

DENTAL ASSISTING STUDENT HANDBOOK



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Revised, January 2004

CHANGES IN PROGRAM AND HANDBOOK

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this college or program.

While provisions of this handbook will ordinarily be applied as stated, the program reserves the right to change any provision listed in this handbook including, but not limited to the academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the program coordinators's office.

It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular program.

Failure to read the contents of this handbook does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source is not acceptable grounds for seeking exemption from these policies, procedures and requirements. It is especially important that students note it is their responsibility to register and pay for all courses taken at the College.

YOU WILL FIND YOUR INSTRUCTORS

Cecile B. Mathews CDA, BS, MS

**H. Councill Trenholm State Technical College, Montgomery, Alabama
Auburn University, Montgomery, Alabama
Troy State University, Montgomery, Alabama**

Agency Counselor

Secondary Education Biology/Psychology Teaching Certificate

Certified Dental Assistant

C.P.R. Instructor

Third Degree Black-belt Taekwondo

Aerobics Instructor

Member of:

American Dental Assisting Association

Alabama Dental Assistants

Second District Dental Assistants Society

Alabama College Systems Alumni Hall of Honor

Vocational Industrial Clubs of America

American Education Association

**Tracie M. Carter, BS, DDS, MPA
The University of Alabama, Tuscaloosa, AL
Meharry Medical College, School of Dentistry, Nashville, TN
Auburn University, Montgomery, AL**

**Bachelor of Science Biology
Doctor of Dental Surgery
Master's in Public Administration
Certification in Health Care Administration and Policy**

**Memberships:
American Dental Association
National Society of Dental Practitioners
National Dental Association
University of Alabama Alumni Association
Meharry Medical College Alumni Association
National Honor Society for Public Affairs and Public Administration
Alpha Kappa Alpha Sorority, Incorporated**

**Roosevelt A. Daniel, D. D. S.
College of Dentistry, Howard University, Washington, D.C.
Doctor of Dental Surgery
General Dental Officer/Lt. Colonel U. S. Army Reserve
Alabama Licensed Dentist
Registered Pharmacist**

**Member of:
American Dental Association
Alabama Dental Association
Second District Dental Association
Leadership Montgomery
Chairman, School Board, St. Jude School
Board of Directors, Southeast YMCA**

...Knowledgeable, sensitive and always ready to help...

WELCOME TO THE DENTAL ASSISTING PROGRAM!!

The Trenholm State Technical College Student Handbook is published to familiarize you with the overall campus operations. The Dental Assisting Student Handbook is published to introduce you to the Dental Assisting Program.

You are responsible for being familiar with the information in both handbooks. Both are important, and the information in each will assist you in feeling at home with your new family Trenholm Technical College.

PROGRAM POLICIES AND PROCEDURES

This handbook is designed to provide the student with the guidelines for performance that will result in successful program completion. Campus wide policies and procedures are published in the H. Council Trenholm Technical College Student Handbook.

PROGRAM OVERVIEW

The Dental Assisting program prepares graduates to assist the dentist at chairside in the dental operatories, to perform reception and clerical functions, and to carry out selected dental laboratory work that may be assigned by a dentist. The program is accredited by the American Dental Association and the Alabama Board of Dentistry.

Instruction for the certificate program includes a combination of theory, laboratory, pre-clinical, and extramural clinical practice arranged over a period of three semesters. Chairside experiences are provided in the clinical laboratory and the dental office in the surrounding area.

PROGRAM PURPOSE

We seek to offer occupational training and development to out-of-school youth and adults, who express a desire for it and can benefit from it, and to identify and offer training for employment in jobs available in the area. We are concerned with progress and our accountability is to the student.

Annually, the program's objectives are reviewed by the Coordinator, Dental Assisting faculty, Advisory Committee, Institutional Effectiveness and Curriculum Committee. The curriculum is also reviewed to ensure that the objectives of the program are met. A syllabus has been developed containing objectives, schedules and course outlines for all courses taught in the program.

PROGRAM OBJECTIVES

The objectives of the Dental Assisting Program at H. Council Trenholm State Technical College are to:

1. Provide the necessary training to prepare dental assisting students to enter dental offices in Central Alabama area.
2. Provide dentists in the Central Alabama area with trained dental assistants for job replacements in their offices.
3. Provide continuing education and up dating of skills for employed dental assistants.
4. Teach the students to perform assisting activities in a safe and competent manner within the scope of duties permitted by the state Dental Practice Act of Alabama. Emphasis will be placed on but not limited to 4-handed dental techniques.

5. Teach the student to perform in a safe and competent manner in the areas related to general and specialty dental practices, including patient management, interpersonal relations, communication skills, oral hygiene, disease identification, infection control, OSHA and HIPAA guidelines, dental office management and operations, CPR, computer usage, dental materials and laboratory techniques. Emphasis will be placed on but not limited to 4-handed dental techniques.
6. Provide the students with an understanding of professionalism through education, professional organizations and professional certification.

**FUNCTIONS STUDENTS MUST
PERFORM IN THE DENTAL ASSISTING DEPARTMENT**

STUDENTS MUST BE ABLE TO:

Meet admission's criteria
File and retrieve patient records
Complete written financial and insurance forms
Type patient charts
Answer phone and schedule patient appointments
Make entries of patient information and treatment into the computer
Verbal communication with patients
Work in elevated position or stand for extended periods of time
Lift a minimum of 50 pounds
Identify and manipulate instruments for dental procedures in accordance with four-handed dentistry standards
Operate and provide maintenance for all operatory and laboratory equipment to set dental office standards
Perform, read, and interpret vital signs
Apply medications
Assist in lifting, transferring, and moving patients to set dental office standards
Follow state guidelines in assisting the dentist to provide treatment services of patients
Perform CPR
Read charts and monitors
Perform documentation procedures
Move quickly through the clinical site
Perform sterile, disinfection, and isolation techniques
Move heavy x-ray equipment in the operatories and expose radiographs
Operate and clean regular and automatic processing tanks
Comply with local, state, and federal safety standards
Comply with OSHA and HIPAA standards
Read and interpret color coded charts and devices
Use and transfer small hand instruments and handpieces in accordance with set dental office standards for four-handed dentistry
Work in confined areas
Operate diagnostic equipment
Discern sounds of equipment

Mix and manipulate dental materials to set dental office standards (includes heated and cooled materials)
Prepare and use dental procedure tray set-ups
Operate sterilization and disinfection equipment to set dental office standards
Use oral evacuator and air/water syringe in patient's mouth at the same time-see areas in the patient's mouth
Perform bench-work operations
Perform precision measurements
Operate lathes and polishing mechanisms
Perform housekeeping duties to set dental office standards
Operate measuring devices
Load anesthetic and attach needles to syringes
Place matrix band in matrix retainer
Identify by sight and place burs in dental handpieces according to set dental office standards
Perform written and clinical evaluations
Demonstrate proper dispensing of dental materials and medications
Seat, prepare, and dismiss patients according to set dental office standards
Retract lips, cheek, and tongue with no discomfort to the patient
Give postoperative instructions verbally for any given operative or prophylactic procedure
Remove debris from any dental procedure from patient's face
Receive and transfer instruments to the dentist according to four-handed dentistry standards
Be able to reach high places in order to manipulate equipment for given procedures
Place rubber dams according to four-handed dentistry standards
Dispense and manipulate dental floss in patient's mouth according to set dental office standards
Properly dispense and mix solutions for x-ray tanks, sterilization and disinfection procedures for procedures for x-ray darkrooms
Expose, process, mount, and self-evaluate patient dental x-rays to set dental office standards
Travel to and from internship sites and perform all dental assisting duties to set dental office standards
Demonstrate clinical proficiency in specialty treatment procedures
Withstand odors from various dental materials and solutions
Perform diet and nutrition counseling
Demonstrate clinically and orally tooth brushing and flossing methods to patients in accordance with set dental office standards
Perform patient management techniques
Maintain professional dress and conduct according to set dental office standards
Move quickly fingers, wrists, arms, and entire body from the waist up

IF YOU HAVE A DISABILITY OF ANY KIND AND WILL NEED REASONABLE ACCOMMODATIONS OR ASSISTANCE IN THE CLASSROOM OR WITH ANY COURSE IN THIS PROGRAM, PLEASE SEE THE INSTRUCTOR OR STUDENT SERVICES.

TARDY/ATTENDANCE

All students are expected to be in class and clinical at the designated time. Attendance is taken daily

and tardiness and attendance are noted and totaled. Excessive tardiness and absences will be reflected in three ways:

1. Tardiness/Absences will lower the class grade.
2. The scores in punctuality and dependability on the evaluation form are effected by tardiness/absences.
3. Quizzes and classwork are given during or at beginning of class and they cannot be made up, resulting in a score of zero.

OFFICE HOURS AND LUNCH HOUR

During internship, it is strongly suggested that students observe the regular office hours and lunch hour of the office they are assigned. One exception will be if night hours are involved in a dental office. Students will then observe the hours that are assigned by the Instructor. Students are to record the hours worked in the office and the procedures they assisted upon.

PART-TIME JOBS

Students are allowed to work part-time as long as it **DOES NOT INTERFERE WITH INTERNSHIP HOURS OR CLASS TIME. IT IS NOT ACCEPTABLE FOR A STUDENT TO ASK OFF FROM CLASSES OR INTERNSHIP IN OFFICE TO REPORT TO A PART-TIME JOB OR SOCIAL FUNCTION.**

CALLING IN

If a student is unable to attend class, they must call by 8:00 a.m. and explain the reason for absence and their expected return.

If a student is unable to attend clinical, they must:

1. Call the clinical facility by the time they are scheduled to start. It is the responsibility of the student to obtain the clinical sites phone number on the 1st day of clinical.
2. They must call the dental assisting department and explain their absence to a faculty or staff member or leave a message on the Dental Assisting office voice mail. (420-4427 or 420-4426)
3. Absenteeism from extended clinical internship will result in the student serving two days of internship for one day of absence in the clinics.

NO CALL/NO SHOW

It is never acceptable for a student to not show and not call. No show/no call will jeopardize program completion and/or lower the class grade.

The student that does not show up for class/clinical and does not call will receive an un-excused absence. No make up grades will be given, although the material will need to be made-up. If a

student is a no show/no call two days in a row, their continued enrollment in dental assisting may be in jeopardy.

The Dental Assisting Department and instructors realize that most students will not be absent without good cause. These policies do not reflect an attempt to have students come to school or clinical if their physical condition does not warrant their attendance. However, the program is intense and contains information or experiences each day that requires a student to be present. We must assure that successful completion indicates the student has received the entire information in the course selected.

This policy is not inclusive of every possible situation. Each individual is evaluated based upon their own ability, as it relates to the program curriculum. Therefore, each situation is unique and may call for an individual interpretation of this policy.

LEAVING CAMPUS

Students are expected to remain on campus during the entire class day. If a student must leave for the remainder of the day, the student notifies the instructor. This procedure is necessary so the student can be found if an emergency arises.

MAKE UP OF MISSED TIME

Make-up of missed time must be arranged. Class schedules, space availability, student schedule and the amount of time to be made up are considered.

A minimum of 45 minutes is the least amount of time that can be made-up. Therefore, time cannot be made up during morning or lunch breaks.

After school, students can make-up time between 3:00 - 4:30 p.m. in the Dental Assisting Department.

Make-up time can be utilized to:

1. Study/read dental assisting course work
2. Assist faculty with a department project
3. Make-up exam/lab work, etc.

THERE WILL BE NO MAKE-UP WORK FOR REVIEW CLASS so it will be extremely important for students to attend these classes.

MAKE-UP TESTS

Make up test and work is at the discretion of the instructor. It will be the student's responsibility to

make arrangements with the instructor for the make-up test or work. **Make up test and work will receive an automatic reduction.**

EMPLOYABILITY TRAITS

H. Councill Trenholm State Technical College is committed to graduating students that are not only trained in their specific skill, but that will also be valuable and dependable employees. The employee must have the ability to meet the employer's expectations regarding dress code, adherence to policies and procedures, tardiness/absences, requested time off, etc. These same traits of employability will be strictly adhered to during your program. Your success at meeting these traits will be reflected on your progress reports and maintained for work related references. Private offices and clinics (rotation sites) have the right to accept or reject any student assigned to the facility who does not comply with the aforementioned traits. (see physical and dental exam section)

CLASSROOM CONDUCT

Your classroom is operated on an adult basis. Instructors and administrators should be addressed as Dr., Mrs., Mr., Ms., or etc. when in the presence of other students, patients, faculty or staff. Attention should always be directed to the speaker. Disruptions, cursing, whispering, and irrelevant activities impede learning for you and others and will jeopardize program completion. No food or drink is allowed in the clinic.

Honestly is a vital character trait for a health care worker. Cheating will never be tolerated and will jeopardize program completion.

Team work and peer cooperation are encouraged, but, it is also important to work independently in order to meet the basic minimum standard.

Students are expected to be courteous and respectful of other students and teachers at all times.

ON CAMPUS CLINICAL CONDUCT

Patients will be addressed as Dr., Mrs., Mr. & Ms., unless the patient requests differently. All staff will be addressed professionally. No unfamiliar task will be undertaken without proper guidance or supervision.

Proper dress and hair code will be maintained at all time. Proper professional manner will be maintained; this includes but is not limited to: no personal conversations with other students in the patient's presence. HIPAA privacy guidelines will be strictly adhered to and non compliance will jeopardize program completion.

COMMUNICATION SKILLS

Proper language and the ability to speak clear English are vital to successful completion of any Program. Reassuring patients and talking with other members of the health care team is an

important ability. Written skills are included in each didactic course.

HOUSEKEEPING AND MAINTENANCE

We are very fortunate to have modern labs and up to date equipment. Please consider all areas and equipment as your very own and give it your best care. Pick up after yourself and put away all items when you are finished. Report malfunctioning equipment to your instructor. Treat all equipment delicately - it needs to be available for the next class. No food or drinks are permitted in the buildings.

Students will be assigned supplies and equipment that they will be responsible for.

LOCKERS

Lockers are available to students. Upon completion of third semester, locks should be removed and turned into Cecile Mathews and the locker should be emptied and cleaned.

BREAKS

There are two scheduled breaks:

1. Morning - total of 20 minutes
2. Lunch - thirty minutes

No food or drinks are allowed in the classroom.

Any time you leave campus you must follow the proper procedure for exiting campus.

Rest room breaks may be taken as necessary.

Clinical break will always be dependent upon work load. Lunch breaks are provided for clinical days in excess of six hours.

CHANGE OF ADDRESS OR PHONE NUMBER

A change in your address or phone number should be promptly reported to program faculty and Student Services.

VACATION SCHEDULES

H. Councill Trenholm State Technical College schedules meet very explicitly state requirements that affect the time and amount of vacation breaks. Breaks from school are scheduled for summer, winter, and spring. A schedule will be provided for every student.

The approved H. Councill Trenholm State Technical College calendar is followed as closely as possible, for national holiday, teacher work days, and in-service days.

TELEPHONES

Personal calls are to be made during break times. Office phones are for official business only, or urgent situations. Students will be called from class for **EMERGENCY** phone calls only. Please request family and friends keep personal messages to essential calls only. It is not permissible to wear a communication beeper or cellular phone. During class and labs cellular phones and beepers should be on vibrate or turned off.

VISITORS

Visitors are invited on special occasions such as Orientation, Open house, Graduation Day, specified holiday festivities, etc. Do not bring children, friends, pets, or other guests on regular school days since this interrupts the training of others, as well as your own.

SAFETY REGULATIONS

1. **IMMEDIATELY** report any injury to your instructor and seek first aid treatment.

FIRE DRILLS - BUILDING EVACUATIONS

Know where emergency exits are located. Should the need arise to evacuate:

1. Follow directions of the instructor.
2. Leave the area immediately, quickly, quietly, without panic. Do not stop for books, purses or any other reason.
3. Close all doors.
4. Be sure all pathways are clear.
5. Move as far as possible from the building.
6. Do not smoke during evacuations.
7. Re-enter only when instructed to do so.

Familiarize yourself with the posted tornado drill procedures.

DISASTER INFORMATION

In an effort to eliminate confusion and to provide a route for all students to have access to information, the radio stations will broadcast any information relative to the official status of H. Councill Trenholm State Technical College.

PHYSICAL AND DENTAL EXAMINATIONS

Physical examinations are required by the Dental Assisting program prior to the 2nd week in October . All physical exams must be current within six months. Students must be free of all communicable diseases and in a healthy condition with immunizations being current including but not limited to hepatitis vaccine. Dental exams can be completed in the campus clinic or with the student's private dentist. The oral cavity must be clean with no obvious odor or signs of disease. Colored restorations (Metal) decayed or missing anterior teeth makes it difficult to place students in clinical sites and should be restored before spring semester. Students who decide not to restore the above mentioned dental conditions must sign a declination statement prior to beginning class. (see employability traits) All other dental conditions should be completed before enrolling in spring semester. Physical and dental forms may be obtained in the Dental Assisting Technologies Program, on the web or in the registra's office.

HBV (Hepatitis B Virus) VACCINATION

Students in health occupations may be at risk for exposure to HBV. Although it is not required, it is strongly encouraged that students receive the Hepatitis B vaccination. This should be discussed with your physician or the Program Coordinator.

Students who decide not to receive the vaccination must sign a declination statement, prior to beginning class.

PREGNANCY

A student must notify her H. Council Trenholm State Technical College instructor when she suspects that she is pregnant. This information will assist the facility in assignments for the student in the extended clinical lab. If a student is pregnant, the student will be required to sign specific forms before being allowed to expose radiographs, mix materials and assist clinically.

Liability

Clinical sites utilized by the H. Council Trenholm State Technical College Dental Assisting Program include H. Council Trenholm State Dental Clinic and various private dental offices and clinics located in the school's service area.

The Dental Assisting Instructor will orient students to the clinical agency in which the clinical lab is held prior to having students provide dental care.

This orientation will include, but will not be limited to:

- a. Fire and disaster policies and procedures
- b. Infection control policies and procedures\
- c. Policies and procedures related to compliance with OSHA regulations on Blood borne pathogens.

- d. Policies and procedures related to compliance with HIPAA regulations.

Students must abide by all policies and procedures of the assigned clinical lab facility. FAILURE TO ABIDE BY POLICIES AND PROCEDURES RELATED TO OSHA REGULATIONS ON BLOOD BORNE PATHOGENS AND HIPAA REGULATIONS MAY RESULT IN DISMISSAL FROM THE DENTAL ASSISTING PROGRAM.

LABORATORY SAFETY RULES

So that you and those around you may have many safe, meaningful learning experiences in the dental laboratory classroom, you are reminded of the following safety rules. Please observe them at all times.

1. Do not operate any piece of equipment until you have been checked on its safe and proper operation.
2. Electrical equipment such as model trimmers, vibrators, lathes, engine arms, etc. ;
 - a. Always operate with dry hands.
 - b. Turn off and disconnect cord from wall socket if any operating problems occur.
 - c. Inform the instructor of broken electrical lines or equipment.
3. Be certain bunsen burners are attached to gas outlet correctly before lighting.
4. When using bunsen burners, remove all papers, scarves, and other flammable items from work area.
5. Protect your eyes with safety glasses or regular glasses when using polishing wheels on the lathe, grinding with the handpiece, or using acid of any kind.
6. Protect long hair when using handpiece, bunsen burner, or bench lathe.
7. If it is necessary to lift heavy objects, lift with the legs and not the back (bend at knees, keep back straight), have object close to you.
8. Laboratory knives are sharp, learn how to use them.
9. Other instruments and equipment can cause injury. Injuries of any kind that occur in the laboratory must be reported to the instructor immediately. A first-aid kit is available in the classroom. An incident report must be filed immediately with the instructor.
10. No smoking, eating, or drinking within the laboratory or clinic.

COMPLIANCE WITH OSHA RULES AND REGULATIONS RELATED TO BLOOD BORNE PATHOGENS

Dental assisting students providing care to patients in the extended clinical lab are at increased risk of exposure to various blood borne pathogens and is therefore considered Category I personnel.

Students will be oriented by the H. Council Trenholm State Technical College dental assisting faculty to the policies and procedures of the H. Council Trenholm Dental Clinic prior to their first patient care assignment. All students must familiarize themselves and follow those policies and procedures for clinical labs that pertain to infection control and compliance with OSHA regulations related to blood borne pathogens. Any incident will be recorded in writing by the clinical lab instructor and signed by both the instructor and the student. The report will be filed in the student's permanent record and a copy submitted by the instructor as soon as possible to the Division Chairperson and OSHA Compliance Officer of H. Council State Technical College. **ANY INCIDENT INVOLVING FAILURE TO FOLLOW PROCEDURE AIMED AT CONTROLLING THE SPREAD OF BLOOD BORNE PATHOGENS MAY RESULT IN DISMISSAL FROM THE DENTAL ASSISTING PROGRAM.**

The following personal hygiene and/or work practices in the extended clinical lab will be observed at all times. **FAILURE TO COMPLY WITH THESE POLICIES MAY RESULT IN DISMISSAL FROM THE DENTAL ASSISTING PROGRAM.**

Universal precautions as recommended or defined by the Centers for Disease Control and/or Occupational Safety and Health Administration (OSHA) must be observed in all circumstances in order to prevent contact with blood and other potentially infectious materials.

Specimens of blood or other potentially infectious material should be kept covered at all times. Students, faculty, and staff should wear protective gloves when handling infectious material. Infectious material should be disposed of in biohazard refuse.

Any equipment that should become contaminated with blood or other infectious materials should be reported to the clinical supervising dentist and sterilization and/or a higher-level disinfectant will be used to clean the contaminated equipment.

All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying, and aerosolization of these substances.

Where there is potential for exposure to blood and/or other potentially infectious materials, students will be required to use appropriate personal protective equipment. This appropriate equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is to be used. The equipment may include but is not limited to, gloves, gowns, eye protectors, masks or shields, etc. If wearing a shield, face masks must also be worn to protect from aerosols.

The type and characteristics of the protective clothing will depend upon the task and degree of

exposure anticipated.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length faces shields should be worn whenever splashes, sprays, splatters or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Contaminated work surfaces should be decontaminated with a hospital level disinfectant. The student/faculty/staff must protect him/herself by wearing nitrile gloves preventing cross-contamination.

Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dust pan, tongs, or forceps.

Regulated waste materials should be handled and disposed of in regulated waste containers found throughout the clinic and lab. All containers for regulated waste are closable, puncture resistant, leak proof on sides and bottom and labeled or color coded.

Laundry should be managed according to procedures covered in DAT 100 - Introduction to Dental Assisting. Infection Control Unit.

Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment according to procedures taught in DAT 100 - Introduction to Dental Assisting.

Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and placed in a plastic bag taken home by students and cleaned according to procedures taught in DAT 100 - Introduction to Dental Assisting - Infection Control Unit.

Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or non-intact skin; and when handling/touching contaminated items or surfaces. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Gloves should be disposed of in the regulated waste receptacles.

Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

Students should wash hands and any other skin with ADA approved hand cleansing agents, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Students must wash his/her hands at the beginning and end of each clinic day as well as between all patients. Students are not allowed to have false nails of any kind and natural nails should be short and well manicured with clear nail polish only.

All personal protective equipment should be removed immediately upon ceasing to provide care to the patient, or as soon as possible if contaminated, and placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

The handling and disposal of contaminated sharps should be according to procedures taught in DAT 100 - Introduction to Dental Assisting- Unit Infection Control. No contaminated needles are to be bent, broken, sheared or removed following use. Recapping can only be done when using a recapping device. (Although students are taught one handed recap technique students are to use recapping devices available in the clinic.)

Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses (personal) in immediate patient care areas or other areas where there is a potential for blood or potentially infectious material exposure.

Contaminated laundry should be handled as little as possible with a minimum of agitation. Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry should be placed and transported in bags or containers which prevent soak through and/or leakage of fluids to the exterior.

An item which contains blood or other potentially infectious material or is contaminated by blood or potentially infectious material is referred to as biohazards. Students should recognize the biohazard symbols in a contrasting color. They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as biohazard according to procedures taught in DAT 100 - Introduction to Dental Assisting Unit - Infection Control.

Students should treat all blood and body fluids as if known to be infectious for blood borne pathogens. All laboratory specimens of body substances are considered to be potentially infectious and should be handled according to procedures taught in DAT 100 - Introduction to Dental Assisting Unit - Infection Control. Students involved in any potentially harmful incident during class, campus lab, or clinical labs, must notify the instructor prior to the end of the class or lab and an incident report must be written according to the college policy. Any expense for injuries sustained or illnesses contracted by the student during clinical labs will be the responsibility of the student.

SMOKING

In order to promote the health lifestyle taught in health occupations careers, a no smoking policy is strongly encouraged. However, if a student decides to smoke, the following guidelines must be adhered to:

1. No smoking is allowed in any building and only in designated campus areas.
2. No smoking is ever permitted during fire drills or building evacuation.

3. The odor of smoke on a student's uniform or breath is not acceptable. A student will be advised and requested to take corrective action.
4. Smoking in clinical setting is only allowed in designated areas, during approved break times with the dentist's prior consent.

DRESS CODE

We wish to call attention to some expectations concerning your dress. The goal is to help the student identify proper attire and alleviate the necessity for instructor intervention, when the attire does not meet the expectation.

CAMPUS DRESS CODE

While on campus the student should be clean, free of body and mouth odors, dressed in good taste, in line with the profession for which they are training.

There are campus rules that must be followed when you are not in uniform.

1. Skirts and shorts should be no more than 2 inches from the top of the knee, shorter skirts and shorts are not acceptable.
2. Midriffs or unbuttoned shirts exposing the chest and bellies, tank tops, spaghetti strap tops or body suits/bicycle pants and halter tops are not acceptable.
3. Hats/caps/head cover and sunglasses are not acceptable classroom attire.
4. No flip flops or thongs can be worn.
5. No clingy or tight clothing is allowed.
6. Students should not wear any sign, symbol, or other mode of dress that would antagonize or intimidate other students, disrupt the atmosphere of learning, or attract undue attention to the wearer.
7. Hands should be cleaned well manicured no false nails are allowed.
8. Please be considerate of the fact that the odor of strong perfumes colognes or cigarette smoke is offensive to many people.
9. Students should not wear any clothing that disrupt the atmosphere of learning, or attracts undue attention to the wearer.
10. Any violation of the dress code will cause the student to be dismissed from campus.

UNIFORM DRESS CODE FOR BOTH CAMPUS AND CLINICAL SETTING

1. Dental Assisting students are required to wear the school uniform (Scrubs).
2. White shoes, well fitting, low heels and polished, leather or leather like-material with ties, will be acceptable. Student's shoes should be worn only for clinic and internship and not for outside activities.
3. Students will wear white or beige hose, or plain white socks. Colored socks are not

acceptable.

4. Watch with a sweep second hand.
5. Student ID with clip. (Provided by the school)
6. Proper underclothing is required (brassiere, etc.).
7. No visible jewelry, except wedding rings. Facial Jewelry or tongue rings are not acceptable. Earrings worn must meet these requirements:
No larger than a dime, one pair only in the lobe of the ear, silver, gold, or matching white, Earrings that are large, dangle, colorful are otherwise seen as inappropriate for professional attire will not be acceptable.
8. Tattoos and passion marks must hidden.
9. Medic Alert tag is acceptable.
10. Only the school approved Lab (warm up) coats may be worn when in uniform. No other sweaters/jackets are allowed with uniform.
11. Approve white lab coats will be worn in the lecture room and must be worn in the school lab and clinical area. This lab coat must be purchased and in use by the second week of student's fall semester.
12. Chewing gum is never a part of the uniform
13. Please be considerate of the fact that the odor of strong perfumes or cigarette smoke is offensive to many patients.
14. Fingernails must be short (not longer than the nail pad), clean, and free of all nail polish. False nails are not acceptable.
15. The objective of wearing the nails short and hair short or pulled back is:
 - a. Cut down on cross contamination of microbes.
 - b. Look professional, neat, attractive.

Therefore, just pulling the hair back and pinning it down may meet the letter of the law, but may not look professional or attractive.

Please find an easy style that looks flattering on you!

Hair must be either short or pulled back so that no hair moves forward or falls toward the patient.

Loose pony tails are not acceptable. Long hair needs to be French braided, rolled, or in a bun. Acceptable hair accessories are: gold/silver-tone barrettes, school approved white scrunches, gold/silver/white metal, bun cover, banana clips.

16. Be conservative in the application of make-up.
17. Any deviation from the uniform dress code will be noted by a faculty member. On the students evaluation form, uniform violations will be noted and the student may be dismissed from the class/clinic.

MALE STUDENTS

- A. Uniforms
- B. White shoes and socks
- C. Same rules on watch, jewelry, fingernails
- D. Beards and mustaches must be neatly trimmed.
- E. No ear or tongue rings or facial jewelry.
- F. Tattoos and passion marks must hidden.

PERSONAL HYGIENE HABITS

KEEP YOUR BODY CLEAN. BRUSH YOUR TEETH AFTER LUNCH. Most offices prefer you not smoke as the odor gets in your clothes.

Colognes or perfumes are not to be worn. Many patients are allergic to particular odors.

Any use of alcohol and/or drug substances which have mind-altering properties is prohibited prior to class, campus lab, and/or clinical internship and are prohibited on the college campus (see Student handbook)

Eating, drinking, and smoking are permitted in designated areas only.

CONFIDENTIALITY

Students will be rotated through many dental offices of dentists who were willing to provide a clinical site for students to train. **ALL PATIENT RECORDS, EVENTS, AND SITUATIONS IN A DENTAL OFFICE ARE CONFIDENTIAL ***STUDENTS ARE NOT TO TALK ABOUT ONE OFFICE WHEN ASSIGNED TO ANOTHER OFFICE***SALARIES OF EMPLOYEES ARE ALSO CONFIDENTIAL AND STUDENTS ARE NOT TO INQUIRE HOW MUCH SALARY IS PAID TO EMPLOYEES.**

If you have a problem in a dental office, **IT SHOULD BE TAKEN UP WITH THE DENTIST**

OR THE INSTRUCTOR IN THEIR PRIVATE OFFICE, not with other students or employees in the clinics. HIPAA guidelines will be taught in DAT 100 – Introduction to Dental Assisting. (see attachment – Workforce Confidentiality Agreement)

EVALUATIONS, FORMS, AND COUNSELING

Evaluation is an inherent part of all Health Occupations Programs.

All evaluations are based upon:

Academic performance - the mastery of the theory portion of the program.
A minimum grade must be achieved in most courses in the program.
(See Course Syllabuses)

Clinical performance - the mastery of the clinical component of the program.
The student must achieve satisfactory scores in clinical performance in order to progress
in
the program of study. (See Course Syllabuses)

Skills of employability - the mastery of employability traits such as dependability, initiative, attitude integrity, etc.

The curriculum of Dental Assisting Program is based on a deliberate progression from simple-to-complex, normal-to-abnormal, and structure-to-nonstructured. Therefore, it is a prerequisite for a student to master one segment before being progressing on to another segment.

Program completion is awarded to the students that have met the academics, clinical and employability skill standards established for their program.

A student may be placed on probation for marginal performance. That step is always explained on a Conference Form which will specify the nature of the probation and what action needs to be taken to be promoted in the program.

Dismissal will occur if a student fails to achieve the minimum requirements for academic, clinical, and employability skill success or has excessive tardiness and absences.
Specific course evaluation policies will be circulated by the first day of each course.

If the student does not meet the established standards, the instructors will counsel the student and both will work together to establish a corrective action plan. If the problem persists or recurs, the Allied Health Director and Academic Dean may also counsel the student.

Although formal evaluation forms are implemented, verbal counseling is a valid means of evaluation.

All formal counseling situations will be documented on a Student Conference report and become a part of the student's file.

FACULTY AND STAFF OFFICE HOURS

Office hours are posted at the entrance of the Faculty or Staff office.

GRADING SCALE

A = 100 - 90 Excellent

B = 89 - 80 Above Average

C = 79 - 70 Average

D = 69 - 60 Poor

F = Below 60 Unacceptable

I = Incomplete (see College handbook)(If a student receives an I due to incomplete work the final grade will be dropped one letter grade)

TESTING POLICY

The mission and Purpose of the Dental Assisting Program states that the curriculum is designed to recognize the varied abilities and talents of the individual and to help each individual reach his/her highest potential, while striving to meet the employment needs of the business and industrial community. In carrying out the mission and purpose the Dental Assisting Department has adapted the following test policy.

1. The passing grade on all quizzes and tests are stated in individual course syllabuses.
2. The instructor may allow a student to retake a test if the score is below 70%. The purpose is for the student to demonstrate competency in the test area.
 - A. The instructor will make assignments as deemed necessary to assure the student reviews and studies the appropriate material.
 - B. A date for the latest possible retake will be assigned.
 - C. The student is responsible for completing the assignments and taking the test on time.
 - D. Failure to retest by the specified time, without consulting the instructor, could result in disciplinary action.
3. Class/program failure will be based on the individual class syllabus testing criteria, which

will be reviewed at the beginning of each course.

4. **CHEATING WILL NOT ABE TOLERATED.** See Code of Student Conduct as stated in College Handbook. Honesty is an essential attribute of health care workers.
5. Assistance with study skills or test taking skills is available, see the Dental Assisting Faculty for individual assistance.
6. Students have a responsibility to make these arrangements with the instructor for tests missed due to an excused absence. These arrangements must be made on the first day of the students return to school.
7. Challenging a test item:

If a student feels correct credit has not been given on a test item, the student may challenge the test item. The student may not argue the validity of the answer during class! To challenge a test item the student must:

1. Challenges must be done in writing and within one day of the test in question.
2. Submit to the teacher, in writing, the following:
 - a. The question
 - b. Your answer
 - c. Supporting evidence for the answer - a quotation from a resource Book, such as a text or medical dictionary, etc.

Example of incorrect challenge: I picked answer B for question 23 because I thought it was right.

Example of correct challenge (in writing): For question 23: A tendency to bleed easily should be suspected in all patients with--I chose cardiovascular disease because in our text book Torres and Ehrlich, it states on page 496 patients with some types of heart disease may be on medications that prolong their clotting time.

DENTAL ASSISTING SKILLS-EQUIPMENT

The campus lab may be used with permission to practice skills and for individual assistance on procedures.

NO EQUIPMENT OR SUPPLIES ARE TO BE REMOVED FROM THE LAB FOR USE AT HOME OR IN A PRIVATE DENTAL OFFICE DURING CLINICALS.

PLEASE NOTE THIS PROGRAM WILL INVOLVE A LOT OF HANDS ON PRACTICAL DEMONSTRATION AND PRACTICE. THEREFORE, SOME OF THE

LECTURE TIME MAY BE USED IN THE DENTAL LAB FOR INSTRUCTION.

LEARNING RESOURCE/STUDENT SERVICES

The centers provide each student with basic skill testing in Reading, Math, and Language. Through these tests students can identify their strengths and improve areas as needed. This helps to prepare the student for their chosen occupations.

The centers have programs available for developing study skills and learning test taking skills. It is strongly recommended that students make arrangements with the centers to complete these programs, as all Health Occupations Programs require a great deal of studying and testing.

The Library has many books and journals available that will provide the student with additional resource material. There is no charge to borrow material, for a limited amount of time. All overdue fees must be paid prior to registration or graduation.

GRADUATION

The graduates of H. Council Trenholm State Technical College are eligible to sit for the Dental Assisting National Board to gain National certification. There is a fee requirement for all applicants for the examination. Graduation ceremonies are planned to provide the student with recognition for successfully completing their program. There is a fee for all graduates, and application for graduation should be made by the third week of the students last semester.

To be eligible for graduation the student must:

1. Satisfactorily complete all prescribed courses in the Dental Assisting Technology curriculum.
2. Earn a cumulative grade point average of 2.0 in all courses attempted at the College (for exceptions, refer to the college catalog).
3. Fulfill all financial obligations to the College.
4. Submit an application of intent to graduate form.
5. Take compass post test.
6. Comply with all procedures for graduation in accordance with the program's and college's policies. (Refer to College Catalog for College policy)

FEES

Fees are charged for items not included in the cost of the program. Some examples would be textbooks, graduation fees, CPR disposable mask valve, uniforms, Dental Assisting National Board exam, scantrons, etc.

ESTIMATED EXPENSES FOR THE DENTAL ASSISTING PROGRAM

Tuition Fees (See College Handbook)

Liability Insurance (See College Handbook)

White Lab Coat	(Student's choice)
School Uniform and Lab Coat	\$130.00
Books	(See book list handout)
Duty Shoes	(Student's choice)
Hepatitis Injections	(Student's option)
ADAA Dues	(Student's option)
Physical & Dental Exam	(Student's choice)

EXPENSES DURING INTERNSHIP

Students are responsible for all expenses during internship, including medical expenses, transportation, liability insurance (Auto and Personal), lunch, etc. and **ARE NOT COMPENSATED WITH TRAVEL EXPENSES OR SALARY BY THE DENTISTS.**

This is a part of your training and the dentists have volunteered their offices and time to assist in your training.

Your internship training is a class and tuition is required even though the internship is completed in dental offices.

Students will be expected to purchase and bring all materials needed for class, i.e. books, paper, pencils, pens, notebooks, and etc.

BOOK LIST

See Book List Handout.

NON-DISCRIMINATION POLICY

It is the official policy of the Alabama Department of Post Secondary Education, H. Council Trenholm State Technical College and the Dental Assisting Program, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity or employment.

REASONABLE ACCOMMODATION

If you have a disability of any kind and will need reasonable accommodations or assistance in

the classroom or with this course, please see the instructor.

SATISFACTORY PROGRESS

If you are not making satisfactory progress in the Dental Assisting Program, please see your instructor and/or the Coordinator of Dental Assisting Technologies.

I _____ have read and understand the policies set forth in the Dental Assisting Program Student handbook and will abide by the policies with the understanding that infractions can call for my dismissal from class for the day (unexcused absence) or from the Program.

Signed _____

Dated _____