

DENTAL ASSISTING PROGRAM



STUDENT HANDBOOK

2016-2017

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.

Revised, August 2017
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 coordinator's office.

It is especially important that students note that it is their responsibility to keep themselves informed 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.

WELCOME TO THE DENTAL ASSISTING PROGRAM!!
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We are pleased you have chosen Trenholm State Community College and we wish to welcome you especially to our Dental Assisting Technology Program. Our curriculum is fully accredited by the American Dental Association Commission on Dental Education and approved by the Alabama State Dental Board and Trenholm State Community College is accredited by the Southern Association of Community Colleges.

DENTAL ASSISTING PLEDGE Dr. C.N. Johnson

“I solemnly pledge that, in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care and to the interest of the practitioner under whom I serve. I will be just and generous to the members of the profession, aiding them and lending them encouragement to be loyal, to be just, and to be studious. I hereby pledge to devote my best energies to the service of humanity in that relationship of life to which I consecrated myself when I elected to become a Dental Assistant.”

CREED FOR DENTAL ASSISTANTS Juliette Southard

To be loyal to my employer, my calling and myself.
To develop initiative, having the courage to assume responsibility and the imagination to create ideas and develop them.
To be prepared to visualize, take advantage of and fulfill the opportunities of my calling.
To be a co-worker creating a spirit of cooperation and friendliness rather than one of fault finding and criticism.
To be enthusiastic, for therein lies the easiest way to accomplishment.
To be generous, not alone of my name but of my praise and my time.
To be tolerant with my associates, for at times I too make mistakes.
To be friendly, realizing that friendship bestows and receives happiness.
To be respectful, of the other person's viewpoint and condition.
To be systematic, believing that system makes for efficiency.
To know the value of time, for both my employer and myself.
To safeguard my health, for good health is necessary for the achievement of a successful career.
To be tactful, always doing the right thing at the right time.
To be courteous, for this is the badge of good breeding.
To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows.
To keep smiling always.

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. If an instructor notes that you are not progressing well, a student early warning and intervention form will be documented and a counselor in the Student Success Center will be notified and could possibly contact you.

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 State Community 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 approved by 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 offices in the surrounding area.

PROGRAM MISSION

The mission of the Dental Assisting Technology Program at Trenholm State Community College is to train and graduate competent qualified individuals while guiding them in obtaining gainful employment in the profession of dental assisting. Our program is based on the belief that the dental assistant is a vital part of the dental profession and is the stepping stone to many other areas of opportunities in this field. The success of our students is not based solely in learning the skills of being an exceptional dental assistant but also developing and strengthening their works ethics, professionalism and genuine concern for the patients of which they will be providing dental care.

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 Community College are to:

1. Successfully complete the Program
2. Obtain his/her professional credentials
3. Find satisfying employment in the field of dentistry.
4. Provide the students with an understanding of professionalism through education, professional organizations and professional certification.

The Program outcomes for the Dental Assisting Program at Trenholm State Community College are:

1. To perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures.
2. To perform basic office procedures necessary to assist in managing a dental practice.
3. To manipulate dental materials to support chairside and laboratory materials
4. To demonstrate proficiency in exposing, processing and mounting dental images
5. To practice professional behaviors as applied to the workplace and environment
6. To manage asepsis, infection control and hazardous control protocol to promote a safe work environment

Through these goals and outcomes, the program graduates are comprehensively prepared as competent dental assistants.

Upon satisfactory completion of the requirements in the Dental Assisting Technology Program, you will be awarded an Associate Degree, Long certificate or Short certificate from the college. You will also be eligible to take the Dental Assisting National Board Certification Examination.

As the dental assisting faculty, we look forward to working with you in the coming year.

Kimberly White, CDA, RDH, BS
Program Director, Instructor

Dr. Tracie Carter, DDS, MS
Division Director, Instructor

Dr. Roosevelt Daniel, DDS, BS
Adjunct Clinic Instructor

Tanisha Nasim, CDA, RDH, BS
Adjunct Instructor

“Knowledgeable, sensitive and always willing to help”

Dental Assisting Technology

Short Term Certificate Dental Assisting Technology

This Short Term Certificate does not meet all standards for the American Dental Association and is not accredited.

Required Technical Courses (27 credit hours)

Course	Title	Hrs
*DAT-100	Introduction to Dental Assisting	2
*DAT-101	Pre-Clinical Procedures I	3
*DAT-102	Dental Materials	3
*DAT-103	Anatomy & Physiology-Dental Asst	3
*DAT-112	Dental Radiology	3
+DAT-104	Basic Science for Dental Assisting	2
+DAT-105	Pre-Clinical Procedure & Practicum	3
+DAT-113	Dental Health Education	2
+DAT-115	Clinical Practice I	5
+DAT-124	Clinically Applied Infection Control & OSHA Standards	1

* These courses are co-requisites and are offered only in the fall term.

+ These courses are co-requisites and are offered only in the spring term.

Required General Education.(1 credit hours)

ORI-101	Orientation to College	1
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Total Hours: 28 Credit Hours; 752 Contact Hours

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 or 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 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 Community 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.

Honesty 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 clinic, Computer labs or during lab.

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

BREAKS

There are two scheduled breaks:

1. Morning - total of 20 minutes
2. Lunch – one hour

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. Council Trenholm State Community 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. Council Trenholm State Community 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 answer communication beeper or cellular phone. **During class, clinic 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.

ADDITIONAL REQUIREMENTS:

Prior to and during enrollment in the program:

Student is subject to verification of absence of drug and alcohol use by participation in random and scheduled drug/alcohol testing at the student's expense

SAFETY REGULATIONS

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 that 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 second week of October**. All physical exams must be current within six months. Physical forms may be obtained in the Dental Assisting Technologies Program. 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. Dental forms may be obtained in the Dental Assisting Technologies Program.**

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 Community 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 Community 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 informed on its safety and its 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 your 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 class room. An incident report must be filed immediately with the instructor.
10. No smoking, eating, or drinking within the laboratory or clinic.

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. The 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 and 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 chosen by the second week in October. (Scrubs).
2. Black 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 not for outside activities.
3. Students will wear black hose, or plain black 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 be 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. Approved white lab coats will be worn in the lecture room and must be worn in the 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. Acrylic nails are not allowed.**

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. **Hair color should be natural and blend with your skin tone.**

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 gold/silver/white metal, bun cover, banana clips. No hair bonnets or hair bands are acceptable.**

16. **Must be conservative in the application of make-up** which includes lipstick color and eyelashes

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. Black 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 this 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/Withdrawal 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 has reviewed and studied 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 BE 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 any 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 in May the year after completion of the summer semester. **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 SALARIED 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.