board member, Committee members <b>appointed by the full Board</b> . Must be 7 members, but Board may appoint more members. <i>Current composition:</i> 1 member of the Iowa Dental Board 6 At least 6 additional members who are licensed to practice dentistry in Iowa - At least 4 of the 6 must hold deep sedation/general anesthesia or conscious sedation permits
<b>TERM:</b>	1 year, May 1 – April 30 Board reviews annually; may reappoint current members or appoint new members
<b>VACANCY:</b>	1
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>- Review all permit applications and make recommendations to the Board regarding<ul style="list-style-type: none"><li>• Applications for moderate sedation</li><li>• Applications for general anesthesia</li><li>• Applications for deep sedation</li></ul></li><li>- Conduct site visits at facilities and report the results of those site visits to the Board. The anesthesia credentials committee may submit recommendations to the Board regarding the appropriate nature and frequency of site visits.</li><li>- Perform professional evaluations and report the results of those evaluations to the Board.</li><li>- Other duties as delegated by the Board or Board chairperson.</li></ul>
<b>SUBJECT TO OPEN MEETINGS LAW?</b>	Yes
<b>ESTABLISHED BY RULE, STATUTE?</b>	By rule: <b>29.10(153) Anesthesia credentials committee.</b> 29.10(1) The anesthesia credentials committee is a peer review committee <b>appointed by the board</b> to assist the board in the administration of this chapter. This committee shall be <b>chaired by a member of the board</b> and shall include <b>at least</b> six additional members who are licensed to practice dentistry in Iowa. At least four members of the committee shall hold deep sedation/general anesthesia or conscious sedation permits issued under this chapter.
<b>ARE THE MEMBERS APPOINTED BY THE BOARD CHAIR OR FULL BOARD?</b>	Members are appointed by the full Board
<b>DOES THE BOARD CHAIR APPOINT THE COMMITTEE CHAIR OR DOES THE COMMITTEE ELECT A CHAIR?</b>	The Committee Chair must be a Board member

# 2013-2014 IOWA DENTAL BOARD COMMITTEES

(Updated 10/3/13)

## Executive Committee

1. *Steve Bradley, D.D.S., Chair* (Board Chair)
2. Steven Fuller, D.D.S. (Board Vice Chair)
3. Matthew McCullough, D.D.S. (Board Secretary)
4. Mary Kelly, R.D.H. (Board Member)

## Continuing Education Advisory Committee

1. *Lori Elmitt, Chair* (Board Member)
2. Steven Fuller, D.D.S. (Board Vice Chair)
3. George North, D.D.S. (Private Sector Member)
4. Eileen Cacioppo, R.D.H. (Private Sector Member)
5. Marijo Beasler, R.D.H. (Private Sector Member)
6. Jane Slach, R.D.A. (Private Sector Member)
7. Kristee Malmberg, R.D.A. (Private Sector Member)

## Iowa Practitioners Review Committee

1. *Jerome Greenfield, M.D., Chair*
2. Gordon Anderson, II, IADC, *Vice Chair*
3. ~~Kathy Stone, L.M.S.W., M.B.A.~~
4. Richard A. Rips, D.D.S.
5. Melanie Johnson, J.D., IDB Executive Director

## Licensure/Registration Committee

1. *Matthew McCullough, D.D.S., Chair* (Board Secretary)
2. Diane Meier (Board Member)
3. Tom Jeneary, D.D.S. (Board Member)

## Ad Hoc Examination Committee

1. *P.T. Grimes, D.D.S., Chair* (Private Sector Member)
2. David Holmes, D.D.S. (U. of I. College of Dentistry)
3. Michael Kanellis, D.D.S. (U. of I. College of Dentistry)
4. ~~Lynn Curry, D.D.S.~~ (Private Sector Member)
5. Steven Fuller, D.D.S. (Board Vice Chair)
6. Deena Kuempel, D.D.S. (Private Sector Member)

## Ad Hoc Expanded Functions Committee

1. *Michael Kanellis, D.D.S., Committee Chair* (UICD)
2. George North, D.D.S. (Dental Asst. Regis. Comm.)
3. Eileen Cacioppo, R.D.H. (Iowa Dental Hygiene Assn.)
4. Jane Slach, R.D.A. (Iowa Dental Assistant Assn.)
5. Mary Mariani, D.D.S. (Iowa Dental Association)
6. Lori Elmitt (IA Dental Board, Public Member)
7. Steve Bradley, D.D.S. (IA Dental Board, Dentist)
8. Mary Kelly, R.D.H. (IA Dental Board, Dental Hygienist)

## Dental Hygiene Committee

1. *Mary Kelly, R.D.H., Chair* (Board Member)
2. Nancy Slach, R.D.H. (Board Member)
3. Matthew McCullough, D.D.S. (Board Secretary)

## Anesthesia Credentials Committee

1. *Kaaren Vargas, D.D.S., Chair* (Board Member)
2. ~~Lynn Curry, D.D.S.~~ (Private Sector Member)
3. Richard Burton, D.D.S. (Private Sector Member)
4. Kurt Westlund, D.D.S. (Private Sector Member)
5. Douglas Horton, D.D.S. (Private Sector Member)
6. Steven Clark, D.D.S. (Private Sector Member)
7. Gary Roth, D.D.S. (Private Sector Member)

## Dental Assistant Registration Committee

1. *George North, D.D.S., Chair* (Private Sector Member)
2. Steve Bradley, D.D.S. (Board Chair)
3. Tom Jeneary, D.D.S. (Board Member)
4. Steven Fuller, D.D.S. (Board Vice Chair)
5. Diane Meier (Board Member)
6. Denise Bell, R.D.A. (Private Sector Member)

## Budget Review Committee

1. *Steven Fuller, D.D.S., Chair* (Board Vice Chair)
2. Matthew McCullough, D.D.S. (Board Secretary)
3. Tom Jeneary, D.D.S. (Board Member)

## Central Regional Dental Testing Service, Inc. (CRDTS)

### Steering Committee:

Steve Bradley, D.D.S. (Board Chair)

### Examination Review Committees:

Dental: Kaaren Vargas, D.D.S. (Board Member)

Dental Hygiene: Mary Kelly, R.D.H. (Board Member)

## BOARD MEMBERS AND CURRENT COMMITTEE ASSIGNMENTS

(Updated 5/21/13)

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Steve Bradley,  
Board Chair:

1. Executive Committee, *Chair*
2. Dental Asst. Registration Committee
3. Ad Hoc Expanded Functions Committee
4. CRDTS Steering Committee

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Steven Fuller,  
Board Vice Chair:

1. Executive Committee
2. Dental Assistant Registration Committee
3. Budget Review Committee, *Chair*
4. Continuing Education Advisory Committee
5. Ad Hoc Examination Committee

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Matthew McCullough,  
Board Secretary:

1. Executive Committee
2. Licensure/Registration Committee, *Chair*
3. Budget Review Committee
4. Dental Hygiene Committee

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Mary Kelly:

1. Executive Committee
2. Dental Hygiene Committee, *Chair*
3. CRDTS Examination Review Committee – Dental Hygiene
4. Ad Hoc Expanded Functions Committee

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Nancy Slach:

1. Dental Hygiene Committee

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Diane Meier:

1. Licensure/Registration Committee
2. Dental Asst. Registration Committee

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Lori Elmitt

1. Continuing Education Advisory Committee, *Chair*
2. Ad Hoc Expanded Functions Committee

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Kaaren Vargas:

1. Anesthesia Credentials Committee, *Chair*
2. CRDTS Examination Review Committee – Dental

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Tom Jeneary:

1. Budget Review Committee
  2. Licensure/Registration Committee
  3. Dental Asst. Registration Committee
-

*10/17/13 New Material*

ACTION

## **REPORT TO THE IOWA DENTAL BOARD**

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**DATE OF MEETING:** October 31 – November 1, 2013  
**RE:** **Review of Muscatine Assist to Succeed School**  
**SUBMITTED BY:** Melanie Johnson, Executive Director  
**ACTION REQUESTED:** Review and Comment

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### **Request for Review of Application**

The Board office was contacted by the College Student Aid Commission about an application they received for a new dental assisting school, Muscatine Assist to Succeed School. The Commission has asked the Board to review and provide feedback.

### **Request for Board re: Future Education Providers**

The College Student Aid Commission also requests that the Board “consider working with Iowa College Aid to ensure that, going forward, its education providers have complied with the financial responsibility provisions of Iowa Code Section 714.18, or substantiate an exemption under Iowa Code Section 714.19.”

### **Attached for Review**

- ❖ Copy of application for Muscatine Assist to Succeed School
- ❖ *Copy of email from Carolyn Small, Iowa College Student Aid Commission*

*10/17/13 New Material*

**From:** Small, Carolyn [ICSAC]  
**Sent:** Thursday, August 29, 2013 3:45 PM  
**To:** Johnson, Melanie [IDB]  
**Subject:** Muscatine Assist to Succeed School, LLC

Melanie: Here are the registration exemption application that Dr. Carol Moreno DDS submitted to me under Iowa Code Chapter 261B, and the separate financial responsibility application that she submitted to comply with Iowa Code Section 714.18.

To recap our phone conversation, Dr. Moreno is the chief executive officer of Muscatine Assist to Succeed School, where Dr. Moreno, and dentistry practice partner Dr. Roberto Moreno, propose to provide dental assisting training to students for a fee of \$3995.00 for 11 weeks of training, one full Saturday per week.

Part of the 714.18 requirements are to provide the Commission with materials that will be distributed to Iowans that describe courses, course costs, and tuition refund policy. So we have what she intended to use as a first course schedule, a student handbook, and a brochure. She also readily complied with the requirement to post a \$50,000 surety bond payable to the State of Iowa.

As I mentioned by phone, I did not perceive a student consumer impact for an enrollee in this program until just today. I was in the process of writing a recommendation for approval of her registration exemption request and wanted to explain how her program advanced a student's progression toward a dental assisting registration. Dr. Moreno stated on one of her applications that "our school will train students to become a dental assistant and will receive a certificate. They will need to work in a dental office at least 6 months and pass through state exams to become a Registered Dental Assistant." So I went to the Iowa Dental Board's website to learn more about that. It appears that there are two tracks to dental assistant registration. One is to be employed by a dentist and receive six months worth of on-the-job training as a registered "trainee". That on-the-job training is expected to give the student the training need to pass the examination and be registered. Being a trainee requires no prior education. The second route allows a student to qualify for examination and registration through a training program, but that training program must be Dental Board approved.

It suddenly occurred to me that Dr. Moreno's program may have no value to a student if he/she would be required to complete a six month period of employment thereafter to receive on-the-job training – or attend another Board-approved school. Thus, my call to you.

I tried to call Dr. Moreno immediately when I realized that there was a distinct possibility her program had no value in advancing a student toward a dental assisting registration, but I learned from her office (Gentle Family Dentistry) that she may be out of the country until next Tuesday. I'm not going to advance her application for an exemption from registration as a postsecondary educational institution here in Iowa until I receive some feedback from you about whether her program has value, or can be approved by the Board to provide value.

Please let me know your thoughts about this at your earliest opportunity.

I will advise Dr. Moreno of our communications via e-mail, just in case she should be monitoring e-mail and provide her with your name and phone number/e-mail address.

Also – I discovered today that perhaps Dr. Moreno got the idea of starting this dental assisting school in Iowa as a franchise of a company that appears to be based in Idaho: see <http://www.assisttosucceed.com/>  
And [http://www.assisttosucceed.com/open\\_location.htm](http://www.assisttosucceed.com/open_location.htm)

Please also note that there is another location of an "Assist to Succeed" dental school in New Hampton, Iowa. See the page <http://www.assisttosucceed.com/iowa.htm>

J. Carolyn Small  
Postsecondary Registration Administrator  
Iowa College Student Aid Commission  
**NEW ADDRESS** as of June 3, 2013: 430 E. Grand Ave. 3rd floor  
Des Moines, IA 50309  
515 725 3413 (voice)  
515 725 3401 (fax)

# Iowa College Student Aid Commission

Postsecondary Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319  
(515) 725-3470

## Exemption Claim for Postsecondary (261B) School Registration

Iowa Code § 261B.11 provides 14 exemptions from the Postsecondary School registration requirements of Chapter 261B. Exemption claims must be approved by the Commission before becoming effective. A school which falsely or erroneously claims an exemption remains subject to the enforcement authority of Chapter 261B.

**Applications may be submitted electronically.**

**Applications are to be sent to:**

Postsecondary Registration Administrator  
Iowa College Student Aid Commission  
603 East 12th Street, FL 5th  
Des Moines, IA 20319  
carolyn.small@iowa.gov

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]

Name of School: Muscatine Assist to Succeed School  
Suite: \_\_\_\_\_  
Street: 2202 Houser St  
City: Muscatine  
State: Iowa  
Zip: 52776  
Country: USA  
Telephone Number (including country or area code): ~~563~~ 563-288-2612

Type of corporation:

- For-profit  
 Non-profit  
 Public

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Carol Moore, DRS  
Suite: \_\_\_\_\_  
Street: 2202 Houser St  
City: Muscatine  
State: Iowa  
Zip: 52776  
Country: USA  
Telephone Number (including country or area code): 563-288-2612

Provide the contact address to be used by students and graduates who seek to obtain transcript information.

Name: Muscatine Assist to Succeed School  
Suite: \_\_\_\_\_  
Street: 2202 Houser St  
City: Muscatine  
State: IA  
Zip: 52776  
Country: USA  
Telephone Number (including country or area code): 563-288-2612

Indicate which of the following exemptions is/are claimed.

1. Schools and educational programs conducted by firms, corporations, or persons for the training of their own employees.
2. Apprentice or other training programs provided by labor unions to members or applicants for membership.
3. Courses of instruction of a vocational or recreational nature that do not lead to an occupational objective.
4. Seminars, refresher courses, and programs of instruction sponsored by professional, business, or farming organizations or associations for the members and employees of members of these organizations or associations.
5. Courses of instruction conducted by a public school district or a combination of public school districts.
6. Colleges and universities authorized by the laws of Iowa to grant degrees.
7. Schools or courses of instruction or courses of training that are offered by a vendor solely to the purchaser or prospective purchaser of the vendor's product when the objective of the school or course is to enable the purchaser or the purchaser's employees to gain skills and knowledge to enable the purchaser to use the product.
8. Schools and educational programs conducted by religious organizations solely for the religious instruction of leadership practitioners of that religious organization.
9. Postsecondary educational institutions licensed by the state of Iowa under section 157.8 or 158.7 to operate as schools of cosmetology arts and sciences or as barber schools in the state.
10. Accredited higher education institutions that meet the criteria established under section 261.9, Subsection 1.
11. Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.

12. Higher education institutions located in Iowa that are affiliated with health care systems located in Iowa, and which offer health professions programs that are accrediting agency recognized by the United States Department of Education.

13. Higher education institutions located in Iowa whose message therapy curriculum is approved under administrative rules of the professional licensure division of the department of public health and whose instructors are licensed massage therapists under chapter 152C.

14. A postsecondary educational institution established in Bettendorf in 1969 to prepare students for the Federal Communications Commission radio broadcasting examination

Explain in detail why the institution qualifies for the indicated exemption(s). Note the Commission will make a determination, based on this information.

Our school will train students to become a dental assistant  
+ will receive a certificate. They will need to work in a dental  
office at least 6 months + pass their state exams to become  
a Registered Dental Assistant

**SIGNATURE**

**Applicant School Chief Executive Officer**

<u>Carol L Moreno</u>	<u>Principal</u>
Name <u>Carol Moreno</u>	Title <u>8-1-13</u>
Signature	Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action. If the claimed exemption becomes inapplicable, the school must immediately apply for registration with the State of Iowa or cease offering the course(s) of instruction. A school that is approved for exemption must, generally, reapply for the exemption, at minimum, every 2 years.**

# Iowa College Student Aid Commission

Postsecondary Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319

## Statement of Financial Responsibility and Exemption Request Iowa Code Chapter 714

Pursuant to Iowa Code §714 et seq., the undersigned school provides evidence of financial responsibility in order to maintain or conduct in Iowa one or more courses of instruction, including courses of instruction by correspondence; or in order to solicit in Iowa the sale of such course(s).

### READ THE INSTRUCTIONS BEFORE STARTING THE STATEMENT

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application.

This statement is (check one):  
 Initial filing (no filing fee.)  
 Renewal (no filing fee)

### PART A - IDENTIFICATION

1. This statement is filed on behalf of:

Name or title of school:

Muscatine Assist To Succeed School, LLC

Address(es) of principal office(s):

2202 Houseer St

Muscatine, IA 52776

Telephone Number (including country or area code):

563-288-2612

Email address

DRCarol@GentleFamilyDentists.com

2. State the name, business address, and business telephone number of the chief executive officer of the school:

DR Carol Moreno

2202 Houseer St.

Muscatine, IA 52761

563-288-2612

### PART B - DESIGNATION OF IOWA RESIDENT AGENT

3. The designated resident agent in Iowa for the purpose of receiving service in civil actions is (indicate name, address, and telephone number):

Carol Moreno

1330 100th St.

West Liberty, IA 52776

319-627-4918

**PART C - PROGRAMS/TUITION/POLICIES**

4. Enclose a copy of any catalog, prospectus, brochure or other advertising material intended for distribution in Iowa.

5. State the tuition charges, fees and other costs payable to the school by a student. (Attach and tab a copy of a fee schedule produced for distribution to students/applicants.)

\$3995 includes all books + fees

6. State the refund policy of the school for return of refundable portions of tuition, fees, or other charges. (Attach and tab a copy of a refund policy statement produced for distribution to students/applicants.)

A student may withdraw from Muscatine Assist to Succeed School within the 1<sup>st</sup> 2 weeks of instruction to receive a full refund of tuition fees if he/she paid with cash or check. A 4% fee for credit card payments will be deducted. Students will receive no refund if he/she withdraws after the 1<sup>st</sup> 2 weeks.

**PART D - FINANCIAL SECURITY**

7. Is the school either: NO  
1) a school for cosmetology arts and sciences licensed under Iowa Code §157.8; or  
2) a barber school licensed under Iowa Code §158.7?

Yes. Attached is a copy of the license and one of the following:

Security Option 1 - A copy of a continuous corporate security bond in the sum of \$ \_\_\_\_\_ (fill in amount from attached worksheet - Form IS-1A) payable to the state of Iowa conditioned upon the faithful performance of all contracts and agreements with students. (See instructions for sample bond language.)

Security Option 2 - A letter of credit from a bank in the sum of \$ \_\_\_\_\_ (fill in amount from attached worksheet - Form IS-1A) conditioned upon the faithful performance of all contracts and agreements with students.

No. Attach a copy of a continuous corporate security bond payable to the state of Iowa in the sum of \$50,000 conditioned upon the faithful performance of all contracts and agreements with students. (See instructions for sample bond language.)

8. Attach a copy of the organization's Certificate of Existence or Certificate of Authority, whichever is applicable.

**PART E - SIGNATURE**

**Applicant Organization's Chief Executive Officer** 

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Generally, this statement must be renewed, at minimum, every 2 years.

PEKIN

INSURANCE COMPANY

### INSTRUCTIONAL SCHOOL BOND

Bond No. B186856

KNOW ALL PERSONS BY THESE PRESENTS, That we, Muscatine Assist to Succeed School, LLC as Principal, and Pekin Insurance Company as Surety, are held and firmly bound unto the State of Iowa in the sum of \$ 50,000.00--- lawful money of the United States, for which payment we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal proposes to maintain, advertise, or conduct in Iowa a course of instruction for profit, or for tuition charge, by classroom instruction or by correspondence and to enter into contracts and agreements with students for such courses of instruction; this Bond is conditioned on the faithful performance of all contracts and agreements made by it or its salespersons with students. If the Principal shall faithfully perform all such contracts and agreements, then this obligation is to be void and of no effect.

PROVIDED, The liability of the Surety upon this Bond shall be continuous, except that the Surety shall have the right to terminate its liability under this Bond by serving notice of its election to do so upon the State of Iowa. The Surety's liability under the Bond shall be terminated and canceled effective thirty (30) days after receipt by the State of a written notice signed by the Surety or its authorized agent, stating that the liability of the Surety is thereby terminated and canceled. Thereafter the Surety shall be discharged from any liability under this Bond for any default or violation of the terms of any contract or agreement made by the Principal or violation of the laws of the State of Iowa affecting such contract or agreement occurring after the effective date of the cancellation of this Bond.

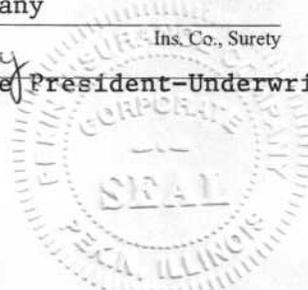
Signed and dated this 18th day of July, 2013.

Muscatine Assist to Succeed School LLC  
Principal

By: \_\_\_\_\_

Pekin Insurance Company

By: Edward A. Mulvey  
Edward A. Mulvey, Vice President-Underwriting



## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That the PEKIN INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and authorized and licensed to do business in the State of Illinois, does hereby make, constitute and appoint each of the following officers as Attorney(s) in Fact, with full power and authority hereby conferred upon him or her to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, Indemnity, Surety and Undertakings that may be desired by contract, or may be given in any action or proceeding in any court of law or equity; policies indemnifying employers against loss or damage caused by the misconduct of their employees; official, and surety and fidelity bonds; Indemnity in all cases where indemnity may be lawfully given; and with full power and authority to execute consents and waivers to modify or change or extend any bond or document executed for this Company, and to compromise and settle any and all claims or demands made or existing against said Company:

Scott A. Martin, President

Edward A. Mulvey, Vice President - Underwriting  
Michael Norton, Assistant Secretary

The PEKIN INSURANCE COMPANY further certifies that the following is a true and exact copy of Article V, Section 5 of the By-laws of the PEKIN INSURANCE COMPANY duly adopted and now in force, to-wit:

Article V, Section 5: "All bonds of the corporation shall be executed in the corporate name of the Company by the Chairman of the Board, President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The Chairman of the Board, President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds in the name of the Company. The corporate seal is not necessary for the validity of any bonds of the corporation."

In Witness Whereof, the said PEKIN INSURANCE COMPANY has caused these presents to be executed by its President with the corporate seal affixed this 18th day of July, 2013.

ATTEST

PEKIN INSURANCE COMPANY



Michael Norton, Assistant Secretary



Scott A. Martin, President



STATE OF ILLINOIS  
COUNTY OF TAZEWELL

On this 18th day of July, 2013, before me, a Notary Public personally appeared Scott A. Martin, President, and Michael Norton, Assistant Secretary who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as President and Assistant Secretary, respectively, of said PEKIN INSURANCE COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



Notary Public

**ACKNOWLEDGEMENT OF SURETY**  
(Corporate Officer)

STATE OF ILLINOIS

County of Tazewell

On this **18th** day of **July, 2013**, before me, a Notary Public in and for said County, personally appeared Edward A. Mulvey personally known to me, who being by me duly sworn, did say that he is the aforesaid officer of the Pekin Insurance Company of Pekin, Illinois, a corporation duly organized and existing under the laws of the State of Illinois, that the seal affixed to the foregoing instrument is the corporation seal of said corporation, that the said instrument was signed, sealed and executed in behalf of said corporation by authority of its Board of Directors, and further acknowledge that the said instrument and the execution thereof to be the voluntary act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal at Pekin, Illinois, the day and year last above written.



*Jane Provenzano*  
Notary Public, **Tazewell** County, State of Illinois

# IOWA

No: W00851161  
Date: 07/15/2013

## SECRETARY OF STATE

489DLC-460739  
MUSCATINE ASSIST TO SUCCEED SCHOOL, LLC

### ACKNOWLEDGEMENT OF DOCUMENT FILED

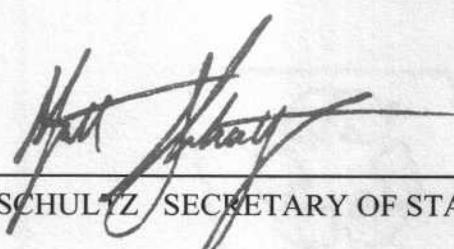
The Secretary of State acknowledges receipt of the following document:

Certificate of Organization

The document was filed on Jul 12 2013 2:53PM, to be effective as of Jul 12 2013 2:53PM.

The amount of \$50.00 was received in full payment of the filing fee.



  
MATT SCHULTZ SECRETARY OF STATE



# Table of Contents

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## Student Handbook

### Policies and Procedures

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- Withdrawal and Refund
- Insurance
- Absenteeism/Tardiness
- Honor Code
- Privacy Policy
- Facilities and Learning Aids
- Other Information

# School Catalog

## Courses

### **DA 101**

#### *Fundamentals of Dental Assisting*

Course offers instruction in all requirements for a basic understanding of dentistry and proficiency of the fundamental tasks delegated to the dental assistant by a licensed dentist in the state of Idaho. Upon completion of this course students are given a certificate to document completion of the fundamentals course. Course runs approximately 10 weeks and is held one 8 hour day per week. Students participate in a mix of lecture and hands-on training in a dental clinic using the materials and methods they learn in lecture. This course is a pre-requisite for DA 102 unless student has met fundamentals requirements.

Time: 8:00 am to 5:00pm one day per week

# Student Handbook

Welcome to Assist To Succeed Muscatine

We are pleased to offer you a thorough education in dental assisting. It is our goal to make this the number one place to receive an education for dental assisting.

For years now we have been surveying students who have completed the courses we offer. It is exciting to report that the large majority of our graduating students give us the ultimate compliment and endorsement which is the referral of their friends and family to our courses.

You are now becoming a member of a large family of people who are interested in making themselves better, attracting success to their lives and achieving whatever goals they want by beating whatever odds are in the way of their success! Assist To Succeed will help you get the tools you need to SUCCEED!

## Policy and Procedures

### GRADING

Grading procedures will be explained to students before grading begins. Students have access to all of their personal scores and grades upon request to the instructor. The instructor shall provide such requested information within a reasonable period so as to benefit the student without violation of privacy of other students. \*See Privacy Policy below

Students of Muscatine Assist to Succeed must complete the Assist to Succeed course work, examinations, practical examinations, in class requirements, and other evaluations with an average of 85% correct completion.

Students who do not complete the course with an 85% and meet all in-class requirements will not be awarded a graduation certificate nor be eligible for expanded function certification, nor be endorsed in any manner by Assist to Succeed Idaho Falls.

A student who fails to achieve a passing grade as defined above, may be eligible for remediation by re-taking the full course for a fee of \$1495\* to be paid in full prior to beginning the next class where space is available. \*Subject to change and based on availability

### WITHDRAWAL AND REFUND

A student may withdraw from the Muscatine Assist to Succeed course within the first 2 weeks of instruction to receive a full refund of tuition fees if he/she paid with cash or check. A 4% fee for credit card payments and a 10% fee for care credit payments will be deducted. Students will receive no refund if he/she withdraws after the first 2 weeks.

Students will not receive a refund of tuition nor receive certificates if they fail to complete course work or pass examinations with an average of 85% or higher.

## INSURANCE

Students must provide their own health insurance and other accident insurance. Muscatine Assist to Succeed will make every reasonable effort to prevent injury or illness, but is not liable for the same in the event either should occur during the course of instruction or thereafter beyond the allowance of Idaho State Code.

## ATTENDANCE (ABSENTEEISM/TARDY)

Because of the volume of material covered in a class period, students cannot miss more than one day of class or it will result in failure of the class.

Class starts promptly at 8am and following lunch at 1pm. Unless specifically indicated by the instructor, 2 tardies will equal 1 absence. More than 2 tardies can result in failure of the class. Tardy is defined as not being seated and prepared to learn when the lecture begins. Instructors will advise students of the clock being utilized for the purposes of time keeping so that they may be properly advised and aware of the school time.

## HONOR CODE

Assist To Succeed operates as an educational institution and believes that it is imperative to health and safety that students understand the procedures, methods, and materials they will use in assisting a professional in the treatment of others. To that end ATS requires a very high level of excellence as outlined above. Students are not only required to perform in order to receive school endorsement but are expected to do so honestly. Students who are caught in any form of dishonest behavior (cheating, stealing from the school, stealing from other students or other affiliates of the school) will be dismissed from ATS as a student and no refund, material or monetary, will be received. Students suspected of dishonest behavior will be brought before the administration (course directors) at a scheduled time and the case reviewed. It will be the sole discretion of the administrators to determine the course of action, if any, that will be taken based on the solidity and dependability of the evidence presented by the student and the school staff. Individuals damaged will be responsible for legal prosecution of the accused.

Students are expected to conduct themselves in the professional and polite manner reasonably expected of a dental assistant. Interference with other student learning will not be tolerated and may result in expulsion without refund.

Examinations, quizzes and homework assignments are designed for the learning and education of the student. All work is expected to be completed solely by the student unless specifically indicated otherwise by the instructors assigning such learning activity.

## PRIVACY POLICY

All personal and academic information about a student will be considered private and will be used only in conjunction with the operation of the school for academic purposes in order to enhance the education of the student and the security of the business. ATS will make reasonable effort to protect student information, personal and academic, from any party not directly affiliated with the operation of the school. If the student requests his/her information not be provided to those seeking to employ or interview students this request will be honored. Student information shall not be shared, sold,

rented, or in any other way exposed to parties wishing to use that information to solicit sales of merchandise or services by ATS. Parties inquiring about academic performance will be referred to the student, REGARDLESS OF WHO PAID FOR THE COURSE, who may then request an official copy of his/her performance evaluations including attendance, test scores and other information as requested.

#### FACILITY AND LEARNING AIDS

Assist To Succeed prides itself on providing its students the finest facility available for education in dental assisting. We provide all needed equipment, supplies and general materials needed to learn the course material we teach. We pledge to provide a safe, comfortable learning environment conducive to learning and growth. The Muscatine campus boasts a large 5000 square foot facility with 13 rooms that are fully equipped for student use and learning and a classroom equipped with an overhead projections screen for video and Power Point \* assisted lecture.

Assist To Succeed uses a variety of learning aids including videos and demonstrations along with lecture and practical application of skills. We guarantee that students will be safe comfortable and have access to all learning materials in a reasonable and timely manner. If a student is not satisfied that this promise has not been met, the student should contact the administration with concerns about facilities or learning aids if inquiry to the instructor is unsatisfactory.

#### OTHER INFORMATION:

##### Cardio Pulmonary Resuscitation (CPR) CERTIFICATION

Students will need to secure CPR certification and vaccinations on their own time and expense.

Vaccinations: Students should contact the local health department to obtain pertinent vaccinations including but not limited to Hepatitis B and Tetanus vaccinations

#### OUR PERSONAL PROMISE:

We are confident that students will be given every opportunity to fill their minds with principles that will drive them to success when properly applied. It is our personal promise to help students learn the skills they need to succeed in whatever endeavors they choose in life. The courses we teach offer the tools students need to succeed in dental assisting. We also hope to equip students with the desire and drive to use those tools to reach their dreams!

# Muscatine Assist to Succeed School

2202 Houser St., Muscatine, IA 52761 563-288-2612

## Course Schedule

Fall 2013

Must pass all tests and exams with 85% or Higher

- Day 1 Sept. 7 General introduction to terminology and equipment. Sterilization technique.  
(video "Saliva is Red).
- Day 2 Sept. 14 Four-handed dentistry, instrument transfer, isolation techniques, suctioning (HVE),  
Local anesthesia, patient positioning, and handpiece maintenance.
- Day 3 Sept. 21 Radiology theory and practice of intraoral & extraoral xray techniques and xray safety.
- Day 4 Sept. 28 Amalgam and composite materials, instruments, mixing, curing, tubs & trays.  
Polishing composite restorations and practical quiz.
- Day 5 Oct. 5 Cements and liners, alginate impressions (upper & lower arch), model pouring and  
Trimming. XRAY QUIZ.
- Day 6 Oct. 12 MID-TERM EXAM, oral surgery & periodontal instruments and materials, sterilization  
Procedures and Nitrous administration.
- Day 7 Oct. 19 Crown and bridge instruments and materials, making temporary restorations, and  
Bite registration.
- Day 8 Oct. 26 Endodontic materials and instruments, orthodontics, job interview skills. Sealants.  
Coronal polishing practice.
- Day 9 Nov. 2 Office Management, front desk operation, appointments, billing, dental insurance,  
Office management software, OSHA regulations as it applies to dental assisting,  
Pediatric dentistry. Review and practice for final exams. Sealant/coronal polishing  
Practical quiz.
- Day 10 Nov. 9 FINAL EXAM AND PRACTICAL EXAM.  
Final written exam, x-ray practical, and practical clinical exam.

**\*\*\* Saturday Nov. 16 Graduation**

**Assist to Succeed**  
*Your fast track to a hot new career!*

## Top 10 reasons to attend Assist To Succeed Dental Assisting School

- 1) Dental assisting professionals will always be in demand
- 2) Dental assistants always learn new and exciting things
- 3) Dental assistants enjoy respect as professionals
- 4) Assist To Succeed classes run on Saturdays
- 5) Assist To Succeed tuition includes all books and required classroom materials for your course.
- 6) Assist To Succeed courses are only 11 weekends
- 7) Assist To Succeed courses receive rave reviews from the students and the doctors who hire them!
- 8) Assist To Succeed gives you the tools you need to succeed in a fun, fast paced world!
- 9) Assist To Succeed courses cost less (thousands of dollars less—yes thousands less than other courses in Idaho)
- 10) It is time to invest in your own success!

**ANYONE IN GOOD GENERAL  
HEALTH CAN BE A GREAT  
DENTAL ASSISTANT!  
THERE IS NO AGE LIMIT!**

## Things You Need to Know

**Time:** Classes run from 8am to 5pm on Saturdays. You need to attend all classes.

**Tuition:** \$3995 *A 12 month no interest payment option is available-OAC. Early sign up discounts may be available. Call today for details.*

**Books:** All books are included

**Supplies:** All supplies included

**Instructors:** The course is directed by currently practicing doctors. Other instructors and teachers aids are experienced dental assistants who have had thousands of hours and years of experience.

**Hands-on experience:** Because dental assisting is a "hands on" work environment, course work is designed to focus on developing those skills

**Externship:** We recommend a minimum of 8 hours observation in a dental office before graduation.

**Certification:** In Iowa a dental assistant must be A Registered Dental Assistant, to be achieved after working at least 6 months in a dental office and passing 3 state exams. Upon completion of our course, you will have the training to become a dental assistant and will receive a certificate from our school.

## What are graduates saying?

*"I really enjoyed ATS! It was so great! It really gave me the confidence that I needed to reach my goal of becoming a dental assistant. It's a goal I've had for a really long time and achieving it is such a great thing! The instructors and the doctors where so great to work with, all of the classmates are really fun and it was just a wonderful experience so I highly recommend it!"*

*Erin, Idaho Falls*

*See and hear more at [www.assisttosucceed.com](http://www.assisttosucceed.com)*

## What are doctors saying?

*We recently had a student from ATS. She did an externship with us and we were just extremely happy with her. We've hired assistants from several different schools, some from in the valley, some from out of state, assistants that had no training at all, and this particular extern that came from this program just seems to be a cut above the rest. She was very prepared for all different aspects of treatment. She was a really hard worker from the beginning. I guess the biggest compliment that we could give her is that as soon as she completed her externship we were eager to hire her. We've just been very, very excited with her and I would definitely give my recommendation to anybody that wanted to go to this program or those doctors who were looking to hire assistants from that program. We would do it again in a heartbeat! We're really excited about it!*

*Dr. Shipp, Endodontist*

*See and hear more at  
[www.assisttosucceed.com](http://www.assisttosucceed.com)*

## A Note from the Directors:

We are very pleased to offer a program that we are sure will meet the needs of many people and make dental assisting the career that changes lives. Thanks for taking the time to investigate the next best step in your life. Please call our office with any questions you may have.

Regards,

Carol L. Moreno, DDS  
Roberto A. Moreno, DDS

PS. We believe that all deals should be win/win. This is why we offer a 100% money back guarantee for the first two weeks- no questions asked!

*Is Assist to Succeed right for  
YOU?*

Are you ready for a new career?  
Assist To Succeed is right for  
you!

Are you ready to earn good  
money?  
Assist To Succeed is right for  
you!

Do you need to keep your job  
while you go to school?  
Assist To Succeed is right for  
you!

Do you need financial  
arrangements to pay for school?  
Assist To Succeed is right for  
you!

Assist to Succeed is right for  
just about *everyone* who is  
motivated and excited about a  
hot new career!

[www.assisttosucceed.com](http://www.assisttosucceed.com)

**Frequently Asked Questions:**

**Where is Assist To Succeed  
located?**

Campus is located at 2202 Houser St.,  
Muscatine, IA 52761. The phone number is  
563-288-2612.

[www.assisttosucceed.com](http://www.assisttosucceed.com)

**How long are classes?**

Classes run every Saturday from 8-5pm for  
11 weekends. Personal study time during  
the week is required.

**Are books and supplies  
included in tuition?**

Yes! We believe if you pay for tuition there  
should be no extra charge for anything! Our  
goal is to make this the greatest educational  
experience of your life!

**Is there an age limit?**

NO! Anyone with good dexterity and  
general good health can be a dental assistant  
with the right training.

**Can a "front office" dental  
employee benefit?**

Absolutely! The more dental knowledge an  
employee has the more valuable they  
become! Imagine having the flexibility to do  
everything in a dental office!



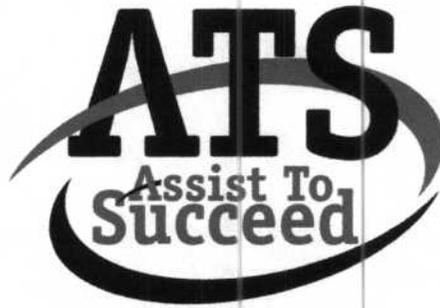
**Assist To Succeed**

*Dental Assisting School*

[www.assisttosucceed.com](http://www.assisttosucceed.com)

*Your ticket to a hot new career  
in just 11 weekends!*

**Muscatine Campus  
2202 Houser St.  
Muscatine, IA 52761  
563-288-2612**



**Assist To Succeed  
Muscatine**

**Course Catalog  
&  
Student Handbook**

460739

657842 CORG \$50.00 KARE 2 7/12/13

# CERTIFICATE OF ORGANIZATION

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## FIRST Name

The name of the limited liability company is:

Muscatine Assist to Succeed School, LLC

## SECOND Registered Agent

The street and mailing address of the initial registered office and the name and street address of the initial registered agent for service of process of the company is:

Northwest Registered Agent, LLC.  
309 Court Ave, Ste 811  
Des Moines, IA 50309

## THIRD Purpose

The purpose of this company is to establish a Dental Assistant School. Additionally, the company may pursue any other lawful purpose permitted under Iowa code and approved by the affirmative vote of members.

## FOURTH Duration

The period of duration of the limited liability company is perpetual.

## FIFTH Liability

Pursuant to Iowa Code, any and all debts, obligations or other liabilities of Muscatine Assist to Succeed School, LLC are solely the responsibility of the

2

limited liability company. Any manager, member, or organizer of Muscatine Assist to Succeed School, LLC is hereby not liable for such debts or liabilities solely by reason of their title.

### Organizer

I, Dan Keen, acting as Organizer for this company, execute this Certificate of Organization dated this 12<sup>th</sup> day of July, 2013.



---

Name

Dan Keen  
906 West Second Ave Suite 100  
Spokane WA 99201

FILED  
IOWA  
SECRETARY OF STATE

7-12-13  
2:53P  
W851161



# REPORT TO THE IOWA DENTAL BOARD

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**DATE OF MEETING:** October 31 – November 1, 2013  
**RE:** **Implementing Ad Hoc Expanded Functions Committee's Recommendations**  
**SUBMITTED BY:** Melanie Johnson, Executive Director  
**ACTION REQUESTED:** Discussion

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At the August 1, 2013 quarterly Board meeting the Board members were provided with a report from the Ad Hoc Expanded Functions Committee. The report included recommendations for Board consideration.

## Attached for Review

- ❖ Ad Hoc Expanded Functions Committee Report

Expanded Function Dental Auxiliary Taskforce  
Report to Iowa Dental Board  
July 18, 2013

Background

In 2012, the Iowa Dental Association leadership proposed that the Iowa Dental Board consider increasing the number of expanded functions that appropriately trained and certified dental auxiliaries are allowed to perform. Specifically, they requested that the following procedures be considered:

1. Forming, placing, or shaping amalgam and composite materials following the preparation of a tooth by a dentist
2. Forming and placement of stainless steel crowns
3. Taking final impressions
4. Taking records for the fabrication of dentures and partial dentures
5. Cementation of final restorations along with removal of adhesives

The Iowa Dental Board appointed a task force (EFDA Task Force) to consider this recommendation and to make recommendations to the Board. Task force members included:

Michael Kanellis, DDS – Chair  
Steve Bradley, DDS  
Eileen Cacioppo, RDH  
Lori Elmitt  
Mary Kelly, RDH  
Mary Mariani, DDS  
George North, DDS  
Jane Slach, RDA

The EFDA task force met in Iowa City on five separate occasions to discuss the merits and logistics of creating a new level of expanded function auxiliary. Meeting dates for the task force were: 11/16/12, 1/4/13, 2/8/13, 4/5/13, 6/28/13.

Discussions among EFDA Taskforce members was broad-based and included conversations on the following topics:

1. Potential merits of increasing the number of expanded functions that dental auxiliaries can perform.
2. Background of EFDA's in Iowa (Historical perspective by Dr. North)
3. Quality of care provided by EFDA's
4. Procedures considered for inclusion



5. Would Iowa dentists utilize restorative expanded function dental auxiliaries?
6. What other states are doing
7. Mechanism for training and competency-based evaluation/certification

Members of the EFDA Taskforce requested a survey of Iowa Dentists to find out how many dentists might utilize Expanded Function Dental Auxiliaries to perform additional procedures. To obtain this information, several questions were added to Dr. Peter Damiano's "Medicaid Survey of Iowa Dentists", conducted as part of the Dental Safety Net in Iowa Project (DSNI). Detailed information about the DSNI Project can be found at: <http://ppc.uiowa.edu/health/study/dental-safety-net-iowa-dsni-project>.

The "Medicaid Survey of Iowa Dentists" was mailed to all private practice dentists in Iowa, including specialists. Dentists from the University of Iowa College of Dentistry were not surveyed. A brief statement describing EFDA's was included in the survey, as follows:

*The Iowa Dental Board has convened a task force to look at the possibility of increasing the number of procedures that EFDAs (Dental Assistants and Dental Hygienists) can perform under the supervision of a dentist. Auxiliaries would be required to receive additional education and demonstrate competency in order to provide each procedure. The following questions are intended to explore Iowa dentists' attitudes about additional expanded functions.*

The survey response rate was 58% (n=776/1389).

The first EFDA related question included in the survey was intended to determine how many dentists in Iowa were utilizing EFDAs to provide currently allowed expanded functions. 55% of respondents indicated they were utilizing an EFDA to provide at least one of the currently allowed expanded functions. Responses broken down by specific functions follows:

Do you ever delegate these duties to an EFDA in your practice?	
Remove temporary crowns	42%
Take final impressions	22%
Fabricate temporary crowns	44%
Apply cavity liners, bonding systems, etc.	18%
Test pulp vitality	15%
Take occlusal registrations	42%
Place/remove gingival retraction	26%

The second EFDA related question was intended to determine how many dentists would consider utilizing an EFDA to provide the additional recommended procedures. 68% of respondents indicated

they would consider utilizing an EFDA to provide at least one of the proposed additional expanded functions. Responses broken down by specific functions follows:

If the practice act was changed, would you consider using an EFDA to provide the following services?	
Remove cement following permanent cementation of crowns/bridges	61%
Place/shape amalgam restorations following tooth prep by a dentist	21%
Place/shape composite restorations following tooth prep by a dentist	17%
Fit/cement stainless steel crowns on primary teeth	31%
Take final impressions/records for dentures	32%
Cement final restorations	21%

The final EFDA related question on the survey was intended to determine if dentists would be willing to cover the costs to send one of their auxiliaries to a course where they could become certified to provide additional EFDA procedures. 43% indicated they would either moderately or extremely consider covering this cost:

How seriously would you consider covering the costs to send one of your own auxiliaries to a course where they could become certified to provide the services listed in the previous question?	
Not at all	38%
Slightly	19%
Moderately	22%
Extremely	21%

Task Force members were charged with investigating and reporting on restorative expanded functions allowed in other states. States were selected based on data from the Dental Assisting National Board (DANB) website: <http://www.danb.org> The DANB website has a comprehensive list on a state by state basis describing titles for dental assistants who are allowed to provide expanded functions, and many different groupings of what expanded functions are allowed. Examples of states that allow EFDA's to place and contour amalgam and composites and to place stainless steel crowns includes Kentucky, Maine, Massachusetts, Michigan, Minnesota, Missouri, Ohio, Pennsylvania, Virginia and Washington.

At the final meeting of the EFDA task force, a list of consensus statements was agreed upon that guide the task force's final recommendations to the Iowa Dental Board:

## Consensus Statements Regarding Expanded Function Dental Auxiliaries

Members of the Expanded Function Dental Auxiliary Task Force appointed by the Iowa Dental Board are in agreement with the following statements related to Expanded Function Dental Auxiliaries. These background consensus statements are presented in support of the Task Force's final recommendations to the Board.

1. The EFDA Task Force is confident that the recommended additional expanded functions can be performed by appropriately trained dental auxiliaries under the direct supervision of a dentist.
2. The EFDA Task Force believes that if the recommended additional expanded functions are approved, a significant number of Iowa Dentists will be willing to employ auxiliaries who have received the appropriate training to provide these procedures.
3. The EFDA Task Force believes that employing EFDAs will improve the efficiency and increase the capacity of dental practices to treat patients, and as a result, more patients in Iowa will be able to access dental care.
4. The EFDA Task Force believes that increasing the number of expanded functions dental auxiliaries can perform will provide career advancement opportunities for dental auxiliaries in Iowa.
5. The EFDA Task Force believes that a training program for EFDAs can be established at no additional cost to the State of Iowa.

## List of Recommended Procedures

Following review of the IDA recommendations, and consideration of multiple other procedures, members of the Expanded Function Dental Auxiliary Task Force recommend the following procedures be added to what appropriately trained and certified EFDA's can perform in Iowa. These procedures refer to both primary and permanent teeth.

1. Removal of adhesives (hand instrumentation only)
2. Placement and shaping of amalgam following preparation of a tooth by a dentist
3. Placement and shaping of composite following preparation of a tooth by a dentist
4. Forming and placement of stainless steel crowns
5. Taking final impressions and records for the fabrication of dentures and partial dentures ("records" component is a new function)
6. Denture tissue conditioning reline (soft reline only, where denture is not relieved or modified)
7. Preliminary charting of existing dental restorations and teeth

### Additional Recommendation

Considerable discussion took place among EFDA Task Force members related to including procedures that could be done by hygienists in nursing home settings. These additional procedures were not included in the list of final recommendations because some of them were not reversible, and most/all of them would be performed under indirect supervision. However, due to the opportunities presented through these discussions, the EFDA Task Force makes the following recommendation to the Iowa Dental Board:

1. The Iowa Dental Board is encouraged to appoint a separate task force to look at "best practices in oral health care delivery in nursing homes" in Iowa.

If the Iowa Dental Board decides to move forward with the recommendations of the EFDA Task Force, the following "next steps" are recommended:

### Next Steps

1. Approval by the Iowa Dental Board to proceed
2. The Iowa Dental Board should charge the College of Dentistry with proposing a final curriculum for the additional EFDA procedures
3. The University of Iowa College of Dentistry would assign faculty to create/finalize a curriculum for training (estimate 6 months to have curriculum finalized)
4. EFDA task force, working with the Dental Board and the College of Dentistry would propose a method for competency-based assessment and certification
5. Final approval by Iowa Dental Board and Implementation of training
6. Announcement in IDA Journal

Respectfully submitted on behalf of the EFDA Task Force,

Michael Kanellis, DDS, MS  
Chair, Expanded Function Task Force  
7/23/13

5

## REPORT TO THE IOWA DENTAL BOARD

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**DATE OF MEETING:** October 31 – November 1, 2013  
**RE:** **Frequently Asked Questions (FAQs) -Revised**  
**SUBMITTED BY:** Melanie Johnson, Executive Director  
**ACTION REQUESTED:** Review and Approval of Revised FAQs

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A workgroup consisting of the individuals listed below met to discuss and revise draft FAQs under consideration for posting on the Board's website. The attached FAQs incorporate feedback received at prior Dental Hygiene Committee and Dental Board meetings.

Workgroup:

- Mary Kelly, RDH/Dental Hygiene Committee Chair/Board Member;
- Sara Scott, Assistant Attorney General;
- Melanie Johnson, Executive Director; and
- Phil McCollum, IT Specialist/Investigator

**Attached for Review**

- ❖ FAQs: Approved, Revised, and Recommended for Deletion

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## FAQs – APPROVED

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### *Recordkeeping*

Answer approved by Board at 3/28/13 mtg.

**Q:** We have a question about orthodontic models and record keeping requirements. We have an abundance of Ortho boxes filled with patient models from impression casts. We are running out of space in our basement to put more recent models. Some of our models are 7 years old or more. My question is how long do we need to keep these? And how do we go about destroying them? Each model is labeled with patient's name, date they were in, and patient number.

**A:** The Board has always interpreted that models are part of the patient record, which means that they are required to be retained for either 6 years or until a minor reaches age 19, whichever is longer. When the Board reviews cases, we regularly ask for the models as part of the review. In regards to the disposal question, it should be done in a manner that protects the confidentiality of the patient's information. Some offices remove all identifying information and then destroy them.

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## About the Board

**Q:** How often and where does the Board meet?

Answer approved by Board at 5/9/13 mtg.

**A:** The Board holds regular quarterly two day meetings, most often in Des Moines, IA at the Board office. The Board also conducts special meetings telephonically in between the quarterly meetings, as needed.

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**Q:** How do I become a Board member?

Answer approved by Board at 5/9/13 mtg.

**A:** The Dental Board is composed of nine members: 5 dentists, 2 dental hygienists and 2 members of the public. Members are appointed by the governor and confirmed by the Iowa Senate. For more information on how to seek appointment, address your questions to the governor's office at 515-281-0215 or visit their website at <https://openup.iowa.gov/home>.

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Answer approved by Board at 5/9/13 mtg.

**Q:** How can I get on the Board's email list to receive meeting notices?

**A:** Send an email to [IDB@iowa.gov](mailto:IDB@iowa.gov) if you would like to receive agendas for all Board meetings via email and free of charge.

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Answer approved by Board at 5/9/13 mtg.

**Q:** Where can I get copies of the meeting agendas and materials?

**A:** Agendas and meeting materials are available on the Board’s website. Go to “Agendas & Minutes” to access the information:

<http://www.state.ia.us/dentalboard/board/meetings/index.html>

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## FAQs – REVISED

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### *Oral and Maxillofacial Surgeons*

**Q:** May Oral and Maxillofacial Surgeons perform Pre-surgical History & Physicals?

**A:** Yes. Oral and maxillofacial surgeons are sufficiently prepared by their education and training to perform pre-surgical physical examinations and health histories, and this would fall under the “practice of dentistry” as defined in Iowa Code section 153.13.

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### *Disaster-Related Events*

**Q:** Under what authority may dentists licensed in other states, but unlicensed in Iowa, be allowed to assist here in Iowa during a disaster-related event?

**A:** The short answer is that Iowa is a party to an Emergency Management Assistance Compact (EMAC) that has a provision which allows Iowa to request the assistance of health care or other licensed professionals from other states. Under the terms of the EMAC these individuals are deemed licensed in Iowa to render such assistance for the duration of a disaster.

Below is an excerpt from some guidance this office has previously received on the subject from the Attorney General’s Office:

“As many of you know, Iowa is a member of the Emergency Management Assistance Compact (EMAC), which is contained at Iowa Code section 29C.21. All of the states are now parties to this agreement. EMAC contains the following provision related to licensure:

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting such assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise. (Article V)

In practical terms, this means the state of Iowa can request the assistance of health care or other licensed professionals (such as engineers or plumbers) from other states and such persons will be deemed licensed in Iowa to render such assistance during the duration of the disaster. The request must come through the State Emergency Operations Center (SEOC). SEOC has procedures in place for communities to make requests and to facilitate the deployment of these resources to affected communities. This process must be utilized for the “deemed licensed” provision to apply. (There are also liability protections and reimbursement provisions in EMAC which also require formal state request and approval to attach).”

- Link to Iowa Homeland Security re: the Emergency Management Assistance Compact (EMAC): [www.iowahomelandsecurity.org/ProgramsIMAC\\_EMAC.html](http://www.iowahomelandsecurity.org/ProgramsIMAC_EMAC.html)

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**Q:** I would like to know what my patient rights are regarding requesting copies of my dental records, including electronic copies of my digital x-ray from my dentist.

**A:** If you have not already done so, we would recommend that you call your dentist first to request the records. Board rules require a dentist to furnish dental records upon the request of a patient. Dental records include x-rays. See Board rule 650—27.11.

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### *Tooth Whitening Services*

**Q:** I am planning on starting a tooth whitening service. Someone told me that I can't do that unless I'm a dentist. Is that true?

**Q:** I own a tanning salon and I want to sell tooth whitening gel to my customers. Can I do that?

**Q:** What if the customer buys the whitening gel and takes it with them to use while in the tanning bed or elsewhere in the salon? Is that a violation?

**Q:** We don't want anyone to apply the whitening gel wrong so our staff has been told to give the customers some instructions about how to use it properly. Is that okay?

**Q:** I want to set up a tooth whitening booth in our local mall. I plan on selling whitening gel and having my staff apply the gel and the light to the customer's teeth for the whitening process. For extra safety, my staff has been trained in how to apply the gel and use the equipment. Any problems?

**A:** For information about Iowa's law regarding tooth whitening services and the Board's policy statement on this subject refer to:

- Iowa Dental Board's November 2008 "*Position Statement: Tooth Whitening/Bleaching Services By Non-Licensed Persons*" (<http://www.state.ia.us/dentalboard/board/statements/Statement-on-Whitening-2008.pdf>)
- Iowa's law re: practice of dentistry, including tooth whitening services. (See Iowa Code §153.13)

**153.13 "Practice of dentistry" defined.**

For the purpose of this subtitle the following classes of persons shall be deemed to be engaged in the practice of dentistry:

1. Persons publicly professing to be dentists, dental surgeons, or skilled in the science of dentistry, or publicly professing to assume the duties incident to the practice of dentistry.
2. Persons who perform examination, diagnosis, treatment, and attempted correction by any medicine, appliance, surgery, or other appropriate method of any disease, condition, disorder, lesion, injury, deformity, or defect of the oral cavity and maxillofacial area, including teeth, gums, jaws, and associated structures and tissue, which methods by education, background experience, and expertise are common to the practice of dentistry.
3. **Persons who offer to perform, perform, or assist with any phase of any operation incident to tooth whitening, including the instruction or application of tooth whitening materials or procedures at any geographic location. For purposes of this subsection, "tooth whitening" means any process to whiten or lighten the appearance of human teeth by the application of chemicals, whether or not in conjunction with a light source.**

## Scope of Practice – Dental Hygienist

### **Q:** Can a RDH perform dental assistant duties?

**A:** Yes, a RDH can perform dental assistant duties, including the following RDA “expanded functions” duties, as defined in Board rule 650—20.3: (1) taking occlusal registrations; (2) applying cavity liners and bases, desensitizing agents, and bonding systems; (3) placement of periodontal dressings; (4) testing pulp vitality; and (5) monitoring of nitrous oxide inhalation analgesia. Please note that the RDH must also consider the level of supervision s/he is operating under in assessing what services may be performed.

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### **Q:** What is the scope of practice of an Iowa-licensed RDH?

**A:** The “practice of dental hygiene” as defined in Iowa Code 153.15 means the performance of *educational, therapeutic, preventive, and diagnostic* dental hygiene procedures which are delegated by and under the supervision of a licensed Iowa dentist. These services are performed under the general, direct or public health supervision of a dentist. Board rules, 650—Chapter 10, further define the scope of practice for an Iowa licensed dental hygienist.

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### **Q:** What level of supervision is required for a RDH?

**A:** The authorized practice of dental hygiene as defined in Iowa law means the performance of: (1) educational, (2) therapeutic, (3) preventive, and (4) diagnostic dental hygiene procedures which are delegated by and under the supervision of a licensed dentist. The level of required supervision varies depending on the type of services performed. Supervision levels are: *Direct, General, and Public Health*.

- *General – All.* For a hygienist to provide all possible services (educational, therapeutic, preventive, and diagnostic) under “**general supervision**,” the patient must be examined by a dentist, be a patient of record for that dentist and the services to be performed must be prescribed by the dentist.
  - *General – Some.* Board rules also specifically spell out that hygienists can perform some functions under the “**general supervision**” of a dentist, even if the patient has not been examined by the dentist. These services are limited to: educational, assessments, screenings, and data collection for the evaluation by a licensed dentist.
  - *Direct or PHS.* Board rules then state that all other authorized services (referring to therapeutic (e.g., prophys), or preventive (e.g. sealants)) to new patients shall be provided under the “**direct supervision**” or “**public health supervision**” and it requires that an exam be completed during the initial visit by a new patient, except under PH supervision.
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**Q:** Can dental hygienists provide services in a medical office or wellness center?

**A:** Yes, a RDH can work at a medical office or wellness center, but only if he/she is under the general supervision of a dentist OR has a public health supervision agreement. (*See Iowa Code Section 153.15; 650 Iowa Administrative Code 10.3-10.5.*)

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**Q:** Can a dental assistant work under a “public health supervision agreement”?

**A:** No, a dental assistant cannot work under “public health supervision.” A public health supervision agreement is between a dentist and a dental hygienist. The Board has not adopted rules to allow dental assistants to work under Public Health Supervision. Further, the rules governing Public Health Supervision are located in Chapter 10 and only make reference to “dentist” and “hygienist”.

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**Q:** Can a registered dental assistant provide services outside of a dental office?

**A:** A dental assistant can work under the “direct” or “personal” supervision of a dentist anywhere that dentist practices. But in order to provide services under “general supervision,” the patient must have been examined by the dentist and the dental assisting services must be provided in a dental office (or place the dentist practices), such as a nursing home.

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## FAQs – RECOMMENDED FOR DELETION

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**Q:** I feel that seeing Medicaid patients is very important so I would like to continue doing so. However, I would like to be able to limit the amount of Medicaid patients I see and focus down to what I see as "core groups" of Medicaid patients.

*Recommendation: An answer to this question (based on input from IME) was approved by the Board at the March 28, 2013 meeting. Upon further discussion and consideration, we recommend it's deletion and that similar future inquiries be directed to the Iowa Medicaid Enterprise (IME).*

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### *Tooth Whitening Services*

**Q:** I am planning on starting a tooth whitening service. Someone told me that I can't do that unless I'm a dentist. Is that true?

**Q:** I own a tanning salon and I want to sell tooth whitening gel to my customers. Can I do that?

**Q:** What if the customer buys the whitening gel and takes it with them to use while in the tanning bed or elsewhere in the salon? Is that a violation?

**Q:** We don't want anyone to apply the whitening gel wrong so our staff has been told to give the customers some instructions about how to use it properly. Is that okay?

**Q:** I want to set up a tooth whitening booth in our local mall. I plan on selling whitening gel and having my staff apply the gel and the light to the customer's teeth for the whitening process. For extra safety, my staff has been trained in how to apply the gel and use the equipment. Any problems?

*Recommendation: At the May 9, 2013 meeting the Board approved responses to these four FAQs. Upon further discussion and consideration, we are recommending the deletion of these four FAQs which deal with individual facts and specific situations.*

*In lieu thereof, we suggest that the Board include a response that refers to Iowa law and the Board's policy statement on this subject (see "FAQs –Revised" section for suggested language.)*

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**Q:** What are the requirements for a RDH working under “general supervision”?

**Q:** Can a RDH work under the “general supervision” of a dentist and provide services to individuals in a nursing home?

*Recommendation: Delete these two FAQs and cover the subject matter in the FAQ that asks “What level of supervision is required for a RDH?”*

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**Q:** Under a public health supervision agreement, after the initial examination by a dentist, how much time can elapse before another examination by a dentist is required before additional dental hygiene services can be provided?

*Recommendation: Delete this FAQ because it will be covered under the Board’s Public Health Supervision “best practices” guidelines.*

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**Q:** Can a RDH place dental sealants as part of a sealant program in a “public health setting” pursuant to a public health supervision agreement? Or does the placement of sealants by a RDH require the RDH to be under the “general supervision” of a dentist?

*Recommendation: Delete this FAQ because it will be covered under the Board’s Public Health Supervision “best practices” guidelines.*

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**Q:** Can a registered dental assistant provide assistance to a registered dental hygienist working under a public health supervision agreement?

*Recommendation: Delete this FAQ and cover the subject matter in the FAQ that asks: “Can a registered dental assistant provide services outside of the dental office?”*

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**Q:** Can a dental assistant provide services anywhere a dentist practices or must a dental assistant only provide services in a dental office?

*Recommendation: Delete this FAQ and cover the subject matter in the FAQ that asks: “Can a registered dental assistant provide services outside of the dental office?”*

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# REPORT TO THE IOWA DENTAL BOARD

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**DATE OF MEETING:** October 31, 2013  
**RE:** **Application Dental Hygiene License – Dana Hanson**  
**SUBMITTED BY:** Christel Braness, Program Planner 2  
**ACTION REQUESTED:** Action on Committee Recommendation

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## **Dental Hygiene Committee Recommendation**

The Dental Hygiene Committee will review the application for a dental hygiene license and provide a recommendation.

## **Attached for Review**

- ❖ Copy of Report to the Dental Hygiene Committee
- ❖ Copy of Application for Dental Hygiene License

# **REPORT TO THE DENTAL HYGIENE COMMITTEE**

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**DATE OF MEETING:** October 31, 2013  
**RE:** **APPLICATION FOR DENTAL HYGIENE LICENSE – Dana Hanson, RDH**  
**SUBMITTED BY:** Christel Braness, Program Planner 2  
**ACTION REQUESTED:** Dental Hygiene Committee Recommendation to Board

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**Topic(s) for Committee Review**

Should Ms. Hanson be issued a license?

**Background**

2001	Consumption of alcohol by a minor.
2002	Consumption of alcohol by a minor.
2003	Charged with possession of drug paraphernalia while babysitting a friend’s child. DHS had been called on the child’s mother and showed up while Ms. Hanson was babysitting. Ms. Hanson was found not guilty after hearing the story. Ms. Hanson’s friend reported to authorities that the drug pipe was not Ms. Hanson’s.
2005	Charged with supplying alcohol to minors. Ms. Hanson indicates that she was not at home when this occurred; however, she was accused by one of the minors in question. Entered into a plea bargain and paid a fine at the attorney’s advice.
8/2012	Charged with open container when she was pulled over and it was discovered that an open container was in her car. Applicant indicates that this was left by someone else.

**Prior Disciplinary Actions**

None.

**Historical Treatment of Similar Situations**

In cases similar to this, the Dental Hygiene Committee approved issuance of a dental hygiene license.

**Attached for Review**

- ❖ Application for dental hygiene license.



# APPLICATION FOR IOWA DENTAL HYGIENE LICENSE

RECEIVED

JUL 29 2013

**IOWA DENTAL BOARD**  
400 S.W. 8<sup>th</sup> Street, Suite D, Des Moines, Iowa 50309-4687  
Ph. (515) 281-5157 <http://www.dentalboard.iowa.gov>

IOWA DENTAL BOARD

**Application by Examination**       **Application by Credentials**

This form must be completed and returned to the Iowa Dental Board. Include the *non-refundable* application fee. Do not submit payment in cash. Complete each question on the application. If not applicable, mark "N/A."

## IDENTIFYING INFORMATION

<b>Full Legal Name: (Last, First, Middle)</b> Hanson, Dana, Nicole			
<b>Other Names Used: (e.g. Maiden Name)</b>			
<b>Home Address:</b> 125 Melrose Ct. #			
<b>City:</b> Burlington	<b>County:</b> Des Moines	<b>State:</b> IA	<b>Zip:</b> 52601
<b>Home Phone:</b> 319-601-2109		<b>Home E-mail:</b> dnhans84@gmail.com	
<b>Work Address:</b>			
<b>City:</b>	<b>County:</b>	<b>State:</b>	<b>Zip:</b>
<b>Work Phone:</b>	<b>Work Fax:</b>	<b>Work E-mail:</b>	

## DENTAL HYGIENE EDUCATION

	Institution	City, State, Country	From (Mo/Yr)	To (Mo/Yr)
Year 1	Carl Sandburg College	Galesburg, IL U.S.	08/2011	07/2012
Year 2	Carl Sandburg College	Galesburg, IL U.S.	08/2012	05/2013
Year 3				
Year 4				
<b>Degree Received:</b> Associate of Applied Science in Dental Hygiene			<b>Date of Degree:</b> May 16, 2013	

<b>For office use only:</b>	<b>License #</b>	<b>Date Issued:</b>	<b>Fees (App/Fprint):</b>
			# <del>2077</del> \$216 (no LA app)

#2077  
\$216

Name of Applicant: Dara N Hanson

**POST-GRADUATE DENTAL HYGIENE TRAINING**

<b>Institution:</b>	<b>Specialty:</b>	<b>From (Mo/Yr):</b>	<b>To (Mo/Yr):</b>
<b>Address:</b>	<b>City:</b>	<b>State:</b>	

**CHRONOLOGY OF ACTIVITIES**

Provide a chronological listing of all dental hygiene and non-dental hygiene activities from the date of your graduation from dental hygiene school to the present date, with no more than a three (3) month gap in time. Include months, years, location (city & state), and type of practice. Attach additional sheets of paper, if necessary, labeled with your name and signed by you.

<b>Activity &amp; Location</b>	<b>From (Mo/Yr):</b>	<b>To (Mo/Yr):</b>
Job Searching, Burlington, IA for/in surrounding areas.	05/2013	(current) 07/2013

**LICENSE INFORMATION**

List all state/countries in which you are or have ever been licensed. Please note: you will be required to request written certifications of all licenses.

<b>State/Country</b>	<b>License No.</b>	<b>Date Issued</b>	<b>License Type (e.g. Resident, Faculty, Permanent)</b>	<b>How Obtained (e.g. Credentials, Exam)</b>

Name of Applicant: Dana N Hanson

**PERSONAL & CONFIDENTIAL DATA**

**Privacy Act Notice:** Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 272J.8(1) and 261.126(1), and Iowa Code § 272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

<b>Social Security Number:</b> [REDACTED]	<b>Gender:</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<b>U.S. citizen:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If no, visa type or alien registration number:</b> <input type="checkbox"/> Student Visa <input type="checkbox"/> Work Visa <input type="checkbox"/> Alien Registration <b>Provide visa or alien registration number:</b> _____ <b>If visa, provide expiration date of current visa:</b> _____			
<b>Date of birth:</b> 03-11-1984	<b>City of Birth:</b> Keokuk	<b>State of birth:</b> IA	<b>Country of birth:</b> United States

**EXAMINATION INFORMATION**

List all national, regional, or state licensure exams you have taken. Include the date and indicate if you passed or failed. Add additional sheets if necessary.

1. CROTS Dental Hygiene Examination	Date: 05/03/13	[REDACTED]
2. National Board Dental Hygiene Examination	Date: 05/21/2013	[REDACTED]

**DEFINITIONS**

Important! Read these definitions before completing the following questions.

**“Ability to practice dental hygiene with reasonable skill and safety”** means ALL of the following:

1. The cognitive capacity to make reasoned clinical judgments, and to learn and keep abreast of clinical developments;
2. The ability to communicate clinical judgments and information to patients and other health care providers; and
3. The capability to perform clinical tasks such as dental hygiene examinations and dental hygiene procedures.

**“Medical condition”** means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.

**“Chemical substances”** means alcohol, legal and illegal drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.

**“Currently”** does not mean on the day of, or even in weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of chemical substances or medical conditions may have an ongoing impact on the ability to function and practice, or has adversely affected the ability to function and practice within the past two (2) years.

**“Improper use of drugs or other chemical substances”** means ANY of the following:

1. The use of any controlled drug, legend drug, or other chemical substance for any purpose other than as directed by a licensed health care practitioner; and
2. The use of any substance, including but not limited to, petroleum products, adhesive products, nitrous oxide, and other chemical substances for mood enhancement.

**“Illegal use of drugs or other chemical substances”** means the manufacture, possession, distribution, or use of any drug or chemical substance prohibited by law.

Name of Applicant: Dana N Hanson

**PERSONAL & CONFIDENTIAL DATA**

In answering each of the following questions, please check the appropriate box next to each question. **FOR EACH "YES" ANSWER TO QUESTIONS 1 THROUGH 18, YOU MUST PROVIDE A SIGNED STATEMENT GIVING FULL DETAILS, INCLUDING DATE(S), LOCATION(S), ACTION(S), ORGANIZATION(S) OR PARTIES INVOLVED, AND SPECIFIC REASON(S).**

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	1. Do you currently have a medical condition that in any way impairs or limits your ability to practice dental hygiene with reasonable skill and safety?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	2. Are you currently engaged in the illegal or improper use of drugs or other chemical substances?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	3. Do you currently use alcohol, drugs, or other chemical substances that would in any way impair or limit your ability to practice dental hygiene with reasonable skill and safety?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. If YES to any of the above, are you receiving ongoing treatment or participating in a monitoring program that reduces or eliminates the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5. If YES to any of the above, does your field of practice, the setting, or the manner in which you have chosen to practice dental hygiene, reduce or eliminate the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances?

If you answered yes to any of the questions above, please provide a statement below providing the details as requested in the instructions above. Please add a separate sheet of paper if necessary.

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Dana N Hanson  
Signature

7/15/2013  
Date

7/18/13

Dear Iowa Dental Board,

I am writing this letter to inform you of all the charges that have been brought against me in the court system. In 2001 when I was 17, I was charged with Consumption of Alcohol by a Minor in Hamilton, Illinois. In 2002 when I was 18, I was charged with Consumption of Alcohol by a Minor in Keokuk, IA. Both of these incidents happened when I was a passenger in a vehicle that was pulled over for speeding and I had been drinking.

In 2003 I lived with my friend and she had a child. She was gone a lot so I was caring for him quite a bit. Someone called DHS on her for suspicions they had about her. When DHS came they brought the police with them and they went through her apartment and things. They found a pipe and some marajuana resin so they arrested both of us for possession of drug paraphernalia even though she told them it was not mine. I asked if they could take me to have me drug tested so I could prove it but they wouldn't. They said I had to take it up in court. So I was charged with it but found not guilty in court when the judge heard the story. It was a huge embarassment for me because it was in the paper and considering I don't even smoke marajuana and I was made to look like I do made it that much worse.

In 2005, I believe it was, I was accused of supplying alcohol to three young girls and contributing to their deliquency. I wasn't home and two of my guy friends were at my apartment and had the girls over, without my knowledge. One of the girls got mad at the other one and told her mom they were there and they all said I bought them alcohol so it was their word against mine. My lawyer said the best option was to take a plea bargain to one charge of contributing to the deliquency of a minor so I did what he said and paid the fine. It was very upsetting because I didn't buy them alcohol nor was I even there when it took place.

In August, 2012 I was charged with open container because I got pulled over and someone had left an open beer can in my car. I was also very upset with this charge because it was not my beer can and I hadn't even been drinking so it was just another fine I was stuck with. I definitely check to make sure my car is nice and clean on a regular basis now.

Sincerely,



Dana Hanson

7/18/13

Dear Iowa Dental Board,

I am writing to advise you of an incident where I, along with three of my fellow students were suspended from school for three days. It was the end of the fourth semester and chart audit time. We were required to pull all of our patients' charts and make sure all of our documentation was correct and complete and then meet with our clinic advisor so they could double check everything. At the end of each day the charts were to be filed back in the filing cabinet in the office.

I was under a great deal of stress and forgot to file the charts back before I left at the end of the day on Thursday, November 30, 2012. They were left in my locked locker in the basement of our building. Apparently, another student was looking for a chart I had so they gained access to my locker and found the charts in there. Due to this, they looked up other students' patients to see if their charts were all filed back and there were three who also had charts missing from the filing cabinet.

On Monday, December 3, 2012 when I returned to school I was asked to meet with the director of the program, Ms. Norris at 10am. I did so and was told that we were all four being suspended for three days, starting the next day, Tuesday, December 4, 2012 through Thursday December 6, 2012. That was finals week so we got to take our two finals on Monday and had to retake our finals from Tuesday and Wednesday on Friday, December 7, 2012. We were also required to write a four page paper on HIPAA.

Personally, I, along with the other three students felt this punishment was harsh and unnecessary, but we did what we had to and moved forward. I definitely didn't ever forget to file back charts again after that. I understand the HIPAA law and its importance and respect it to the fullest.

Sincerely,



Dana Hanson

Name of Applicant: Dana N Hanson

In answering each of the following questions, please check the appropriate box next to each question. **FOR EACH "YES" ANSWER TO QUESTIONS 1 THROUGH 18, YOU MUST PROVIDE A SIGNED STATEMENT GIVING FULL DETAILS, INCLUDING DATE(S), LOCATION(S), ACTION(S), ORGANIZATION(S) OR PARTIES INVOLVED, AND SPECIFIC REASON(S).**

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	6. Except for minor speeding or parking offenses, have you ever been arrested, charged, convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime or offense, including actions that resulted in a deferred or expunged judgment?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	7. Have you ever been terminated or requested to withdraw from any dental hygiene school or training program?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	8. Have you ever been requested to repeat a portion of any professional training program/school?
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	9. Have you ever received a warning, reprimand, or been placed on probation during a professional training program/school?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	10. Have you ever been denied a license to practice dental hygiene?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	11. Have you ever voluntarily surrendered a license issued to you by any professional licensing agency?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	11a. If yes, was a license disciplinary action pending against you, or were you under investigation by a licensing agency at that time the voluntary surrender of license was tendered?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	12. Aside from ordinary initial requirements of proctorship, have your clinical activities ever been limited, suspended, revoked, not renewed, voluntarily relinquished, or subject to other disciplinary or probationary conditions?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	13. Are any malpractice claims or complaints in process/pending against you?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	14. Have any settlement agreements been rendered or any judgments entered against you resulting from your practice of dental hygiene?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	15. Are charges or an investigation currently pending relative to your dental hygiene license in any other state?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	16. Has any jurisdiction of the United States or other nation ever limited, restricted, warned, censured, placed on probation, suspended, or revoked a license you held?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	17. Have you ever been notified of any charges filed against you by a licensing or disciplinary agency of any jurisdiction of the United States or other nation?
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	18. Have any judgments or settlements been paid on your behalf as a result of a professional liability case(s)?
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<b>19. Do you understand that if a license is granted by this board, it will be based in part on the truth of the statements contained herein, which, if false, may subject you to criminal prosecution and revocation of the license?</b>

Name of Applicant: Dana N Hanson

**AFFIDAVIT OF APPLICANT**

IN THE STATE OF Iowa, COUNTY OF Des Moines

I, Dana Nicole Hanson, hereby declare under penalty of perjury that I am the person described and identified in this application and that the attached photograph is a true likeness of myself. I also declare that I am the lawful holder of the enclosed diploma, which was procured in the regular course of instruction and examination without fraud or misrepresentation.

I further state that I have read the statutes and rules pertaining to the practice of dental hygiene as prescribed in Iowa Code chapters 147, 153, and 272C and 650 Iowa Administrative Code. If a license to practice dental hygiene is issued to me, I understand that if I violate any laws or rules, my license may be revoked as provided by law.

I declare, under penalty of perjury, that my answers and all statements made by me on this application and accompanying attachments are true and correct. Should I furnish any false information, or have substantial omission, I hereby agree that such act shall constitute cause for denial, suspension, or revocation of my license. I also declare under penalty of perjury that if I did not personally complete the foregoing application that I have fully read and confirmed each question and accompanying answer, and take full responsibility for all answers contained in this application.

I hereby agree to abide by the laws and rules pertaining to the practice of dental hygiene in the state of Iowa.

Signature of Applicant Dana Nicole Hanson Dana N Hanson

Sworn to before me this 26 day of July, 2013

Signature of Notary Public Nancy L Koval

NOTARY SEAL:

6-2-14



## AUTHORIZATION TO RELEASE INFORMATION

I, Dana N Hanson, do hereby authorize a disclosure of records concerning myself to the Iowa Dental Board (IDB). This release includes records of a public, private or confidential nature.

I acknowledge that the information released to the IDB may include material that is protected by federal and/or state laws applicable to substance abuse and mental health information. If applicable, I specifically authorize the release of confidential information to and from the IDB relating to substance abuse or dependence and/or mental health.

I further agree that the IDB may receive confidential information and records, including but not limited to the following records:

- Medical records
- Education records
- Personnel or employment records, including records of any remedial, probationary, disciplinary, or any other adverse information contained in those records.
- Residency or fellowship training records, including records of any remedial, probationary, disciplinary, or any other adverse information contained in those records.
- Any information the IDB deems reasonably necessary for the purposes set forth in this release.

Release of Liability. I do hereby irrevocably and unconditionally release, covenant not to sue, and forever discharge any person or entity, including but not limited to any dental school, residency or fellowship training program, hospital, health care provider, health care facility, licensing board, impaired practitioner program, agency, or organization, which releases information to the IDB pursuant to this release from any liability, claim, or cause of action arising out of the release of such information. I further irrevocably and unconditionally release, covenant not to sue, and forever discharge the IDB, the State of Iowa, and its employees and agents from any liability, claim, or cause of action arising out of the collection or release of information pursuant to this release.

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature.

This authorization is effective through the completion of the licensure process. I understand I have the right to revoke this authorization in writing, except to the extent that the IDB has already taken action in reliance upon this consent.

**I have read and fully understand the contents of this "Authorization to Release Information."**

Dana N Hanson

Signature of Applicant

7/15/13

Date

### PROHIBITION ON REDISCLOSURE

This form does not authorize redisclosure of medical information beyond the limits of this consent. Where information has been disclosed from records protected by federal law for alcohol/drug abuse records or by state law for mental health records, federal requirements (42 C.F.R. Part 2) and state requirements (Iowa Code Ch. 228) prohibit further disclosure without the specific written consent of the patient except as provided in IAC 12.16(6)"b"2, or as otherwise permitted by such law and/or regulations. A general authorization for the release of medical or other information is not sufficient for these purposes. Civil and/or criminal penalties may attach for unauthorized disclosure of alcohol/drug abuse or mental health information.

7/18/13

Dear Iowa Dental Board,

I recently graduated from Carl Sandburg College in Galesburg, Illinois with an Associate of Applied Science Degree in Dental Hygiene. I am from Iowa and have always lived in Iowa, therefore I prefer to practice dental hygiene in Iowa. That is why I am applying for my dental hygiene license in the state of Iowa.

Even though I have not yet obtained my dental hygiene license I have still currently been applying for many dental hygiene positions. I would like to work in a private practice three or four days a week if given the opportunity. I am looking into positions in the Burlington, Iowa City, and Des Moines areas. I hope to find a good office that is the right fit for me where I can practice dental hygiene and further my skills. I would greatly appreciate the opportunity to be licensed so I can practice dental hygiene. Thank you in advance.

Sincerely,

A handwritten signature in cursive script that reads "Dana Hanson". The signature is written in black ink and is positioned below the word "Sincerely,".

Dana Hanson

JUL 31 2013

CERTIFICATION OF EDUCATION

IOWA DENTAL BOARD

As part of the license application process, the Iowa Dental Board requires that the school at which the applicant received her/his dental or dental hygiene education complete this form. The completed form must be mailed directly from the school to the IOWA DENTAL BOARD. Any processing fees are the applicant's responsibility. The applicant's signature authorizes release of information, favorable or otherwise, directly to the Board.

Print Name: Dana N Hanson

Date of Birth or Last 4 of SSN: [Redacted]

Signature: [Handwritten Signature]

Date: 7/15/2013

\*\*\*\*\*

This portion of the form should be completed by the school.

IT IS HEREBY CERTIFIED THAT Dana N. Hanson (Name of Applicant)

RECEIVED DENTAL EDUCATION AT Carl Sandburg College (Name of School)

LOCATED AT 2400 Tom L. Wilson Blvd. Galesburg, IL 61401 (Full Address of School)

FROM 01/2011 TO 05/2013 (Month/Year)

GRANTED A DIPLOMA WITH THE DEGREE OF Associate in Applied Science Major: Dental Hygiene

DATE DIPLOMA RECEIVED 05/2013 (Month/Year)

Was the school accredited by the Commission on Dental Accreditation of the American Dental Association at the time the applicant graduated? Yes [checked] No

Did the student ever receive a warning, reprimand? Yes [checked] No

Was the student placed on probation or disciplined? Yes [checked] No

If yes, please provide details concerning the action taken. Suspension

President, Dean, Secretary, or Registrar:

Print Name Derrick Eddy

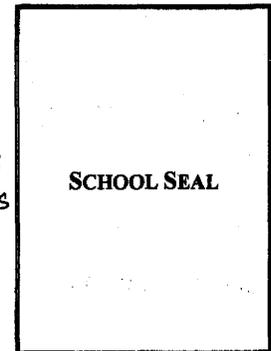
Title Director of Admissions & Records

Signature [Handwritten Signature]

Date 07/29/13

Phone # 309-344-2518

Fax # 309-344-3291



Return Completed Form to: IOWA DENTAL BOARD 400 S.W. 8th St, Suite D Des Moines, IA 50309-4687 Phone (515) 281-5157



*Certificate of Completion*



4

*Continuing Education Units*

*Continuing Education Hours*

*to*  
Dana Hanson

*For satisfactory completion of*  
Bls for Health Care Providers

*At Southeastern Community College*

Beginning on: 07/11/2013

Ending on: 07/11/2015

A handwritten signature in cursive script, appearing to read 'Michael A. A. A.'.

President

Section # 39978