



DENTAL ASSISTING PROGRAM POLICY HANDBOOK

2022-2023

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HEALTH AND SAFETY COLLEGE POLICIES (COVID-19)

Numerous protocols and safety measures are in place to ensure a safe environment while on campus. College of Western Idaho is following the current COVID-19 case rates in Idaho, and continue to follow and support strategies to increase community health by encouraging hand washing, allowing for physical distancing, and educating everyone to recognize symptoms and stay home when signs and symptoms are present. At the time of writing this handbook face coverings are optional. This could change dependent on current COVID circumstances. College of Western Idaho continues to monitor local information sources, and are in touch with healthcare and community health professionals to ensure that the College is doing their best to prevent the spread of COVID-19 in all policies, practices, and procedures.

Health and Safety

Though not mandated, it is highly encourage that you get the COVID vaccination. You will be working in the mouth on your classmates and patients when in laboratory classes and when in dental offices for your clinical externships. We will provide you with a face shield to wear in the dental lab while working on classmates and/or in lecture classes at your choosing.

In addition to maintaining physical distancing, washing/sanitizing hands, and wearing a face covering, students are asked to do a health self-assessment before coming to campus each day and are advised to stay home if any symptoms are present. Additionally, students are required to take their temperature prior to entering the dental laboratory. Students will be asked to wipe down their desk and work area at the end of each class session with CWI-provided wipes.

Safety Measures – College of Western Idaho continues to clean in accordance with Center for Disease Control (CDC) standards. Sanitizer stations are placed in all facilities. Desk shields are available as an added protection for faculty and students. College of Western Idaho has equipped our buildings with ionizing filtration in the air ventilation as an added safety measure increasing the outside air flow into the buildings.

INTRODUCTION

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, texts and materials. The syllabus is distributed in each course Blackboard shells.

Policies and procedures are subject to change, it is the responsibility of the student to keep current of changes. Changes will be delivered verbally, via e-mail, blackboard announcements, written documentation or a referral to other source material. Students are responsible to check their e-mail on a regular basis.

For clarification of the information contained within this policy, consult with the Program Director. elaineholmes@cw.edu

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:

- Provide students with a foundation in basic literacy and critical thinking skills to succeed as a dental assistant.
- Encourage students to become life-long learners.
- Provide the dental community with graduates who will have the knowledge and skills to become a vital member of the dental health team.
- Encourage students to pursue personal, professional, and educational goals through critical and independent thought.
- Prepare 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. Complete prerequisites 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 will be enrolled in the fall semester courses: Dental Assisting (DENT) 101,101L, 102, 102L, 104, 104L, 108, 151, and 152.

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 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 with the dental assisting tutor, the Tutoring Center and/ or Writing center. Refer to the college catalog or web site for contact information. Dental assisting tutor information will be given at the beginning of fall semester.

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 can 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 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.

There is no eating or drinking and gum chewing in labs or classrooms.

Cell phones and watches that can send and received messages are not allowed in lecture, laboratory and clinical class setting. Cell phone and watch must be kept in the student's locker with ringer off at all times.

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 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, is not participatory, and demonstrates lacks of interest will probably not be a dependable employee. 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 lecture and lab classes, and off-campus clinical and special assignment activities.

A standard uniform (clothing and shoes) is required for this program. The uniform includes:

- Scrubs (top and pants, program specific)
- Clean, in good condition, all black, closed toe and heel all leather/artificial leather shoes.

Optional clothing: Lab jacket and or a long sleeve shirt to wear under the scrub top. (specific style and color, see Uniform Requirements)

- CWI logo embroidered on lab scrub top.

See Uniform Requirements on the Dental Assisting web page.

HAIR

When in uniform, the hair must be clean and in a conservative style, such that it is off the face and shoulders. Ponytails and braids cannot be worn down if they are long enough to fall forward past the shoulders. 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.

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 small earrings that does not exceed the size of a nickel. One earring per ear. Necklaces are not allowed.

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, and tongue are not be allowed to be worn while in classes, labs, and clinical externship with the exception of ear piercings. Existing tattoos, if visible will require covering. Covering can be accomplished with make-up and if the tattoo is not too large a bandage.

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 accepted that dental assisting students will maintain good dental health care.

Students found lacking in the above grooming standards will be asked to leave 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 grade 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 69% 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 safety measures when working 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 setting, 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. If it cannot fit in the locker, your items need to be moved to your car.
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, hair cover, facemask, and face shield.
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 (TBD).
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.

CPR CERTIFICATION

BLS CPR certification is required prior to the start of the Program and to be kept valid through graduation date. 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.

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

Immunizations are required to participate in this program, Students must show proof of immunization for Tuberculosis, with a negative result, MMR, Varicella, Hepatitis B and (TDap)Tetanus within the last 10 years. We highly recommend an annual influenza and COVID vaccination.

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

DIRECTED CLINICAL PRACTICE (DCP) (Externship)

Students enrolled in the Dental Assisting Program are required to participate in Directed Clinical Practice commonly known as externship. CWI faculty arrange and schedule the sites for student rotations. A minimum of two clinical rotations will be required in order that the student may be exposed to a variety of experiences.

Students are not allowed to receive pay from their externships.

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 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 or 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

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.