

# Dental Assisting Program Policy Handbook

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**2019-2020**

COLLEGE OF WESTERN IDAHO

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## **INTRODUCTION**

Welcome to the Dental Assisting Program at College of Western Idaho. This policy manual was prepared in order to assist you in understanding what you can expect as a student in the dental assisting program. Our program has an excellent reputation in the local dental community. In order to uphold our reputation students are required to adhere to the policies contained within this manual. We believe that these requirements contribute to your success as a dental assistant.

The content of this manual describes general guidelines for the program. For specific guidelines for each course, refer to the course syllabus. The syllabus describes how an individual instructor will carry out the course outline and program policy for their students. It is the syllabus, which describes how each instructor will conduct class, class-specific assignments, instructional methods, evaluation procedures, and texts and materials. The syllabus will be distributed to students during the first week of class.

Policies and procedures are subject to change; therefore, it is the responsibility of the reader to keep current of changes that may affect completion of the Dental Assisting Program, and requirements for achieving Certified Dental Assistant (CDA) credentialing. Every attempt will be made by the Program Director and the faculty to inform students of changes. This information may be distributed by verbal announcements, written documentation or a referral to other source material.

For clarification of the information contained within this policy, consult with the Program Director.

## **PROGRAM MISSION STATEMENT**

The Dental Assisting Program at College of Western Idaho provides dental assisting students the knowledge and skills to succeed as a dental health care professional. As a Nationally accredited program, we promote learning, leading to credentialing in dental assisting. By providing quality education to our students, we contribute to the dental workforce, which provides access to dental health care in the community.

## **PROGRAM PHILOSOPHY**

The Dental Assisting Program:

1. Provides students with a foundation in basic literacy and critical thinking skills to succeed as a dental assistant.
2. Encourages students to become life-long learners.
3. Provides the dental community with graduates who will have the knowledge and skills to become a vital member of the dental health team.
4. Encourages students to pursue personal, professional, and educational goals through critical and independent thought.
5. Prepares students to act as legal and ethical dental professionals.

## **PROGRAM LEARNING OUTCOMES**

Based upon the requirements for an accredited dental assistant program, the program outcomes are to:

1. Perform skills and apply knowledge of dental assisting to work as a chairside assistant and administrative assistant.
2. Obtain certifications applicable to dental assisting.
3. Conduct themselves as legal and ethical dental professionals within the scope of practice of dental assistants.
4. Communicate effectively, verbally and in writing, as appropriate for a dental healthcare worker.
5. Promote positive change in the community through volunteering.

## **APPLICATION AND PREREQUISITES**

Applicants interested in entering the accredited Dental Assisting Program must:

1. Complete admission requirements to College of Western Idaho
2. Apply to the Dental Assisting Program
3. Attend a program information session
4. Attend a program orientation
5. Complete prerequisite courses GEM 1/Written Communication or GEM 2/Oral Communication GEM 3Mathematical Ways of Knowing course, GEM 6 Psy 101, General Psychology, with a "C" (70%) or better

## **ACCEPTANCE**

Upon acceptance to the program, student shall enroll in the fall semester courses: Dental Assisting (DENT) 101,101L, 102, 102L, 104, 104L, 108, 109, 151, and 152. Enrollment and class schedules may be accessed through the college web site.

Continuation in the program requires that the student maintain a grade of "C" (70%) or better in all dental assisting courses.

NOTE: All students enrolled in the dental assisting courses must have access to a computer and be able to perform basic computer skills.

## **STANDARDS FOR RETENTION**

Standards for retention in the Dental Assisting Program requires that the student:

1. Show satisfactory performance of dental assisting skills, as evidenced in laboratory, class work, and clinical externship.
2. Maintain physical, mental and emotional health necessary for the performance of duties in the program.
3. Maintain the academic criteria defined as a grade of "C" (70%) or better in each dental assisting course.
4. Meet attendance requirements of the program.
5. Complies with the Code of Professionalism

## **PROBATION POLICY**

A student will be placed on probation if he/she is failing to meet academic and professional criteria for retention in any dental assisting course. The student will be informed of the probationary status via a meeting with the program director and the Instructor. Discussion of the meeting will be documented.

Documentation will include but is not limited to specific to the reasons for probation, and recommendations will be made to the student. The instructor will document what conditions are necessary to remove the student from probationary status, and what circumstances may lead to disqualification.

The original documentation will be maintained in the student's file in the Dental Assisting Program Director's Office. A copy, if necessary, will be sent to the Health Professions Department Chair, the School of Health Dean, and the Academic Integrity Board.

Please refer to Student Code of Conduct in the CWI Student Handbook for student rights.

Students needing assistance with academic needs should consult with the instructor of record. If further assistance is warranted students should consult with the program director.

Students may also seek tutoring services on campus from the Tutoring Center and/ or Writing center. Refer to the college catalog or web site for contact information.

## **DISQUALIFICATION POLICY**

A student will be automatically disqualified from the Dental Assisting Program should he/she earn a grade less than "C" (70%) in any one of the Dental Assisting courses.

**A student may be disqualified because of the inability to meet standards for retention.**

## **PROGRAM PARTICIPATION**

Program participation is defined as the following:

- Participation in class (on campus or online) includes but is not limited to completing assignments and assessments, active listening, participating in collaborative learning (group discussions or group projects).
- Participation in a laboratory/clinical class includes but is not limited to partnering with classmates for performance evaluations and being a patient for dental procedures supervised by faculty.
- Participation in clinical externships includes assisting dentists, dental assistants and dental hygienists in a clinical setting under the supervision of the dental staff and dental assisting faculty.
- Students shall conduct themselves according to the Code of Professionalism (see below)

## **CODE OF PROFESSIONALISM**

The Code of Professionalism has been established in accordance with college policy and generally accepted standards of the dental profession. This code is defined as:

- Student conduct

- Academic Honesty
- Attendance
- Dress code and grooming
- Program safety
- Confidentiality protocol

## **STUDENT CONDUCT**

All students are expected to respect and obey standards of student conduct while in class and on campus. The student Code of Conduct policies can be found in the Student Handbook, via the college web site under Current Students/ Student Handbook. The information may also be found in the college catalog. Charges of misconduct and disciplinary sanctions may be imposed upon students who violate these standards of conduct or provisions of college regulations.

Dental Assisting students are expected to exhibit mutual respect and consideration for others as well as all dental equipment and supplies. Upon arriving at class or other program events, students should display a positive attitude and a collaborative interest.

In the classroom setting there is no eating or drinking in labs, gum chewing, texting, and sleeping. Drinking in classrooms is expected, drinking cups need to have a closed lid. Students should also refrain from, side talking or reading other materials while in class.

Generally, no cell phones are allowed in laboratory and clinical classes. Please see course syllabi for specific use of cell phones.

Students are expected to fully participate in all aspects of the program, including performance as operators and/or patients. Students shall consult with the course instructor regarding any concerns.

Any disruptive behavior will be reported to the program director and be dealt with in accordance to the student Code of Conduct as outlined in the College of Western Handbook.

## **ACADEMIC HONESTY**

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At College of Western Idaho, academic integrity is a shared endeavor characterized by academic honesty, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. Examples include but are not limited to: Cheating (accessing and/or using unauthorized materials or information) Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment) Falsifying information (providing untrue information) Unauthorized collaboration (getting assistance or sharing work without permission) Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)

## **ATTENDANCE**

The philosophy of the institution is that students who attend class learn more than those who do not attend regularly and those grades are a reflection of learning. Students who plan to succeed should also plan to attend all classes regularly and promptly.

There is a tremendous amount of information contained in the Dental Assisting Program. Unfortunately, no one has ever developed a shortcut, which will replace hours or actual experience needed to master a new skill. Without question, the instructors expect each student to attend and participate at each meeting of all courses in which they are registered. A good attendance record and participation is part of a recommendation for employment. It is assumed that anyone who does not maintain an acceptable record of attendance or does not participate lacks interest and will probably not be a dependable employee. The final grade may be affected by absences and class participation.

Review the syllabi for each course for the specific guidelines on attendance.

**In accordance with Title IX, absences due to pregnancy or related conditions,** including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements.

### **DRESS CODE AND GROOMING**

In accordance with CDC and OSHA guidelines as well as the Dental Assisting Policies on infectious diseases, all students utilizing the dental lab, clinical sites, and special assignments will adhere to the program's uniform policies. The student is responsible for complying with all uniform policies.

Uniforms are to be worn for all activities in DENT 101L, DENT 102L, DENT 103L, DENT 104L, DENT 105L, DENT 106, and off-campus clinical activities.

A standard uniform (clothing and shoes) is required for this program. The uniform will be worn during laboratory and clinical courses beginning on the first day of classes. The uniform includes:

- A lab coat (warm up jacket with crew neck and elasticized, ribbed cuffs)
- Scrubs (top and pants, program specific)
- Clean, in good condition, all white or black, closed toe and heel, all leather/artificial leather shoes
- Name badge

See Uniform Requirements on the Dental Assisting web page. Students should anticipate their class schedule and dress, including hair and grooming, appropriately before class begins

### **HAIR**

When in uniform, the hair must be clean and in a conservative style, such that it is off the face and shoulders, and does not hang loosely (this includes ponytails and braids). Off the face includes fringe/bangs in eyes and wisps of hair. Hair styled up in a bun should not be sticking out, bouncy or appear in a "messy" bun.

The hair should be confined with minimum hair ornaments such as a simple clip or elastic band. If hair is not appropriate before class begins, the student will be dismissed from lab or clinic to deal with the hair issue. Hair must not be corrected in any of the

dental assisting labs or clinic classrooms.

### **FACIAL HAIR**

Facial hair such as beards, mustaches and sideburns shall be short (close shaven) and conservative.

### **HANDS**

When in uniform, the hands and fingernails must be clean and neatly manicured. Fingernails should not extend beyond the fingertips. Nail polish and acrylic nails are not allowed.

### **JEWELRY**

When in uniform, jewelry is limited to a conservative watch, and one ring, and small stud earrings. Earrings are limited to one small stud per ear, no bigger than the diameter of a pencil eraser, with one earring in each ear lobe. A necklace may be worn, however, it should not be visible or hang loosely outside of the uniform top.

### **PIERCINGS AND FACIAL TATTOOS**

While facial piercing and tattoos are currently popular, dentistry is a predominately-conservative industry. Therefore, facial piercing jewelry for the eyebrow, chin, nose, lip, tongue or any area that is visible will not be allowed when in uniform. Existing tattoos, if visible will require covering.

### **GROOMING (PERSONAL HYGIENE)**

Attention to personal hygiene is essential for all persons in the health-care fields. A daily shower, deodorant, and clean undergarments are essential. Each student will be assigned a locker where personal items will be kept. It is expected that each student will have on hand toiletries to maintain good personal hygiene. Odors such as tobacco, perfume or perfumed lotions, food odors or breath odors are not acceptable. It is expected that dental assisting students will maintain good dental health care.

Students found lacking in the above grooming standards will be asked to leave the lab/clinic area until corrections have been made, including being dismissed from class. Dismissal from class is considered an absence and non-participation therefore the final course grade may be affected.

**NOTE:** Students needing accommodations to the dress code due to religious or cultural beliefs shall consult with the Program Director.

### **CONFIDENTIALITY PROTOCOL**

During the program, students may encounter situations that require confidentiality. Confidentiality in the dental setting refers to keeping information or situations private amongst the dental staff. Situations may include but are not limited to communications, clinical procedures, and patient records. Confidentiality extends to both directed clinical practice, including the staff of the dental office, and the dental assisting classroom. Any situations, as cited above, that occurs as a result of working with classmates, or patients (visitors or faculty) shall be held in confidence. This should not prevent students from consulting with instructors regarding clinical externship experiences or working in the classroom.

Students are encouraged to disclose concerns to the program director to ensure safety for the student and the patient. Students may be asked to share information during the clinical externship seminar class.

### **PHYSICAL CONTACT**

Students can expect physical contact (touching), by the instructors and classmates in laboratory and clinical classes. Physical contact by instructors may include, but is not limited to, touching of the head, neck, shoulders, back, legs, arms and hands for correct postures and close face to face encounters during laboratory, preclinical and clinical procedures.

Students will also encounter physical contact with classmates when participating as a patient in dental assisting lab courses. If a student is uncomfortable with any physical contact, they should speak to the instructor or the program director privately.

### **CONFLICT RESOLUTION**

Students having concerns or needing assistance during the dental assisting program should proceed in the following manner:

1. Discuss concern with the instructor, if no resolution
2. Meet with the program director, if no resolution
3. Meet with the department chair, if no resolution
4. Meet with the school dean.

Students should feel free to discuss any concerns at any time with the faculty and the program director. We encourage students to seek assistance as soon as the need arises.

### **ASSESSMENT AND GRADING POLICY**

The Dental Assisting Program will assess students to determine mastery of the program material. The grading system for Dental Assisting is based on a letter grade. The grades are determined through, but is not limited to: quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations. The following grad scale applies for all Dental Assisting courses:

A = 90-100%      B = 80-89%      C = 70-79%      F = 0-69%

Students must maintain a "C" or better in each dental assisting course. Students earning a final course grade of 70% or less in any course for the fall semester will not be allowed to enroll in the spring dental assisting courses. Note: All courses must be taken in the sequence outlined in the dental assisting curriculum and courses are presented only once each year, with the exception of DENT 108 Dental Office Management.

Students should refer to the syllabus for each course to determine the specific assessment and grading policy for that course.

### **HEALTH AND SAFETY PROGRAM POLICIES**

#### **Blood borne and Infectious Diseases Overview**

In dental assisting there is a potential for exposure to blood borne and infectious disease by way of saliva and blood. The Dental Assisting Program implements Occupational Safety and Health Administration OSHA's Blood borne Pathogens

standard (29 CFR 1910.1030) In addition, the program provides the student with personal protective equipment for safety when working with classmates and patients in various dental procedures. Students in the program receive theory and practice regarding infection control procedures and prevention of exposure to blood borne and infectious disease. See Dental Assisting Program Policy Manual on Policies and Procedures for: Infection Control, Laboratory Safety, Hazards and Exposure Incident Reporting (located in the Dental Assisting Laboratory classroom and the CWI Dental Assisting web page).

### **Hazardous Materials Overview**

Various dental materials, as found in dental offices, are used in the dental assisting program. All standard precautions required by the Occupational Safety and Health Administration (OSHA) are also used in the program to protect the student and patients from potential harm and or injury. A manual of Safety Data Sheets (SDS) is kept in the dental assisting facility as well as required clean up equipment for any spills or possible exposure. Students are taught the theory and practice to safely work with dental materials.

### **Dental Radiography Overview**

Students will participate in taking dental x-rays on manikins and patients. Students are educated in ionizing radiation safety theory and practice. The course follows Federal and Idaho State Regulations Control Rules and adopts the principles of the FDA Guidelines for Dental Radiographic Examinations. A Radiography manual is given to all student at the beginning of the course and a manual is located in the radiography laboratory.

### **Infection Control Standards Overview**

It is the policy of the program to maintain a safe level of practice for the protection of the students, patients, and faculty from possible exposure to potentially infectious materials during pre-clinical and clinical procedures in the classroom setting or at directed clinical practice. Infection control protocols for the Dental Assisting Program are based on the State Board of Dentistry Idaho Code 031. Infection Control 01.-07. Along with the Centers for Disease Control and Prevention (CDC) infection control guidelines.

Each student involved with direct patient care shall have formal training in infection control protocols as described in the Dental Assisting Program and Policy Manual. Students are informed of specific information during program courses. The course instructor shall be responsible for enforcing infection control policies described in the manual. The manual is located in the clinic laboratory classroom. Students should consult the manual or any instructor for information and/or clarification.

### **ACCIDENT REPORTS**

All accidents, no matter how small, are to be reported to the instructor and program director. First aid will be rendered and services will be provided according to the campus emergency protocol

## **LABORATORY AND CLINIC SAFETY**

In the laboratory or clinic, as in a dental office, orderliness, cleanliness, and safety must be the guiding rules. A laboratory or clinic area where these rules are absent results in complete chaos, and is a hazardous area in which to work. Laboratory equipment, such as engines, lathes, model trimmers, and electrical equipment present a potential hazard if not handled with care. Students will receive instruction in lab safety, and the rules that apply in the dental assisting program, prior to being assigned to laboratory/clinical procedures.

The following are a set of safety rules that apply to the dental assisting laboratory and clinic area. Additional protocols for specific course work will be presented in each class. NOTE: Radiography Safety Rules are included in the Radiography manual and posted in the radiography laboratory classroom.

1. Equipment is to be used only after instruction and permission from faculty, including faculty supervision.
2. All personal belongings such as backpacks, purses, etc. shall be placed in the locker provided for you.
3. Eating and drinking is prohibited in the lab during class and at all times in the clinic.
4. Hair must be pulled back off the face and shoulders and protected from rotating equipment.
5. Students will wear appropriate personal protective equipment (PPE) when there is a potential for exposure during laboratory or clinical procedures. PPE is defined as lab coat/protective gown, protective eyewear, examination or utility gloves and facemask.
6. Any injuries, no matter how minor, are to be reported to the instructor immediately.
7. Any malfunctioning equipment must be reported to the instructor.
8. Immediately report all spills to the instructor. Follow any instructions for cleanup given by the instructor.
9. In case of fire, do not panic. When possible notify any faculty member. Follow faculty directions. If possible, use emergency call box, pull fire alarms, dial campus security and exit the building. Meet in designated area (TBA).
10. Keep the counters tops, aisles and floors free of unnecessary items.
11. Close all drawers and cabinet doors completely after use.
12. Students will clean up after themselves. This includes proper storage of equipment and instruments, clearing work areas and utilizing proper infection control protocol.
13. Always disconnect electrical equipment and clear counter tops at the end of the lab period.
14. When removing electrical plugs from the outlets, always make sure hands are dry and grip the plug, not the cord.
15. Do not discard any dental gypsum, cement or impression material in the sink. This will clog the drainpipes.
16. In the clinic area. The dental stools, patient chair, dental light, handpiece, HVE and air/water syringe hoses will be placed in a non-operating position at the end of use.
17. Specific safety rules for radiography lab will be explained in the radiography course.

A list of Radiation safety rules are posted in the radiography lab. Students may be assigned specific duties on a rotation basis. Consult with the course instructor for details.

### **EMERGENCY MANAGEMENT PLAN/GENERAL SAFETY**

In the event of an emergency in the classroom, dental laboratory, dental clinic or radiography laboratory, any student either involved or witnessing the event shall immediately notify an instructor. This includes instructors that may be in the area although not specifically assigned to the class. The instructor shall determine the nature of the event and proceed with an appropriate emergency response.

In the event of a life- threatening emergency, the following actions need to take place:

1. Call 911
2. Someone closest to the emergency should begin life support and first aid measures.
3. Notify instructors as soon as possible

In the event is a minor accident that is not life threatening, first aid will be administered and the student will be directed to seek treatment at a medical facility.

If the situation warrants emergency action, the instructor will follow the campus protocol. Campus protocol allows for a faculty member or any person to call 911 directly if he or she believes that the situation is a life-threatening event. Campus protocol is out-lined in the booklet, “CWI Emergency Handbook” A handbook is located in every classroom and faculty office.

In addition, call boxes located outside of the building are a direct link to the police.

### **MAINTENANCE OF CPR CERTIFICATION AND FIRST AID**

Students are required to maintain current certification in Healthcare Provider CPR and First Aid. The certification must be valid through the graduating year. Certification will be accepted from the following two organizations. No other CPR Certification or Online CPR courses will be accepted;

BLS for Healthcare Providers from the American Heart Association –  
[www.americanheart.org](http://www.americanheart.org)

Basic Life Support for Healthcare Providers from the American Red Cross–  
[www.redcross.org](http://www.redcross.org)

### **DENTAL RADIOGRAPHY SAFETY**

#### **Control and Use for Ionizing Radiation**

The policy describes the standards for use of ionizing radiation in the dental assisting program, and the protocols to ensure safe practices and minimum risk for the students, patients and faculty. The program policy includes standards from both Federal and Idaho State Regulations Control Rules and adopt the principles of the FDA Guidelines for Dental Radiographic Examinations.

\*NOTE: Radiography Safety Rules are included in the Radiography course

manual and are posted in the radiography laboratory classroom. Course instructors, under the direction of the Program Director are responsible for implementing this policy and safety rules.

### **Patient (“human”) Selection Criteria**

All intra-oral/extra-oral radiographic surveys shall only be taken for diagnostic purpose and not solely to achieve instructional objectives. All patients shall have:

- A written prescription/request from a licensed dentist (United States), for a full mouth radiograph/image survey in order to participate as a patient for the dental assisting student.
- A completed medical and dental history form (provided by the program), including a signature and dental license number from the prescribing dentist. Note: The dentist’s signature must match on both the written prescription and the medical/dental history.
- A signature of the patient or parent/guardian if a minor, for consent to be a patient for dental radiography (on medical/dental history).
- Oral cavity and dentition requirements for patients as described in the course syllabus and as explained in class by the instructor.
- No recent radiographic exposure as outlined by guidelines of the American Dental Association (ADA).

All prescriptions/requests shall be attached to the patient health history form. Radiographs/images are sent to the prescribing dentist (film or CD) and duplicate film or saved files along with any patient forms for radiography become a permanent part of the student’s radiography evaluation folder.

The dental radiography instructor has the right to accept or deny any patient from participating in the clinical instruction.

### **Operator Protection Standards**

The student operator shall:

- Use x-ray equipment only when an instructor is present in the x-ray lab
- Wear appropriate PPE – examination gloves and mask
- Never hold film/sensor in a patient's mouth
- Never hold or stabilize x-ray tube head during exposure
- Exit the radiography exposing area before exposing each radiograph

### **Patient Protection**

- Patient shall wear a lead or equivalent apron with thyroid collar
- Program uses industry standard film and digital imaging receptors
- Equipment meets current federal and state standards regarding filtration, collimation, and includes 12" open-ended cylinder (PID)
- Program uses image receptor holding devices for film, sensors and PSP plates
- Program uses industry standard radiographic/imaging techniques

### **X-ray Equipment and Performance Standards**

- The program complies with industry standards and recommendations from the Idaho Radiation Regulatory Agency

- All radiography exposure equipment is registered with the Idaho Department of Health and Welfare, Division of Public Safety
- The program complies with all required inspections
- Every apparent malfunction of the x-ray machine shall be reported immediately to the instructor and will not be used until corrections/repairs are completed.

### **Laboratory Instruction**

Students are required to successfully take\* at a minimum, the following radiographic surveys on a manikin (DXXTR):

- Two horizontal bitewing surveys consisting of at least 4 films/images
- Two vertical bitewing surveys consisting of at least 4 films/images
- Two full mouth periapical surveys, consisting of at least 18 films/images each, 4 of which must be bitewings
- Developing, processing, and mounting of exposed radiographs or acquiring digital images with computer
- Student and instructor evaluation of radiographs/images
- A successful score is a minimum score of 85% for each survey
- Two FMX surveys on a patients, only after successful complete of DXTTR radiographs. Each FMX meeting a minimum score of 75% each survey. Any FMX scoring under 75% the student will be required to bring an additional patient in.

### **Retake Policy**

Retakes are only made with approval and supervision of the course instructor.

- Retakes are recorded on the evaluation form
- Retakes are limited to three images for the patient FMX
- For manikins (Dxttr), retakes are allowed as needed with the approval and supervision of the course instructor

### **STUDENT ILLNESS, INJURY OR PREGNANCY (For campus and extern sites)**

For the protection of students, patients, dental personnel and instructor, the following policies must be adhered to:

1. Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from a physician before returning to class or clinical setting. Examples of the above include conditions requiring casts, canes, crutches, slings, elastic bandages, skin rashes, sore throat and draining wounds.
2. Letter from physicians regarding student illness, surgery or injury must include specific limitations or restrictions as well as defining classroom and clinical activities allowed. Any exclusion must be followed up by a written release from the physician before returning to full activities.
3. Students who are pregnant or suspect they are pregnant shall notify the course instructors and Program Director as soon as possible. Informing the faculty and Program Director allows us to implement reasonable support as soon as

possible. Students must submit a signed Pregnancy Release from their physician stating the student may participate in all program activities, including general lab classes, clinical classes, and dental radiography lab classes or attach a letter describing any restrictions in their activities. The program will attempt to implement “reasonable accommodations”.

4. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a “W” shall be assigned and the district will work with the student to ensure that the “W” is not considered in progress probation and dismissal calculations.
5. In all circumstances, students must be able to meet specified learning objectives, within a reasonable time (within the semester that the course is offered), with consideration of the restrictions stipulated by the physician, to remain in good standing in the dental assisting program.

### **IMMUNIZATION**

Students must show proof of immunization for Hepatitis B and Tetanus\*. A negative tuberculosis test is also required. We highly recommend an annual influenza vaccination.

### **DECLINATION**

Should the student decline, for any reason, to comply with immunizations, there may be difficulty in placing a student in directed clinical practice. The student and the program director will meet to determine the best course of action. The discussion will be documented and a copy will be placed in the student’s file.

### **STUDENT CONFERENCES**

The program director and faculty will hold individual student conferences at the midterm of each semester. The purpose of student conferences is to assist the student in achieving success in the Dental Assisting Program.

In addition, students are encouraged to seek advisement and assistance when the need arises.

Documentation will be made regarding conferences and placed in the student’s file.

### **STUDENT RECORDS**

A student file will be maintained in the Dental Assisting Program Director’s office for each student enrolled in the Dental Assisting Program. The file is confidential and may be accessed by the student, dental assisting faculty, and department chair or school dean. Each student file will contain the following:

- Application for Dental Assisting Student Information Sheet
- Student Conference Report

- Copy of Basic Life Support-Healthcare Provider Certification
- Immunization Record (CastleBranch Report)

### **DIRECTED CLINICAL PRACTICE (DCP) (Externship)**

Students enrolled in the Dental Assisting Program are required to complete 300 hours of Directed Clinical Practice commonly known as externship.

A minimum of two clinical rotations will be required in order that the student may be exposed to a variety of experiences and be able to participate in general and specialty procedures.

Assignments will be arranged and coordinated by the faculty of DENT 106. The staff of the facility (supervisor) and the instructor (college faculty) will supervise the student.

Students are required to write a weekly log of activities, which will be verified by the clinical supervisor, and will be submitted, to the instructor. Instructor and student will participate in weekly feedback seminars in DENT 155 Dental clinical Seminar.

Grading is dependent upon:

1. Student's self-evaluation.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly log of activities-student.
4. Supervisor Clinical Progress Reports.
5. Verified hours of attendance.

### **EMPLOYMENT**

Many students receive offers of employment as a direct result of the directed clinical practice (externship) course. In addition, the dental assisting staff receives inquiries from local dentists seeking employees. Students may be notified via a posted list or e-mail.

Employers are seeking individuals who possess qualities of loyalty, dependability, neatness, ability to follow instructions, and attention to detail. Salary and advancement is dependent upon the individual's aptitudes and ability to assume responsibility.

### **STUDENT SERVICES**

College of Western Idaho offers a variety of academic services. Programs include the Tutoring Center, the Writing Lab and Academic counseling services. A Center for New Directions, and Computer labs that have computers for student use. Students should consult the College Catalog or web site for details.

### **DISABILITY STATEMENT**

The College of Western Idaho seeks to provide an environment conducive to learning, teaching, and working that values the diversity of its community. The College strives to be supportive of the academic, personal and work related needs of each individual and is committed to facilitating the full participation of students with a disability in the life of the College.

CWI is sensitive to and understanding of its responsibilities to equal access, accommodation, and support of individuals with disabilities. Staff and faculty alike provide resources, advocacy, and collaboration across our campus community. Student Disability Services (SDS) builds and maintains partnerships with students, faculty, staff, and administrators to promote an accessible, nondiscriminatory learning, teaching, and working environment meeting the needs and abilities of students with disabilities.

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended in 1992 and with the Americans with Disabilities Act (ADA) of 1990, Student Disability Services is proactive in developing specialized accommodations to best support the abilities of each individual eligible for such services. Students with documented disabilities must self-identify to the SDS office and make a formal request for services in order to begin the intake process and identify appropriate accommodations. <http://cwidaho.cc/current-students/faculty-disability-services>

If a student is dissatisfied with any outcomes from Disability Services, he/she may appeal the decision through the Dean of School of Health.

### **Non-discrimination Policy**

#### **Title IX**

The Dental Assisting faculty are committed to supporting students and upholding College of Western Idaho's-discrimination policy. Most employees of CWI are considered "responsible employees" who must report to the College's Title IX Coordinator when they receive a report of, or become aware of, sex-based or gender-based discrimination or harassment. This obligation is based in Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in all areas of education.

- Sexual assault, sexual harassment, and intimate partner violence are some examples of conduct that fall under Title IX.
- When the Title IX Coordinator receives a report, they will promptly contact the individual with information about their options and rights, in order for the District to take corrective action and provide remedies.
- If you would like to speak to someone confidentially, you can contact Jodi Hickenlooper, counseling services manager on campus 208-562-2547 or [jodihickenlooper@cw.edu](mailto:jodihickenlooper@cw.edu) counseling services are not obligated to report to the Title IX Coordinator and may preserve confidentiality.
- The Title IX Coordinator is Ryan Herring, who can be reached at 208-562-3227 or [ryanherring@cw.edu](mailto:ryanherring@cw.edu) or [Respectfulcommunity@cw.edu](mailto:Respectfulcommunity@cw.edu).
- For more information about the Title IX office please see the following website: <https://www.sdccd.edu/students/titleix.aspx>

### **PROGRAM ACCREDITATION**

The Dental Assisting Program is accredited by the Commission of Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at the address below:

Commission on Dental Accreditation (CODA)  
211 East Chicago Ave.

Chicago, IL 60611-2678  
Telephone (312) 440-4653  
<http://www.ada.org/100.aspx>

## **Required Notice of Opportunity and Procedure to File Complaints with the Commission of Dental Accreditation**

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the CODA at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

### **Dental Assistants Pledge**

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 whom I serve. I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, and to be studios. 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.

### **Dental Assistant's Creed**

- 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 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 the 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 shadows.

- To keep smiling always

### **NATIONAL CERTIFICATION (CDA)**

Students that successfully complete all the course requirements for the Dental Assisting Technical Certificate Program are eligible to take the CDA exam and earn DANB Certified Dental Assistant (CDA) certification. Students who complete the program are eligible to apply for the Certified Dental Assistant exam. Applications will be made to the Dental Assisting National Board (DANB) through Pathway I. Certification is recognized in most states and Canada. Fees are required DANB certification is current for one year. To maintain certification, DANB certificates must be renewed annually. DANB recertification requirements can be accessed at the DANB website. [www.danb.org](http://www.danb.org)

These standards will be discussed in class. Specific dates and times will be announced in each class with advanced notice in order for the student to prepare for these requirements. Faculty teaching the specific certification course will discuss these requirements in class.

### **IDAHO STATE CERTIFICATIONS in EXPANDED FUNCTIONS**

#### **Coronal Polishing Certification**

Coronal Polishing is offered in the Dental Assisting Program (dent 105 AND 105I). Upon satisfactory completion of the certification requirements, courses DENT 105 AND 105 L, the program students will be issued a certificate in Coronal Polishing. Two (2) patients are required for this course\*. No patient fee.

#### **Application of Pit & Fissure Sealant Certification**

Application of Pit and Fissure Sealant is offered in the Dental Assisting Program (DENT 105 and 105L). Upon satisfactory completion of the certification requirements and the program, students will be issued a certificate in Pit and Fissure application. One (1) patients are required for this course\*. No patient fee.

\* The number of patients listed is the minimum number required by the Idaho Board of Dentistry. Additional patients may be required and is determined by the course instructor for each student on a case-by-case basis.

**NOTE:** According to the Idaho Dental Practice Act, a dental assistant may not perform coronal polishing or pit and fissure sealant application unless he/she holds a EFDA certificate Therefore once a student graduates from the program, they must show proof of certification prior to performing these task in a dental office.

#### **Monitoring and Administration of Nitrous Oxide**

Monitoring and Administration of Nitrous Oxide is offered in the Dental Assisting Program (DENT 154). Upon satisfactory completion of the certification requirements, the students will be issued a certificate in Monitoring and Administering Nitrous Oxide. Two (2) patients are required for this course. No patient fee.

#### **Fabrication of Temporary Restorations**

Fabrication of Temporary Restorations is offered in the Dental Assisting Program (DENT 153, 153L). Upon satisfactory completion of the certification requirements,

the students will be issued a certificate in the Fabrication of Temporary Restorations. Patients are not required.

**CPR Basic Life Support for Healthcare Provider Certification**

Students are required to obtain or renew CPR certification at the Basic Life Support Healthcare Provider level (BLS for Healthcare Provider). Certification may be obtained through an independent institution of the student's choosing. Programs must be a "hands-on" course in accordance with the curriculum of the American Heart Association or the American Red Cross. Students must be certified prior to clinical courses and assignment in directed clinical practice. Fees are required.

**DENTAL ASSISTING POLICY AND PROCEDURE STUDENT HANDBOOK  
RECEIPT FORM**

1. Students are not officially admitted into the Dental Assisting program until they received a letter from the Program faculty stating they have been admitted to the Dental Assisting Program.
2. All Dental Assisting students are required to provide proof of immunization, medical and dental examinations prior to starting the program.
3. The Dental Assisting Program, as well as One Stop Student Services, should be notified immediately of any change of name, address, or phone number.
4. Computer literacy and access are required in dental assisting education. Dental Assisting students must be able to access and appropriately use library and other databases, Blackboard course sites, send and receive e-mails and documents via e-mail, etc.
5. Students must achieve at least a 'C' in all required courses and cumulative GPA of 2.0 or higher to continue in the Dental Assisting Program.
6. There are a minimum number of clinical days that are required in clinical rotations as identified in the course syllabi and handbook. Students are required to abide by all policies and procedures outlined in the most current CWI Dental Assisting Student Handbook, as well as those of the assigned clinical facilities.
7. Completion with a 'C' or higher grade in PSY 101, COMM 101/or ENG 101, and MATH 123 are needed to receive an Intermediate Technical Certificate in Dental Assisting.
8. Students in the first semester of the Program must also be enrolled in DENT 101, DENT 101L, DENT 102, DENT 102L, DENT 104, DENT 104L, DENT 108 (if not previously completed with a 'C' or better), DENT 109, DENT 151, and DENT 152.
9. Students in the second semester must be enrolled in DENT 103, DENT 105, DENT 106, DENT 153, and DENT 154, and DENT 155 (if not previously completed with a 'C' or higher grade)
10. Students cannot be admitted into the second semester of the Dental Assisting Program without completion of the first semester courses with a 'C' or higher.
11. It is the student's responsibility to find patients for the following tasks: Coronal Polish, Application of Pit and Fissure Sealants, and Dental Radiology requirements. Specific requirements are outlined in the syllabi.

I, \_\_\_\_\_ have read this Handbook, and asked Program staff to clarify any questions concerning policies found within this Handbook. I understand, and agree to abide by the Dental Assistant Handbook policies and regulation.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT COPY**

**CONFIDENTIALITY AND NON-DISCLOSURE STATEMENT**

I understand and agree that in the performance of my duties as a Dental Assisting Student at the College of Western Idaho, I must hold any specific information of a confidential nature gained during my clinical experience in confidence. I also agree to conduct myself in an ethical and professional manner at all times. I understand that confidential information is defined as any patient, personnel, financial data, strategic planning initiatives, electronic data (including passwords and ID codes), or any other operational phases of the facility and its staff.

I also understand that failure to act in an ethical and confidential manner while participating in educational activities at a College of Western Idaho clinical site may ultimately result in my dismissal from the Dental Assisting Program at College of Western Idaho.

I have read and understand each of the above items.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_



## Media Release

**PROJECT TITLE:** \_\_\_\_\_

I, \_\_\_\_\_ (“Releasor”), give the College of Western Idaho (“CWI”), and its agents and/or assignees, permission with respect to photographs, audio recordings and/or videotapes (“Media”) that CWI has had taken of me:

- To copyright the Media in CWI’s name;
- To use, reuse, publish, and republish the Media, in whole or in part, in any medium and for any purpose including, but not limited to, education, illustration, promotion, and advertising and trade; and
- To use my name in the Media if CWI so chooses.

I release CWI from claims and demands related to the use of the Media and I understand that I waive any right that I may have to inspect or approve the finished product(s) or any printed matter in connection with the use of the Media. I agree that I have no rights to the Media, and all rights to the Media belong to CWI. I acknowledge and agree that I have no right to consideration or accounting based upon CWI’s use of the Media, and that I will make no further claim for any reason to CWI arising out of the use of the Media. I acknowledge and agree that this release is binding upon my heirs and assigns. I agree that this release is irrevocable, worldwide and perpetual, and will be governed by the laws of the state of Idaho.

I represent and warrant that I am at least eighteen years of age, that I have read this release and understand its contents, and that I have the full legal capacity to execute this release. If I am under 18 years of age, I have obtained the signature of a parent or legal guardian, below. I understand that CWI has no obligation to use any or all of these rights.

Name:

Date of Birth:

Mailing Address:

Day Phone Number:

e-mail:

Evening Phone Number:

Signature \_\_\_\_\_

If releasor is a minor or lacks capacity to execute this Release, Guardian warrants and represents that Guardian is the legal guardian of Releasor, and has the full legal capacity execute this release of all rights of Releasor’s content.

GUARDIAN’S SIGNATURE: \_\_\_\_\_

GUARDIAN’S PRINTED NAME: \_\_\_\_\_

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**DENTAL ASSISTING POLICY AND PROCEDURE STUDENT HANDBOOK  
RECEIPT FORM**

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16. Students must achieve at least a 'C' in all required courses and cumulative GPA of 2.0 or higher to continue in the Dental Assisting Program.
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20. Students in the second semester must be enrolled in DENT 103, DENT 105, DENT 106, DENT 153, and DENT 154, and DENT 155 (if not previously completed with a 'C' or higher grade)
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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**KEPT ON FILE IN STUDENT FILES/FACULTY OFFICE**