



**CERTIFIED DENTAL ASSISTANT
POLICY AND PROCEDURE STUDENT HANDBOOK
2016-2017**

Welcome...

To the

COLLEGE OF WESTERN IDAHO

TECHNICAL CERTIFICATE (TC) AND ASSOCIATE OF APPLIED SCIENCE (AAS) CERTIFIED DENTAL ASSISTING PROGRAM

The faculty and staff of the College of Western Idaho Certified Dental Assisting Program take this opportunity to welcome all new students. We are pleased you have chosen to attend our school and we hope the time with us will be rewarding for each of you.

This handbook is designed to assist you in becoming familiar with various aspects of the Certified Dental Assisting program. Please take the time to familiarize yourself with the contents so that you will know where to locate specific information as it is needed. All dental assisting students are expected to familiarize themselves with the information in this handbook. Use this handbook in conjunction with the College of Western Idaho Course Catalog and the CWI General Student Handbook found on the CWI web site. In addition, please take advantage of interacting with the Dental Assisting faculty.

The Assistant Dean of the department, the Certified Dental Assisting Program Chair and faculty along with administrative personnel reserve the right to revise policies and procedures and guidelines as needed for the improvement of the Certified Dental Assisting Program. Students will be notified of any changes that will affect them.

The Certified Dental Assisting program offers both challenges and rewards. We wish you success in pursuit of your dental assisting career.

The Certified Dental Assisting Faculty and Staff

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SECTION I

Goals and Objectives

Upon graduating from the Certified Dental Assisting Program:

1. Students will be eligible to take the Dental Assisting National Board (DANB) exam.
2. Students will take the National Occupational Competency Testing Institute (NOCTI) exam. Passing score at 70%.
3. Students will have had the opportunity to take the following Idaho State Expanded Functions:
 - Coronal Polishing
 - Placing and Removing Temporary Crowns
 - Pit and Fissure Sealants
 - Administration and Monitoring of Nitrous Oxide
4. Students will be able to cite the limits of function of a Certified Dental Assistant with Idaho Expanded Function Certificates according to the State Board of Dentistry Rules and Regulations.
5. Demonstrate entry level skills in dental assisting necessary to obtain employment.
 - a. Perform supportive dental assisting tasks including prevention care oral instruction, infection control and workplace safety.
 - b. Demonstrate skill in technical procedures and adjusting those procedures to the needs of the individual patient and dentist.
 - c. Communicate professionally with patients and members of the dental health team.
 - d. Function as a member of a health care team in an ethical and professional manner.
 - e. Contribute towards activities that promote dentistry in the community.
 - f. Recognize the need for and assume the responsibility for continuing education.

The Commission on Dental Accreditation Complaint Policy

The Certified Dental Assisting Program at CWI is accredited by the Commission on Dental Accreditation (CODA).

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 treatment received by patients or 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 Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

SECTION II

Academic Advising

Students who have been admitted to the Certified Dental Assisting Program have met specified prerequisites and application requirements for admission, have been selected for admission and have been promised a seat in dental assisting courses beginning with a specific semester. At the time of admission to the Certified Dental Assisting Program, the student is assigned a faculty advisor that teaches in the Dental Assisting Program. Students are encouraged to meet with their faculty advisor on a regular basis, at least once each semester, and whenever needed.

Faculty Advisors

Elaine Laursen/Program Chair, elainelaursen@cwidaho.cc
Monica Satake/Assistant Professor, monicasatake@cwidaho.cc

Learning Community Coordinator Health - PTE

The Learning Community Coordinator Health - PTE, Casey Brown, is an all-around support resource and an advocate for current healthcare students to support student success in the programs/classes. Casey may be contacted for any issues and/or struggles. She can be reached at 208-562-2170 or caseybrown@cwidaho.cc

SECTION III

Program of Study

Students have two options in the Certified Dental Assisting Program, a Technical Certificate or an Associates of Applied Science:

Technical Certificate

In order to obtain your **Technical Certificate (TC)** in Dental Assisting you will need to complete dental and general education courses in three semesters (approximately 11 months). Graduates are eligible to take the certification exam given by the Dental Assisting National

Board and the five Idaho Expanded Function Exams (Pit and Fissure Sealants, Coronal Polishing, Fabricating Temporary Crowns, Polishing Restorations and Nitrous Oxide).
Associates of Applied Science

In order to obtain your **Associate of Applied Science (AAS)** in Dental Assisting you will need to complete your Technical Certificate and then complete two additional semesters for your AAS. Graduates are eligible to take the certification exam given by the Dental Assisting National Board Exam.

You must submit a recent Compass Assessment to CWI in order to apply to the program unless you have completed college-level math and writing courses. **The minimum required Compass scores needed at application are: Pre-Algebra Compass - at least 53 or an Algebra Compass – of at least 26; Reading Compass - at least 80; and English Compass - at least 70.**

You must complete the following courses before you can graduate from the Dental Assisting Program at CWI - COMM 101 or ENG 101, MATH 123 and PSYC 101. However, if you haven't completed all of these courses, you can submit your Compass Scores with your application and our faculty will be available to advise and assist you on the correct path to admittance to our program.

Program of Study Outline

TECHNICAL CERTIFICATE CERTIFIED DENTAL ASSISTING and AAS DEGREE

Prerequisites (must be completed prior to Spring graduation):

Course Title	Course Number	Dental Assisting Credits	General Education Credits
Fundamental of Communication/ OR English 101	COMM 101 OR ENG 101		3
Math	MATH 123		3
General Psychology	PSY 101		3
CSA exam	<i>Computer Literacy Requirement</i>		0

**** Must be completed to meet graduation requirements for TC.**

Fall = 1st Semester (Total 17 credits)

Course Title	Course Number	Dental Assisting Credits	General Education Credits
Dental Assisting Anatomy	DENT 100	1	

Dental Materials and Procedures	DENT 101	3	
Dental Clinical Skills 1	DENT 102	2	
Dental Radiology	DENT 104	3	
Dental Office Management	DENT 108	2	
Public Health and Dental Hygiene	DENT 109	1	
Dental Theory 1	DENT 151	3	
Dental Theory 2	DENT 152	2	

**** Must be completed to meet graduation requirements for TC.**

Spring = 2nd Semester (Total 16 credits)

Course Title	Course Number	Dental Assisting Credits	General Education Credits
Dental Prosthodontics Materials & Procedures	DENT 103	2	
Dental Assisting Clinical Experience	DENT 106	6	
Dental Theory 3	DENT 153	3	
Dental Theory 4	DENT 154	3	

**** Must be completed to meet graduation requirements for TC.**

Fall = 3rd Semester (Total of 12 credits)

Course Title	Course Number	Dental Assisting Credits	General Education Credits
Advanced Dental Assisting Practicum 1	DENT 225	6	
English Composition 1	ENG 101		3
Elective GE	Any additional general education elective from approved list		3

**** In addition to TC courses, must be completed to meet graduation requirements for AAS.**

Spring = 4th Semester (Total of 11 credits)

Course Title	Course Number	Dental Assisting Credits	General Education Credits
Advanced Dental Assisting Practicum 2	DENT 226	5	
Elective GE	Any additional general education elective from approved list		3

Elective GE	Any additional general education elective from approved list		3
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**** In addition to TC courses, must be completed to meet graduation requirements for AAS.**

SECTION IV

Student Policies/General Policies

General Policies

Infants and Children

Infants and children are not permitted in classes, laboratories, or clinical settings.

Students who bring children to class will be asked to leave and will be counted as absent.

The absence being treated as unexcused.

Pets

Pets are not permitted in classroom or laboratory settings. Students who bring pets to class will be asked to leave and will be counted as absent. The absence being treated as unexcused.

Electronic Communication Devices

Cellular phones and audible electronic devices should be turned off during classes, laboratory, and clinical laboratory sessions. If phones are on students will be required to leave the setting and not return for the remainder of the class. Absences resulting from violating the policy are treated as unexcused absences. When this policy creates a special hardship, the student should discuss the problem with the applicable faculty person or the Program Chair.

Transportation

Students are required to provide their own transportation to and from school and clinical sites.

Computer Competencies

Students need to gain basic skills in the use of computerized word processing programs prior to beginning the Certified Dental Assisting Program as well as use of the CWI e-mail system and Blackboard. Use of e-mail and Blackboard will be required for all dental assisting courses. (Computer Skills Assessment or CISA 101 is required of all CWI graduates).

Personal Computers

Access to a personal computer with Internet access is strongly encouraged for all students enrolled in the Certified Dental Assisting Program. Computers are available for student use. Check the One Stop Student Services for information on access.

Health

In the event of pregnancy, a student may continue in the program provided she is receiving prenatal care and is able to function according to the expectations of any other student at that level of their education.

As soon as a state of pregnancy is determined, the student must present to the CWI Dental Assisting Program a healthcare provider's statement of approval to continue in the program.

The student will be expected to follow the program's policy on absences.

Students are required to present a healthcare provider's statement of permission to return to a clinical area following delivery or after any illness requiring a visit to a health care provider and resulting in absence from scheduled classes.

Employment

The dental assisting program recognizes the need for student employment. Due to the rigorous schedule and multiple demands of the program, it is highly recommended that students work no more than 20 hours a week. If students are to complete the program within the appropriate time span, priorities, including financial concerns and time management must be addressed.

All students are expected to be on time, alert, and prepared, to provide safe care in the clinical setting. Research has shown that working extended hours is not only unhealthy for the individual, but also unsafe for the patients. Students deemed to be too tired to perform safely will not be allowed to stay in the clinical site. Students are encouraged to contact their clinical instructor for help with decision-making in time management and priority setting.

Dental Assisting students who are employed as dental assistants, dental office receptionist, etc., may not wear the College of Western Idaho insignia while working for their employers, because CWI liability insurance is not effective during such employment.

Sexual Harassment

The College of Western Idaho is committed to maintaining a working and educational environment which fosters appropriate and respected conduct and communication between all persons within the College community. CWI recognizes that sexual harassment can undermine the mission of the College and may threaten the careers of students, faculty and staff. CWI does not condone sexual harassment. The Certified Dental Assisting Program adheres to College policy on sexual harassment. For further information contact the One Stop Student Services or refer to the CWI website.

Attendance Performance/Lecture and Lab course

Students enrolled in the Dental Assisting Program are expected to attend class daily. Not attending class may result in termination from the Program. Attendance and performance are closely related and include many psychomotor activities that cannot be made up when absent.

In the event of an absence, it is the responsibility of the student to notify the faculty member prior to any absence from scheduled lecture or lab class. The faculty will be notified by either a phone call or e-mail. A student will not be allowed to make-up quizzes due to the absence, as a zero will be given for each missed quiz. If a student is absent on the day when an assignment or unit test is given, the student may make-up the missed work as follows:

1. It is the responsibility of the student to make arrangements with the instructor within 24 hours of returning from the absence to reschedule the examination. Failure to do so will result in a zero grade.
2. Missed assignments must be turned in the day the student returns from the absence. Failure to do so, the missed assignment will not be accepted.
3. The missed assignments and major test will earn a maximum of 80% of the original point value.

Attendance Performance/Dental Clinical Experience

Students are required to fulfill 300 clinical hours, which is approximately 38 - 8 hour clinical days; therefore any time missed from a clinical site must be made up and documented. In the event that a student is absent from a clinical site the student is to notify the faculty member and clinical site prior to the start of the office hours. Failure to follow the above guidelines in notifying the clinical site and instructor may result in removing the student from the clinical site.

** Any Lab or Clinical absences are detrimental to the student's learning needs and experiences. Completion of the program is weighed heavily on Lab and Clinical performance.

Therefore missing more than 3 days of class/clinical/lab can result in failure of the course as extended absence does not allow students to meet the performance standards

Jury Duty

It is the policy of College of Western Idaho to excuse students from classes for jury duty and also facilitate their success in the program. The student must immediately contact the Program Chair, informing them of their jury commitment. Upon consultation with the student, the Program Chair or dental assisting course faculty will prepare a letter requesting an excuse to reschedule jury duty so that the student will not miss essential clinical hours. If not excused, the student is responsible to:

1. Furnish instructors with immediate concrete evidence of the jury duty assignments.
2. Furnish instructors with concrete evidence (date, time, and court) and a signature of their service immediately after serving.
3. Make arrangements to obtain course notes and assignments from other students (this is not the instructor's responsibility)
4. Take responsibility for all course work or make-up work without penalty of late assignments.
5. **Excessive clinical absence can result in failure to meet course objectives and a non-pass in clinical.

Emergency Plan and General Safety

In the event of an emergency the following actions need to take place.

In case of a life threatening emergency:

1. Call 911
2. Notify instructors if possible.
3. Those people closest to the emergency should begin life support and first aid measures.

In case of minor emergencies:

1. Report immediately to the instructor.
2. Complete first aid as directed, to include paper work.

In the event that the building needs to be evacuated the follow the directions that are given to you by the instructors at the start of the program.

General Safety

1. Wear safety glasses at all times.
2. Clean minor wounds as necessary and apply pressure using Universal Precautions.
3. Avoid electrical and infection control accidents by not having food or drink in the classroom.
4. Keep all books, supplies and coats in your locker

Policies Related to Student Conduct

Student Code of Conduct

To insure professional conduct, patient safety, and appropriate legal-ethical behavior on the part of all dental assisting students, the following expectations are held by the Certified Dental Assisting Program. All dental assisting students must adhere to the following policies and guidelines for behavior:

Each individual involved in the practice of dentistry assumes the obligation of maintaining and enriching the profession. Each member may choose to meet this obligation according to the dictates of personal conscience based on the needs of the human beings the profession of dentistry is committed to serve.

The spirit of the Golden Rule is the basic guiding principle of this concept. The member must strive to at all times maintain confidentiality, and exhibit respect for the dentist/employer. The member shall refrain from performing any professional service which is prohibited by state law and has the obligation to prove competence prior to providing services to any patient. The member shall constantly strive to upgrade and expand technical skills for the benefit of the employer and the consumer public.

For additional information refer to:

College of Western Idaho Code of Conduct for Students in the COLLEGE OF WESTERN IDAHO Student Handbook
Dental Assistants Code of Ethics

Student Performance Responsibilities

Students are responsible for their own behavior and learning in the classroom and clinical areas. Emotional and behavioral responses that hinder learning and/or functioning in the classroom are a distraction to others and deemed not appropriate.

Students in the Certified Dental Assisting Program are held to the standards of dental assistants in the classroom, laboratory and clinical office. See Dental Assistants Code of Ethics.

Students will perform dental assisting care at a clinical site only under the direction and supervision of the dentist.

Students must be prepared in the laboratory and clinical site to provide responsible, safe dental assisting care as assigned. Performance hazardous to patient safety, and/or endangering other students/patients, is cause for dismissal from the program.

Students must behave in a professional manner to all staff, patients, and faculty. This behavior includes, but is not limited to, courtesy, honesty, ethical actions, and responsible interpersonal communication skills. Behavior that interferes with a dental clinical site, staff, or faculty relationships may be cause for removal, or dismissal from the program.

Students are responsible for keeping the Certified Dental Assisting Program informed with a current address and phone number.

If a student witness's behavior by students or clinical staff that is illegal, unprofessional or unethical, the student is responsible for immediately reporting the behavior to the instructor.

When in the clinical setting, personal telephone calls must be limited to breaks. Students must use public-access telephones or personal telephones only. Pagers and cell phones need to be off or left in the vehicle. If you are in violation of this policy, you may be dismissed from the clinical site.

Cell phones are not allowed in the classroom, and the laboratory. Messages can be checked during breaks. If you are in violation of this policy, you will be dismissed from class, and counted as absent.

The phone, computer and fax in the dental assisting laboratory are for school related business only. Printing of blackboard documents and assignments is not considered school related business and is not allowed. Printing of these documents can be done in the College computer lab.

Food and drinks, and gum chewing are not allowed in the laboratory classroom.

Students are not allowed in the laboratory classroom without an instructor present.

Breaks are given at adequate frequency that students should not need to be excused from class to get a drink, or use the restroom. If you need to use the restroom, leave the classroom quietly.

Other programs have varying hours. When in the hallways, keep hall noise down. The halls are not a break room.

Unprofessional Conduct

(May be cause for dismissal from the program) Unprofessional conduct includes, but is not limited to:

- Unethical behavior
- Substance abuse - drug or alcohol
- Tardiness - in lab, classroom, or clinical sites
- Excessive/unexcused absences
- Breach of patient confidentiality
- Disruptive behavior- in lab, classroom, or clinical sites
- Academic dishonesty (see academic dishonesty consequences)
- Inappropriate attire
- Potential harm to self or others
- Unsafe clinical practice
- Unprofessional communication or insubordination to instructors or fellow students placed in leadership roles

Consequences/Procedure of Breach of Code of Conduct

Behaviors violating the Student Code of Conduct affect the welfare and safety of patients, students, faculty, and/or other members of the campus and community. For a code of conduct violation, decisions/recommendations may include:

1. Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the dental assisting program.
2. Decision to develop a growth contract with the student, which if not met successfully by the student will result in failure of a course and/or dismissal from the program.
3. Recommendation for dismissal of the student from the dental assisting program.

Procedure:

If a student violates the Student Code of Conduct, the faculty member making the allegation will meet with the student to discuss the situation, generally within 3 working days of the occurrence of the incident. Faculty must notify the Program Chair of the incident. Based on the severity of the incident, the faculty member making the allegation may, upon consultation with the Program Chair, choose to remove the student from class or clinical while the incident is being investigated.

A meeting is held to discuss the incident/behavior. The faculty member making the allegation may choose to invite the Program Chair, and the student may choose to invite their faculty advisor or faculty mentor and/or another support person to attend the meeting. However, the faculty advisor or mentor or support person may not participate without the approval of the faculty member making the allegation. A

discussion of the behavior will occur between the student and the faculty person. The student will be provided with ample opportunity to explain the behavior exhibited.

The dental assisting faculty will keep documentation of the meeting and a copy will be distributed to all parties with a copy placed in the student file.

A recommendation/decision by the faculty (with consultation from academic leadership) will be made generally within 5 working days of the meeting. The student will be notified of by mail to the student's residence.

Substance Abuse Policy

Students are expected and required to report to class in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe, and secure learning environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or clinical sites is absolutely prohibited. Violations of this policy will result in disciplinary action.

Engaging in dental assisting activities or coming to class, lab, while under the influence of alcohol or controlled substances constitute unprofessional dental assisting practice and will not be tolerated. Possessing and/or using alcohol or controlled substances on campus violate CWI policy (described in the CWI Student Handbook 2011-2012, p. 31) and will subject the student to discipline. Abuse of chemical substances, including alcohol, prescribed drugs, and illegal drugs, is incompatible with success as a dental assisting professional.

Clinical setting procedure when the student appears to be under the influence of a chemical substance:

1. The instructor will confront the student with the suspicion that s/he is under the influence of a chemical substance (drugs or alcohol). The instructor will share the specific observations that led to the suspicion with the student.
2. If the student admits that s/he is under the influence of a chemical substance, s/he will be required to leave the clinical setting immediately and will not be allowed to return to the clinical setting until a satisfactory plan for preventing future occurrences has been achieved.

Students required to leave the clinical setting for being under the influence of a chemical will not be allowed to drive themselves home. The process for ensuring that the student arrives home safely will be as follows:

- a. the student will call someone to come to drive him/her home; if there is no one to call;
- b. the student will contact a taxicab to drive him/her home; if the student cannot pay for a cab;
- c. the instructor will call a taxicab and pay the cab fare in advance; the receipt for the cab fare should be turned in to the Administrative Assistant for reimbursement.
- d. if a, b, and c are not possible, the instructor shall contact (in this order)
 - 1) Program Chair
 - 2 Department Chair

The plan for preventing future occurrences will include the following elements:

1. Requirement for a substance abuse evaluation by a qualified counselor approved by the Department Chair or designee;
2. Requirement that the student comply with counseling recommendations resulting from the evaluation with documentation of compliance to be provided by the counselor to the School at least every six weeks until, in the judgment of the counselor, treatment is no longer required;
3. Requirement that the student agree to undergo an immediate toxicology screening when requested to do so "for cause" in the clinical setting. "For cause" is defined as exhibiting behaviors suggestive of being under the influence of a chemical substance.

Refusal to agree to a plan including the elements described above will result in the student being dismissed from the dental assisting program.

If the student denies being under the influence of a chemical substance and the evidence is strong (e.g., odor of alcohol on breath or use of a drug observed by an instructor, a staff member, or another student), the student will be immediately requested to have a urinalysis and blood drawn for a toxicology screening. Refusal to undergo a toxicology screening will result in the student being required to leave the clinical setting immediately. The student will not be allowed to return to the clinical setting until a conference is held between the student, the clinical instructor, and the Program Chair. At that conference, a plan for preventing future occurrences will be developed and shall include the elements described in 2.

The cost of the substance abuse evaluation, recommended counseling and required toxicology screening shall be the responsibility of the student.

Classroom and lab procedure when the student appears to be under the influence of a chemical substance:

Procedure for dealing with suspicion that a student is under the influence of chemical substances shall be the same as the procedure for dealing with such suspicions in the clinical setting. In the event a faculty member becomes suspicious of use of a chemical substance or influence in the classroom or laboratory setting, the faculty member shall implement the procedure described for the clinical setting situations. In the lab if chemical use or influence is suspected by staff or faculty, the suspicion shall be reported immediately to the Program Chair who will implement the procedure.

Students who admit to being under the influence of a chemical substance or who demonstrate behavior described as strong evidence (under 3. in the Clinical Setting section) will not be allowed to participate in clinical practice activities until a satisfactory plan (as described in 2. of the Clinical Setting section) is developed.

Procedure when substance abuse is suspected outside of the Clinical Setting:

The following behaviors may indicate substance abuse by a student:

- a) Change in behavior
- b) Chronic lateness
- c) Missed assignments
- d) Erratic or uneven performance in clinical or classroom settings
- e) Chronic excuse-making
- f) Possible odor of alcohol on breath

A faculty member who suspects substance abuse by a student is advised to discuss the behavior that led to the suspicion with the Program Chair.

When indicated, the faculty member will initiate a conference with the student. At the conference:

- a) The suspicion of substance abuse and supporting evidence will be conveyed to the student;
- b) The potential and professional consequences of substance abuse will be conveyed to the student;
- c) Options for substance abuse treatment or, if indicated, other forms of counseling will be discussed with the student.

In all cases involving admitted or suspected substance abuse in the clinical setting or classroom/lab setting, a Discipline Action Form will be written. The Discipline Action Form will include the following:

- a) Description of the behavior that resulted in the need for a conference;
- b) Description of the conference and its outcomes, including any plan that is developed to prevent similar situations in the future or a refusal by the student to participate in the development of such plans.
- c) The original Discipline Action Form will be signed by the faculty member, the student, and if appropriate, the Program Chair.

The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (original placed in the student's file, a copy to the student). Discipline Action Forms regarding possible substance abuse shall be retained in the student's file until graduation, and at that time removed and destroyed.

Lab/Clinical Policies

Mental and Physical Eligibility Criteria

In keeping with the requirements of the Americans with Disabilities Act, pre-admission inquiries about medical or disabling conditions are prohibited. The following essential skills and abilities are listed so that potential students may be able to complete the requirements for the dental assisting program. Students, who are unsure if they can meet these criteria, or know they will need help in meeting them, should contact the disability support services to discuss the use of accommodations and/or auxiliary aids. Students must be able to:

1. Perform motor skills safely, such as:
 - a. passing instruments
 - b. aspiration of oral fluids
 - c. mixing dental materials.
2. Perform activities requiring manual dexterity, adequate vision and hearing, such as:
 - a. preparing for procedures
 - b. operating equipment efficiently
 - c. taking blood pressure
 - d. perform OHI instructions
 - e. give FL2 treatments
 - f. taking of alginate impressions.
3. Perform activities requiring accurate and efficient interpretation and communication of information in English, both written and spoken. For example:
 - a. Responding to a dentist's instructions

- b. Reading and recording information
- c. charting accurate patient data
- d. effective, clear communication with patients and staff
- e. respond to signals, alarms, and other displays indicating urgent patient need, and take immediate action
- f. perform effectively under stress
- g. demonstrate ability to analyze data, calculate, and measure.

Disabilities:

Any student with a documented disability may be eligible for related accommodations. To determine eligibility and secure services, students should contact Disability Services at their first opportunity after registration for a class.

Student Responsibility in Laboratory Classes

All students are required to practice the skills and have a student evaluation prior to the check-off date.

Check-off may include; demonstration, written and/or verbal explanations, or assignments by instructor.

If the procedure is not done satisfactorily by the assigned date students will not receive the points for the particular check off. The student will need to continue to practice and check off but will not receive points for the particular check off. Students must successfully pass the procedures in lab to successfully complete the program.

Absences or tardiness jeopardize the student's ability to meet performance objectives. It is the responsibility of the student to notify their instructor prior to any absence from scheduled lab experiences. In the event a student is absent from or misses a portion of a lab, no make-up lab will be held. Students are responsible for the information presented in the lab.

Students are responsible in finding their own patients for tasks requiring patients. Specific information on patient requirements will be in the syllabus pertaining to the specific courses.

Health Requirements:

All students are required to meet the health, TB screening, immunization, and CPR/First Aid requirements below. These must be completed and turned by the first day of class Fall Semester. Students will not be allowed in the clinical setting if immunization records are not turned in. Students must have two of the three Hepatitis B vaccinations completed before students are allowed in the clinical settings. The following are the specific health requirements:

- A. Verified negative TB skin test (Mantoux, PPD test) or negative chest X-ray report provided for.
- B. Rubella (German measles) titer (lab work) which indicates the student is protected (serologically immune). * If the titer is “equivocal” or indicates the student is not protected, immunization and follow-up titers to show immunity are required. A copy of the lab results must be provided.
- C. Rubeola (“hard measles”) titer (lab work) which indicates the student is protected (serologically immune). * If the titer is “equivocal” or indicates the student is not protected, immunization and follow-up titers to show immunity are required. You should not receive the rubella or Rubeola vaccines (MMR) if you are pregnant or plan to become pregnant within the next 3-4 months. Please make an appointment to see Program Chair. A copy of the lab results must be provided.
- D. Varicella (Chicken Pox) titer (lab work) which indicates the student is protected (serologically immune). * If the titer is “equivocal” or indicates the student is not protected, immunization and follow-up titers to show immunity are required.
- E. Hepatitis B Series Indicate date of series completion or scheduled injections, submit a titer which indicates protection, or submit a waiver explaining why you will not be receiving the Hepatitis B Series.
- F. Tetanus/Diphtheria (Tdap) within the last 8 years. Include confirmation of vaccination date.
- G. Hepatitis A Series Recommended but not required. Indicate date of series completion or scheduled injections, or submit a titer which indicates protection from Hepatitis A.

*The Certified Dental Assisting Program will not interpret these results. The reports submitted by the student must state that the student is protected (serologically immune). Students who do not seroconvert after two MMR immunizations will be handled on an individual basis by Program Chair.

Maintenance of CPR Certification and First Aid

Students are required to have the following while in the program:

1. Current Cardiopulmonary Resuscitation Certification (BLS for adult and child) Health Care Provider. BLS is required for two continuous academic years. The certification must be valid through the graduating year.

CPR needs to be taken from a DANB accepted CPR, BLS provider. A hands on exam must be taken. See below for accepted providers.

DANB-Accepted CPR, BLS and ACLS Providers

American Environmental Health and Safety	Emergency University*
American Heart Association	
American Red Cross	EMS Safety Services
American Safety and Health Institute	Medic First Aid
Canadian Red Cross	Medical Training Associates
Emergency Care and Safety Institute	Military Training Network
Emergency First Response	National Safety Council (Green Cross)
Emergency Medical Training Associates	ProCPR*
	Saudi Heart Association

*Not all courses include the hands-on exam; check with the provider before taking a course to confirm it will be accepted by DANB.

2. Current First Aid card.

Student Responsibility in Clinical

Clinical rotation in dental clinics provides valuable experience for the dental assisting student. All clinical learning experiences are carefully planned and arranged. It is not the faculty responsibility to arrange clinical sites that are close to the student's home. Students are expected to go where they are scheduled and to participate in all clinical assignments for the entire clinical experience. Students are expected to act in a professional manner. If a student's conduct is not professional they may be terminated from the clinical site.

Attendance for Clinical Rotations

If the student is going to be absent from a clinical site, the student is to notify the clinical site and faculty prior to the agreed scheduled starting time.

Failure to follow the above guidelines in notifying the clinical site and instructor may result in removal from the clinical site.

Faculty members are not obligated to arrange make-up time for clinical absences. Students are to coordinate make up dates with the clinical site and inform the instructor of those dates.

Clinical absences are detrimental to the student's learning needs and experiences. Failure to complete the requirements of the clinical experience will result in failing the class.

Clinical Paperwork

The student is responsible in ensuring the necessary paper is documented and turned in at the scheduled times. A calendar is given to the student at the beginning of the course that outlines

the specific paperwork and due dates. Paperwork for clinical rotations is 10% of the student clinical grade.

Certified Dental Assisting faculty performs site visits to observe the dental assisting student. 40% of the clinical grade is based on faculty observation and feedback, 50 % of the clinical grade is based on final evaluation done by the dental office, and 10% of the grade is based on the required paperwork turned in by the student.

Policies for Transfer or Termination of a student from a clinical site

Students can be transferred or terminated from a clinical site for a variety of reasons. The dental assisting Program Chair has the right to transfer or terminate a student from a clinical site if the student clinical performance is designated as unsatisfactory, for failure to follow attendance, uniform or behavior code of the dental assisting program, or if the clinical site requests a transfer.

A termination or transfer may result in an incomplete or failing grade in clinical. Students have the right to request a transfer from a clinical site after completing eight full days under the following conditions:

1. Personality conflicts that interfere with the learning environment
2. Lack of clinical work experience

Students may request transfer immediately in the following circumstances:

3. Clinical site asks student to violate the Idaho State Practice Act.
4. Clinical site is noncompliant with OSHA standards that endanger the student.
5. Sexual or Verbal Harassment.
6. Extenuating circumstances (These will be evaluated on an individual basis by the dental assisting faculty).

The dental assisting faculty may transfer a student for any of the above conditions.

All final transfers or termination decisions will be made by the Dental Assisting Program Chair.

Student Responsibility Regarding Absences

It is understood that sometimes injury or illness may prevent a student from attending class lectures, laboratory or clinical, or may impair his/her ability to fully function in these settings. When this is the case, the following is applicable:

1. The student is responsible for notifying faculty of any illness or injury that will affect the student's clinical or lab performance.
2. Students must conform to the policy in the facility where their current clinical experiences are based.

3. The student, when injured or ill, must fully inform his/her health care provider about the nature of the physical activity expected to meet the clinical or lab objectives. This is necessary for the health care provider to determine the student's ability to participate in the clinical, lab, or dental assisting program.
4. The student then must obtain and submit a written statement from his/her health care provider that identifies any restrictions placed on the student or any threats to patient safety.
5. It is the responsibility of the student to notify their faculty member prior to any absence from scheduled class/clinical/lab experiences.
6. Failure to notify faculty of the absence will result in a 5% grade reduction.
7. If absent from a scheduled class/clinical/lab experience, the student is still responsible for the clinical/course objectives. It is the student's responsibility to meet with faculty to discuss possible need for makeup or alternative assignments for missed class/clinical/lab experiences.

** Any Lab or Clinical absences are detrimental to the student's learning needs and experiences. Completion of the program is weighed heavily on Lab and Clinical attendance. If the student misses more than 3 days of class/clinical/lab the student may receive a failing grade in the class/clinical/lab.

Cancellation of Class/Clinical

In case of cancellation of classes or labs due to inclement weather, notification will be broadcast on radio and television. Cancellation does not impact individual absence. If clinical is canceled for any reason, students will be notified, usually by telephone, as soon as the decision to cancel has been made. It is the student's responsibility to arrange with the clinical site to make up for the time lost.

Confidentiality

All dental assisting students are required to read and sign a Confidentiality Statement. The following are guidelines in the interpretation of confidentiality to determine safe/ethical-dental assisting practice.

A breach of confidentiality includes, but is not limited to, the following:

1. Revealing information about a patient to another person who is not involved with the direct provision of care for the identified patient.
2. Revealing events or partial information about a patient or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the patient and circumstances being discussed.

3. Revealing information about a patient or clinical situation to other persons involved in that patient's care in an area where the discussion may be overheard by others (such as other health care workers, visitors, patient's family members).
4. Revealing privileged information about an agency's performance, personnel, or practices. Situations involving poor judgment related to sharing information about patients or clinical (e.g. persons or agencies) constitute unsafe and/or unethical dental assisting practice. Such situations will be reviewed by faculty and may be grounds for dismissal from the dental assisting program.
5. No patient record shall be copied in total or in part. Failure to observe this confidentiality is not only a breach of ethics, but could involve the student and/or other individual(s) in legal proceedings and discipline. The cost of legal representation will be the responsibility of the student.

Procedure for Accidental Exposure to Blood and Body Fluids

For safety to the student, all contaminated needle sticks or bloody body fluid splash to mucous membranes or open skin will be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture wound:
 - a. Withdraw needle or other object promptly.
 - b. Immediately wash hands and puncture area using soap and water; then apply providone, iodine and/or alcohol.
 - c. Encourage increased bleeding for a few seconds while using gentle pressure at the site of the puncture.
 - d. Wipe away any excess blood.
2. If the student receives a spray or splash of body fluids:
 - a. To eyes, nose or mouth: Irrigate with large amount of water.
 - b. To a break in the skin: Follow procedure for puncture wound (#1 above.)
3. The student will report the incident immediately to the instructor, to the agency clinical supervisor, and to the agency Infection Control/Health Services Provider.
4. The student will follow CWI's procedures for exposure, including the incident report sheet. Any required incident report should be completed before leaving the clinical facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment, and/or follow up from the Infection Control practitioner, clinical supervisor,

emergency department, private physician, or other health care provider, if no infection controls person/clinical supervisor in agency. This assessment should be performed within two hours of the injury.

6. A student Injury/Exposure Report is filled out.
7. The student should seek information regarding the need for serum globulin (HBIG-hepatitis B immune globulin), Hepatitis B vaccination, testing for Hepatitis B and C, HIV testing prophylactic treatment for HIV exposure and tetanus immunization or other recommended treatment. The student will be responsible for any cost.
8. The student may seek assistance in decision-making from their provider of choice.
9. The student may seek counseling and referral regarding implications of the exposure. Referral resources will be provided upon request.
(For additional information refer: to CWI Dental Assisting Blood borne Pathogens and Infection Control Hazards Policies and Procedure Handbook).

Student Uniform Dress Code for Laboratory Classes, Dental Clinical Experience, and Community Service events.

Students are required to purchase separate uniforms for Fall and Spring semesters. The Certified Dental Assisting Program requires that students adhere to a dress code when they are in laboratory classes and clinical settings, and Community Service events. Uniform scrubs are to be worn during laboratory classes and when in dental clinicals. Students not adhering to the dress code will be sent home to dress appropriately and will be marked as absent. Details of uniform style and color will be discussed at orientation meetings.

Uniforms consist of:

- a. Uniform top
- b. Scrub pant
- c. Laboratory jacket
- d. Impervious White or Black shoes
- e. White or Black socks

Shoes

- All white or black leather or vinyl shoe. (No fabric on the shoe) If a tennis shoe has a colored emblem, (like the Nike swoosh) the "swoosh" will need to be covered in white or black.

Socks

- All white sock are to be worn, no colored trims.

Hair

- Hair needs to be pulled back. Modest hair accessories can be worn.

Uniform Vendors approved for CWI Logo:

Career Uniforms
1603 So. Latah (Corner of Latah and
Overland)
Boise 208-342-8346

Uniformity West
2102 Caldwell Blvd (in the
Winco/Shopko Plaza)
Nampa 208-463-4276

Uniform World
303 2nd Ave So. (Corner of Caldwell
Blvd & 2nd Ave So.)
Nampa 208-467-5916

Uniformity
3427 N. Cole Road (Corner of Ustick
& Cole)
Boise 208-672-8821

The dress code for the clinical area is based upon principles of medical asepsis as well as appearance appropriate to a dental office. The following guidelines will be enforced:

- The uniform will be modest style (women--no cleavage visible) and clean and neat daily.
- Lab coats are worn during laboratory class and at clinical sites during patient procedures.
- Women may wear a plain white or matching blue or black top under the uniform top.
- Men may wear a white or black, crew neck T-shirt under their top.
- Scrub pants are to be hemmed to be measured 1 inch from the floor when shoes are worn.
- Ankle or knee socks will be clean and without holes or runs. Sock color is all white or black.
- Shoes are a safety factor as well as an important consideration in your health and comfort. Select a well-fitting shoe, either a tie up, Velcro, or slip-on with a heel strap. Shoes must be solid white or black, all leather or vinyl is required (impervious material). Shoes must be cleaned and polished for each day, and kept in good repair. Opened toe shoes or shoes without a full back or strap (Clogs) will NOT be allowed.
- Two (2) uniform sets per semester are highly recommended.
- Hair must be pulled back away from the face and secured. Hair should be clean and neatly styled so that it does not fall forward when the student leans over. Bangs must not hang in the eyes and pony tails or braids must be secured behind the head. Simple hair accessories only can be worn, unusual hair colors are not professional and are not allowed.

- Fingernails must be clean, well-manicured, trimmed to the end of the finger tips, and without nail polish. Artificial nails are not allowed.
- The only jewelry allowed in the lab and clinical is a watch and small earrings, one earring per ear. Earrings should be no larger than a nickel, and no gauges.
- Any tattoos must be non-visible. If tattoos are in a visible location, tattoo cover make-up will be used to cover them. Note: Visible tattoos may not be acceptable in some dental practices and could hinder employment opportunities.
- Body piercing such as eyebrows, tongue, lip, and nose are unacceptable and will not be worn while enrolled in the certified dental assisting program.
- For cultural or religious dress-wear please contact Program Chair.

Patient Requirement

It is the student's responsibility to find patients for the following tasks: Alginate Impression, Coronal Polish, Application of Pit and Fissure Sealants, and Dental Radiology requirements. Patients need to have an established dentist to obtain required prescription for treatment. The cost associated with patients is not the responsibility of College of Western Idaho. Specifics on required patients will be discussed by course instructor.

SECTION V

Academic and Ethic Policies

Dental Assistant Code of Ethics

The CWI Certified Dental Assisting program expects all students and faculty to follow the Dental Assistant Code of Ethics.

- maintain honesty, loyalty and diplomacy in all contacts with the profession and society
- give to his/her employer, the cooperation needed to serve the patients capably and efficiently
- work in a collaborative manner with all health care professionals, respecting their particular contribution within the care team,
- work cooperatively with patients and their families and recognize their involvement in the planning and delivery of care,
- respond to the patient's need for care and comfort and be courteous, kind and considerate irrespective of origin, religious or cultural beliefs and the nature of a patient's health problems,
- not advise patients of any treatment which requires the professional expertise of a dentist and acknowledge any limits in knowledge and competence and refuse any

duties or responsibilities unless qualified and able to perform them in a safe and proper manner,

- hold in confidence, all professional details about colleagues, individual patients and the dental profession in general,
- refrain from criticizing the employer's treatment of patients or any previous treatment and the dental professional in general,
- contribute to and maintain a safe and effective care environment for patients and colleagues,
- maintain and increase professional knowledge and competence by taking advantage of every educational opportunity available,
- assist professional colleagues to develop professional competence and assist others in the care team
- foster the aims of the America Dental Assistants' association (ADAA) and keep ADAA standards

Academic Integrity

The Certified Dental Assisting Program functions to promote the cognitive and psychosocial development of all students. CWI dental assisting students are expected to be totally honest in all their endeavors. Therefore, all work submitted is to be a representation of students own ideas, concepts, and understanding. Anything less is unacceptable and is subject to initial disciplinary action.

Academic dishonesty and misconduct in all forms are not tolerated, including, but not limited to plagiarism, fabrication or falsification, cheating, submitting portions of the same academic course work to one or more courses for credit without prior permission of the instructor, and other academic misconduct.

Consequences of Academic Dishonesty

Any or all of these steps may be implemented for academic dishonesty, depending on the severity of the offense:

1. First offense: Written reprimand, which will be documented in the permanent student file and implementation of a discipline action form for student improvement.
 - a. The student may be required to redo all work affected by the academic dishonesty.
 - b. The student may be given a lower or failing grade on the affected assignment, test, or course.
2. Second Offense: The student is recommended for dismissal from the Certified Dental Assisting Program.

If the incident involves the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to the CWI security services and public

safety. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, additional action may be taken on behalf of the College of Western Idaho.

For student appeal, refer to the Certified Dental Assistants Appeal Process or to the section on Sanctions in the CWI Student Handbook 2013-2014, p. 34.

Conduct that violates the above policies may be determined by the faculty to be unsafe or unacceptable practice. Conduct in violation of these policies will lead to a faculty evaluation of the student's performance for continuation in the dental assisting program.

Lines of Communication

The student is expected to follow the chain of command if they have concerns regarding an instructor, grading process, or a clinical issue. The chain of communication for concerns follows the steps provided:

1. Course Instructor, if related to a given course
3. Dental Assisting Advisor
4. Program Chair –Certified Dental assisting
5. Assistant Dean Health Professions
6. Dean of Professional Technical Education or General Education (depending on where the program resides)
7. Dean of Student Services
8. Vice-President for Instruction
9. College President
10. State Board of Education

Section VI

Academic Policies Specific to Certified Dental Assisting Program

Syllabus

A syllabus is available at the beginning of each semester for all Certified Dental Assisting courses along with a semester calendar-listing subjects to be covered and classroom assignment. Syllabi and course schedules are available on Blackboard.

Policy on Course Assignments

Neatness in presentation and composition is an important consideration in written assignments.

Written assignments will:

1. Follow criteria as outlined for each written assignment.
2. An original copy must be submitted. The assignment must be totally legible, clear, and follow appropriate format as directed by instructor.

E-mailed assignments may be accepted at the discretion of the instructor. The faculty may require an additional hard copy.

It is the responsibility of the student to maintain a copy of the original paper AND to submit the correct assignment.

It is recommended that students save all their work on a thumb drive.

Taping Policy

Recording is never allowed in the clinical setting and classroom.

Grade Requirements in Certified Dental Assisting Courses

- A. In the dental clinical experience course, students will receive a letter grade using the following scale: A, B, C, D, or F. The student must have a C or better to pass the class. Students will be graded on clinical paperwork, instructor visits, and clinics final evaluation of student performance. Specific grading criteria will be printed in the course syllabus.
- B. If the student disagrees with a grade on a quiz, exam or written assignment, the student has the option to petition to have the grade changed. The following process will be followed.
 - a. If the instructor has made a mathematical error, return the paper to the instructor identifying the error. The instructor will make the appropriate correction.
 - b. If the instructor has marked an answer incorrect and the student feels the answer is correct, the student must:
 - i. Explain in a written paragraph why the answer is correct. AND
 - ii. Provide a reference to support the explanation. AND
 - iii. Submit the quiz/exam (if it was returned to you), the answer sheet and /or written assignment with items i and ii above to the instructor within 1 week of the date it was returned to the student.
 - iv. The instructor will consider the explanation and notify the student of the decision within one week.

Grading Scale

A minimum passing grade in dental assisting is 70%. The Grading Scale for Dental Assisting

Courses are: 90-100% = A

80-89 % = B

70-79 % = C
60-69 % = D
< 59 % = F

Grading information: Grades will be rounded from the hundredth to the tenth space.

Incomplete Grade

If the student receives an incomplete grade, the student must meet the basic criteria specified for CWI “Incompletes”. The student and faculty will sign a grading contract stipulating the work the student must do to receive a grade. However, if the incomplete will be in a course that is listed within the dental assisting curriculum, then the consent must specify that the grade of incomplete be removed before the start of the next semester’s dental assisting course(s). The grading contract should stipulate these dates clearly.

For courses not specified in the Dental Assisting Program progression, incompletes must be awarded and removed following the college guidelines. Coursework must be completed within one year or the student will automatically receive a grade of “F”.

Continuance, Progression and Retention in the Certified Dental Assisting Program

- Continuance and progression in the Certified Dental Assisting Program is based on the student receiving a 70% (C) or higher in each course.
- Dental Assisting courses must be taken and passed in the sequence as scheduled.
- In order to progress within the TC, and AAS Program in Dental Assisting, students must earn a satisfactory grade in all dental assisting courses; a satisfactory grade is a C or better. Students who are unable to earn a satisfactory grade in a required dental assisting course are required to repeat that course before progressing to the next required course in the sequence; specific information regarding such situations is included in the section entitled “Withdrawal & Re-enrollment”.
- In addition to the required certified dental assisting courses, students must successfully complete a number of non-dental assisting courses either prior to or during enrollment in the dental assisting courses; these courses are referred to as pre-requisites. Students must have a C or higher in the pre-requisite courses to progress in the dental assisting course sequence. Students must maintain an overall CWI cumulative grade point average (GPA) of 2.0 or higher to remain enrolled in the Certified Dental Assisting course; student’s whose cumulative GPA drops below 2.0 will be required to raise their GPA by repeating courses before enrolling in subsequent courses.

- Credit may be granted for other college level courses, which meet the outcomes and objectives of TC and AAS certified dental assisting courses.
- If a student leaves the program at any point, he/she may apply for readmission.
- Readmission is determined on an individual basis and is contingent on available space.

Dismissal Policy

A student will be dismissed from the Certified Dental Assisting Program at any time for the following reasons:

- Academic failure: A grade below "C" in any of the required courses in the Certified Dental Assisting Program, or if required prerequisite or co-requisite courses have not been completed with C or higher grade. Refer to Certified Dental Assisting Program curriculum printed in this handbook for specific course requirements, and/or CWI Catalog 2014-2015)
- Clinical failure - Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the patient. Unsafe practice includes, but is not limited to:
 - a. Inability to apply theory to clinical practice.
 - b. Inability to determine capabilities and limitations.
 - c. Inability to follow written or oral instructions.
 - d. Inability to perform congruently with course and level objectives.
 - e. Inappropriate behavior towards a patient.
- False and fraudulent behavior - Integrity, honesty, dependability and trust-worthiness are the most important characteristics of a health care provider. Dishonesty and cheating in any form in any area (academic and/or clinical) denotes the lack of these characteristics. A determination that the dental assisting student has demonstrated dishonesty/cheating in examinations, written work and/or clinical work will warrant dismissal from the Certified Dental Assisting Program. Students dismissed from the program for any of the above reasons are not eligible for readmission.

Breach of patient confidentiality

When a student is identified as having a problem serious enough to warrant dismissal, the following steps are initiated:

1. Student's problem is identified by the faculty and discussed with the student.
2. The faculty discusses the situation with the Program Chair and with the Assistant Dean for Health programs.
3. The Assistant Dean, Program Chair, and faculty discuss the problem with the student.
4. The student is notified of the decision for dismissal. An exit interview is scheduled with the Program Chair or Assistant Dean. A copy of the dismissal summary is kept in the student's file.
5. Should a student be dissatisfied with the decision of the Certified Dental Assisting Program, the student may appeal. The appeal process is outlined in the CWI Certified Dental Assisting Student Handbook (see below).

Student Appeal

Student Appeal Process for Faculty Initiated Student Dismissal from Dental Assisting Program and/or Student Failure in Clinical

Purpose

The purpose of this policy is to identify the process for student appeals of faculty decisions related to: 1) faculty initiated student dismissal from certified dental assisting, and 2) student failure in clinical courses.

Process

It is occasionally necessary to terminate a student's progression in the certified dental assisting program due to instances such as academic dishonesty, breach of professional ethics, disruptive behavior, or unsafe clinical practice and/or failure to meet clinical/course objectives. (Refer to the CWI Certified Dental Assisting Student Handbook 2014-2015). In the event that a faculty member in his/her professional judgment is considering recommending dismissal of a student from the certified dental assisting program and/or a failing clinical grade, the following procedures will ensure that a student's due process rights are protected.

1. The faculty member recommending dismissal from the certified dental assisting program (or other non-passing issue) will meet with the student to discuss the incident(s) in question and the reasons for dismissal or failing clinical.
2. The faculty member recommending dismissal from the certified dental assisting program and/or a non-passing grade may choose to ask other faculty members for guidance relating to

the incident(s) or reasons for dismissal and/or failing clinical. Faculty will work closely with the Certified Dental Assisting Program Chair.

3. The faculty member recommending dismissal from the certified dental assisting program and/or a non-passing grade may choose to meet again with the student for further clarification of the reasons/deficits leading to the dismissal and/or failing clinical.

Applicable policies include:

1. Academic Dishonesty: Certified Dental Assisting Program Academic Integrity Policy (CWI Certified Dental Assisting Student Handbook 2014-15, and the CWI Student Code of Conduct located in the CWI Student Handbook 2014-2015 at

http://cwidaho.cc/downloads/policies/StudentHandbook_2014-15.pdf

2. Disruptive behavior: Dental Assistant Student Policies (Certified Dental Assistant Student Handbook 2014-15, and CWI Student Code of Conduct in the CWI Student Handbook at

http://cwidaho.cc/downloads/policies/StudentHandbook_2014-15.pdf

3. Breach of professional ethics (which may include academic dishonesty or other CWI Student code of conduct violations): Certified Dental Assistant Student Handbook 2014-2015, and CWI Student Handbook 2014-2015, pp. 32-38.

4. Unsafe clinical practice: Student Expectations/Responsibilities in Clinical/Skills Lab (CWI Certified Dental Assistant Student Handbook 2013-14,

5. Continuation-Progression and Dismissal from Certified Dental Assisting Program (CWI Student Handbook 2013-2014.

Student Notification:

1. The recommending faculty member will notify the student verbally and in writing of the dismissal recommendation and/or non-passing clinical grade.

2. The recommending faculty member will complete & provide written documentation. Documentation will include description of the incident(s) or issues, dismissal recommendation and/or documentation of objectives not met leading to failing clinical. Documentation will provide citations from the CWI Student Handbook and/or CWI Certified Dental Assisting Student Handbook or CWI Certified Dental Assisting specific course syllabus showing the section(s) that were violated and/or not meeting clinical objectives.

3. The recommending faculty member will advise the student to meet with his/her academic advisor who will then counsel the student, as needed, regarding his/her student rights. The student's faculty advisor may choose to set up a meeting with the student and the recommending faculty member, in addition to the academic advisor or a third person of the academic advisor's choice to act as arbitrator.

Student Appeal Process for a Dismissal Recommendation and/or Clinical Failure:

Faculty will immediately forward the dismissal recommendation and/or the documentation of a failing clinical grade to the Program Chair and Assistant Dean.

1. Student must submit a written appeal of the dismissal recommendation and/or of the failing clinical grade to the Program Chair within 3 days of being notified by the recommending faculty.
2. The Program Chair will arrange for faculty members and a student not involved in the course at issue to meet to review the appeal of the dismissal recommendation and/or student appeal of failing clinical. At least two non-involved faculty members, one non-involved student (from more advanced semester if possible), the Program Chair, the recommending faculty member and the student will be present at the meeting. The meeting will be chaired by a noninvolved faculty member and will be documented with written minutes, which will be treated as confidential information.
 - a. This meeting will occur as soon as possible, but within 5 working days, after the student appeal in writing of the recommendation for dismissal and/or the failing clinical grade. One of the non-involved faculty members will make arrangements for the meeting and notify the student and recommending faculty member of the date and time of the meeting.
 - b. The student may have his/her faculty advisor, a family member, or a friend present at the meeting for support. Only the student, however, will be allowed to present information. If family or friend is present, the student will sign a release that states the faculty members present at the meeting may discuss the student's progress and grades in front of the family member/friend.
 - i. The recommending faculty and the student will be allowed to present information related to the incident(s) and/or clinical failure and their recommendations concerning action that should be taken related to the incident(s) and/or failure.
 - c. After all information has been presented, the faculty members and student, hearing the student appeal, will be allowed to question both recommending faculty member and student.
 - ii. At the completion of the questioning, the recommending faculty member and the student may add to or summarize the information.
 - d. Both the student (and any support person) and the recommending faculty member will be dismissed from the meeting room. The faculty members and student hearing the appeal, will then discuss the information presented and support or not support the recommendation for dismissal and/or a failing clinical grade. The Certified Dental Assisting Program Chair will not vote.

(Criteria for non-support of faculty decision would be that the faculty person made the decision in an arbitrary or capricious manner. If there is no evidence of an Arbitrary or Capricious decision or application of criteria, then the committee must rule in favor of supporting the faculty person's recommendation. If there is evidence of arbitrary or capricious decision making or grading by faculty this needs to be clearly documented in the final written report of the committee.)

3. In the event the faculty members and student hearing the information support the dismissal and/or clinical failure recommendation:

- i. The Committee Chair will notify the Program Chair, the student and the recommending faculty member, in writing, that dismissal and/or clinical failure is supported.
- ii. The student will be notified, in writing, by the Program Chair that he/she will not be allowed to attend further certified dental assisting courses. Additionally, the Program Chair will refer the student to his/her academic advisor for further information regarding the dismissal and/or clinical failure decision, including procedures for the CWI College-wide appeal process if the student chooses. Refer to the department progression policy in the student handbook.
- iii. The student will receive a grade of "F" for all current certified dental assisting courses if dismissal occurs will need to retake that course and the associated theory course if readmitted to the program. No special arrangements will be made to refund course or lab fees. The student's name will be referred by the student's academic advisor to the Certified Dental Assisting Program Chair regarding potential eligibility for re-entry to the program except in the case of dismissal from the program.

4. In the event the faculty members reviewing the case DO NOT support the dismissal recommendation and/or the clinical failure:

- a. The Program Chair will notify the Assistant Dean and the recommending faculty member of this decision, providing documentation/information regarding the behaviors/decisions by the recommending faculty that were noted as being subjective or unreliable.
- b. The Program Chair will meet with the recommending faculty member. The reasons for non-support of the dismissal will be presented and discussed.
- c. The student will be notified, verbally and in writing, by his/her academic advisor that he/she is allowed to continue in the class and the clinical experiences, with modifications as needed.

Related Policies & Information

Academic Integrity

Student Code of Conduct

Student Expectations/Responsibilities in Clinical/Skills Lab

Confidentiality

Continuation/Progression in the Certified Dental Assisting Program

Withdrawal Policy

Withdrawal from the Certified Dental Assisting Program

A dental assisting student can withdraw or be withdrawn from the Certified Dental Assisting Program in one of two ways:

1. Student Initiated Withdrawal: A student may voluntarily withdraw from the Certified Dental Assisting Program. In order to initiate the student withdrawal process, the student must:
 - a. Meet with their academic advisor to discuss withdrawal. The academic advisor will direct the student to submit a withdrawal letter to the CWI.
 - b. Notify the appropriate faculty member(s) (clinical and/or theory class) regarding the withdrawal.
 - c. Drop the class through One Stop Student Services at CWI by the drop time frames.
 - d. Understand that withdrawal may have implications for progression in the Certified Dental Assisting Program.

2. Faculty Initiated Withdrawal: Faculty members have the right to initiate a student withdrawal from a certified dental assisting course(s).

See CWI Faculty Initiated Withdrawal

Other information pertaining to withdrawal from the Certified Dental Assisting Program:

- o Students who withdraw from the Certified Dental Assisting Program after the first semester may apply for readmission to the level they did not complete if space is available.
- o Students may repeat a certified dental assisting course from which they have withdrawn or have been withdrawn.
- o A second withdrawal from any certified dental assisting course ends the student's progression in the Certified Dental Assisting Program. The student will not be eligible to reapply to the Certified Dental Assisting Program.

Readmission Policy

CWI Certified Dental Assisting Program Readmission

A student will be considered for readmission to the program. However, there is no guarantee that a student will be readmitted. A student who does not complete the first semester will need to re-apply into the program. The final decision for readmission is the responsibility of the faculty.

SECTION VII

Graduation

How do I apply for graduation?

Students should apply for graduation the beginning of the semester of their planned graduation date (see catalog/web site for process). The registrar will notify the student of his/her eligibility for graduation in writing after the 14th day of the semester of graduation. If the student is notified of ineligibility for graduation, the student has two weeks from the date of the letter to contact their advisor and submit any appropriate Academic Adjustments.

Participation in the college commencement ceremony is strongly encouraged. Graduating students may purchase or rent caps and gowns for commencement at the campus bookstore.

National Occupational Competency Testing Institute (NOCTI)

Students will take the NOCTI exam during finals week Spring semester. The results of the test do not affect the student's grade for the Program. The results of the test are used to determine program needs, support program improvement and support student growth.

National Certification

Students that meet the following requirement are eligible to earn DANB Certified Dental Assistant (CDA) certification.

There are three component exams that make up the CDA exam: Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairside Assisting (GC). Candidates may take the CDA exam (RHS, GC, and ICE), take the RHS and ICE exams at the same test administration (RHS/ICE), or take and pass the component exams separately within a five-year period to earn certification.

There are no eligibility requirements to take the RHS and ICE exams. After passing the RHS and ICE exams, a candidate receives a certificate of knowledge-based competency for each exam pass. The RHS exam is recognized or required in 20 states and the District of Columbia to expose radiographs, (Idaho not being one of the States).

There are eligibility requirements to take the GC and CDA exams. A candidate may be eligible under one of three pathways. The pathways are available at www.danb.org.

DANB certification is current for one year. To maintain certification, DANB Certificants must renew annually. DANB Recertification Requirements include mandatory, current DANB-

accepted CPR certification, completing at least 12 credits of Continuing Dental Education (CDE) and paying an annual renewal fee.

You can access the DANB website for more information. www.danb.org

SECTION VIII

Signature Forms

CERTIFIED DENTAL ASSISTING POLICY AND PROCEDURE STUDENT HANDBOOK RECEIPT FORM

1. Students are not officially admitted into the Certified Dental Assisting program until they received a letter from the Program faculty stating they have been admitted to the Certified 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 Certified Dental Assisting Program, as well as the 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 Certified Dental Assisting Program.
7. There are a maximum 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 Certified Dental Assisting Student Handbook, as well as those of the assigned clinical facilities.
8. Completion with a 'C' or higher grade in PSY 101, COMM 101/or ENG 101, and MATH 123 need to be completed prior to receiving a Technical Certificate in Certified Dental Assisting.
9. Students in the first semester of the program must also be enrolled in DENT 100, DENT 101, DENT 102, DENT 104, DENT 108, DENT 109, DENT 150, DENT 151, DENT 152 if not previously completed with a 'C' or better.
10. Students in the second semester must be enrolled in DENT 103, DENT 105, DENT 106, DENT 153, and DENT 154 if not previously completed with a 'C' or higher grade.
11. Students cannot be admitted into the second semester of the Certified Dental Assisting Program without completion of the first semester courses with a 'C' of higher.
12. It is the student's responsibility to find patients for the following tasks: Oral Hygiene Instructions, Coronal Polish, Application of Pit and Fissure Sealants, and Dental Radiology requirements. Specific requirements are outlined in the syllabi.

I, _____ having read and discussed in orientation, with explanation by the instructors, the Policy and Procedures for the Certified Dental Assisting Program. I fully understand the contents of the Policies and Procedures for the Certified Dental Assisting Program and agree to comply with its contents.

Signed: _____

Printed Name: _____ Date _____

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 a health science program at College of Western Idaho.

I have read and understand each of the above items.

Signed: _____

Printed Name: _____

Date _____