

CWI

COLLEGE OF
WESTERN
IDAHO

*Dental Assisting Program
Student Handbook
2021-2022*



***These requirements are specific to the Dental Assisting Program and are supplementary to the CWI College Catalog.**

**** This Handbook is also available on the College of Western Idaho Dental Assisting Program website**

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

Elaine Holmes, CDA, EFDA, M.A. Ed., Program Director, Associate Professor
Carolle Nickels, CDA, RDA, EFDA, BA Instructor

Dental Assistants Pledge Dr. C. N. Johnson

I solemnly pledge that, in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner 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 Juliette A. Southard

- To be loyal to my employer, my calling and myself.
- To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them.
- To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling.
- To be a co-worker – creating a spirit of cooperation and friendliness rather than one of fault 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

Dental Assisting Program subscribes to the College's Vision, Mission

Vision The College of Western Idaho provides affordable, quality teaching and learning opportunities for all to excel at learning for life.

Mission: Purpose and Constituent Group - The College of Western Idaho is a public, open-access, and comprehensive community college committed to providing affordable access to quality teaching and learning opportunities to the residents of its service area in western Idaho.

PURPOSE, PROGRAM GOALS, PHILOSOPHY, AND EXPECTED OUTCOMES

The Dental Assisting purpose, goals and philosophy are consistent with CWI's vision and mission.

Purpose: The College of Western Idaho Dental Assisting program provides students with entry-level skills to become competent dental assistants through technical training to provide patient care and to serve a diverse population.

Program Goals:

1. Comprehensively prepare competent individuals as dental assistants.
2. Update, revise or modify curriculum as identified by students, faculty, college administrators and dental professionals.
3. Provide academic and clinical settings that stimulate student learning.
4. Provide clinical experiences assisting a dentist as an integral part of the educational program designed to perfect student competence in performing dental assisting functions.
5. Provide training in Idaho Expanded Functions Duties in preparation to meet Idaho employment requirements for dental assistants
6. Prepare students for the Dental Assisting National Board exam in preparation of National Certification.
7. Support students in employment prior to and following completion of the program.
8. Ensure that equal educational opportunities are available for all students regardless of race, color, nationality, ethnicity, gender, age, disability, sexual orientation, marital status, veteran status or genetic information.
9. Organize and maintain an advisory committee, which consists of persons actively engaged in or supporting the practice of dental assisting.

Program Philosophy:

The College of Western Idaho Dental Assisting program exists because of students. This program and its faculty are here to assist students in gaining new knowledge and acquire professional skills in order to attain a meaningful position in a highly regarded field. The Dental Assisting curriculum creates an environment in which students are stimulated to learn, grow personally, to develop decision-making and problem solving skills and to stimulate creative and independent thinking. Along with understanding procedures and mastering manipulative skills, the dental assistant must be in good physical and mental health, maintain a professional appearance and demonstrate positive and good communication skills. The program must meet the demands of the profession and the community by completing competent, committed persons willing and able to contribute to high-quality patient care.

Expected Program Outcomes:

Upon graduating from the Dental Assisting Program:

1. Students will be eligible to test for the Dental Assisting National Board (DANB) exam.
2. Students will have had the opportunity to test for the following Idaho State Expanded Functions:
 - Coronal Polishing
 - Fabrication of placing and removing Temporary Crowns
 - Pit and Fissure Sealants
 - Administration and Monitoring of Nitrous Oxide
3. 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.
4. Demonstrate entry-level skills in dental assisting necessary to obtain employment.
 - a. Perform supportive dental assisting tasks including prevention care oral instruction, inflectional 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.

Welcome to College of Western Idaho's Dental Assisting Program

We are pleased you have chosen College of Western Idaho as your college, and we wish to welcome you especially to our Dental Assisting Program. We hope the time with us will be rewarding for each of you. Our curriculum is fully accredited by the American Dental Association Commission on Dental Education. It is based on the Commission's criteria and is the product of continuing developmental efforts by the program staff and advisory committee.

The Dental Assisting Program is concentrated into one academic year and requires a great deal of time and effort for satisfactory completion. You will be responsible for your learning, and your instructors will serve as resource persons to assist you throughout this process. In order to accomplish your objectives for the program, you must participate in lectures, group discussion, laboratory sessions and clinical assignments. There are many opportunities for learning enhancement available to you, including tutoring. If your instructors have identified a learning deficiency, you may be referred for additional assistance.

All of the instructors in the program are available to you in the event you need to discuss concerns as they arise. In addition, a Learning Community Coordinator is available to you. Do not hesitate to ask for assistance if you are having difficulty.

Upon satisfactory completion of the requirements in the Dental Assisting program, you will be awarded a Intermediate Technical Certificate of Completion from the college. You will also be eligible to take the Idaho State Expanded Function and Dental Assisting National Board Certification Examinations.

This handbook is designed to assist you in becoming familiar with various aspects of the Dental Assisting program. All dental assisting students are expected to familiarize themselves with the information in this handbook. Please take the time to orientate yourself with the contents so that you will know where to locate specific information as it is needed. 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.

We reserve the right to revise policies and procedures and guidelines as needed for the improvement of the Dental Assisting Program. Students will be notified of any changes that will affect them.

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

Program of Study

Students have the option to obtain an Associate of Applied Science Degree (AAS) in Dental Assisting after obtaining the Technical Certificate and completing 23 additional credits.

Course Number	Course Title	Credit Hours
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***Prerequisites (must be completed prior to Spring graduation):**

*GEM 1/or *GEM 2	Written Communication course Oral Communication course	3
*GEM 3	Mathematical Ways of Knowing course	3
*PSYC 101 (GEM 6)	General Psychology	3

Fall Semester

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

Spring Semester

DENT 103	Dental Prosthodontic Materials and Procedures	2
DENT 105	Dental Clinical Skills 2	2
DENT 106	Dental Assisting Clinical Experience	6
DENT 153	Dental Theory 3	3
DENT 154	Dental Theory 4	3
DENT 155	Dental Seminar	1

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

DENT 225	Advanced Dental Assisting Practicum 1	6
DENT 226	Advanced Dental Assisting Practicum 2	5

Student Information

The Dental Assisting Program is designed to prepare students for employment in a dental office or clinical setting. The following policies have been established to simulate an employment situation, and the student will be required to adhere to these policies throughout the duration of the program.

1. A change of name, address or phone number must be reported to the office of the Dental Assisting Program Chair and One Stop Services. It is the student's responsibility to ensure that the information in our system is current and accurate. When a student's name, mailing address, phone number, or pertinent information changes, he/she must fill out the appropriate form to reflect the change in our system. Necessary forms are available at One Stop Student Services, at off-campus centers, and online. The student is responsible for any delays in communication sent from CWI when an incorrect address is on file.
2. The student should report pregnancy or other major medical conditions while enrolled in the program as there may be potential health risks in various dental settings.
3. 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.
4. College classes vary in length. All students must be prepared to remain in class for the entire length of the scheduled class time. In the event of tardiness or absence, the student will contact the instructor for each respective class prior to the start of class.
5. The student will be expected to demonstrate professional behavior in the classroom, lab, and clinical sites. The experiences should be viewed as preparation for future employment. The student is expected to be here as an employee would be on a job.
6. Students are required to fulfill a minimum of 300 clinical hours. Students will be scheduled at two locations during spring semester and will be required to work the specific hours of the office. Any time missed from a clinical site must be made up and documented during non-class time. 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 will be a 10% overall grade reduction and 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 and absences may result in failure.
7. It is the student's responsibility to find patients for the following tasks: Coronal Polish, Application of Pit and Fissure Sealants, and Dental Radiology. 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.

8. Attendance is mandatory for all courses. Students are to notify their instructor in the event of a tardy or absence prior to the start of class. Failure to do so will result in the initiation of a Student Concern.
9. If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Dental Assisting program of the arrest. The student's status in the Program will be reviewed by the Dental Assisting Program Chair and the Health Science Sciences Dean's Office. A possible outcome of the review may be the student's inability to continue in the Program and test for National Certification.
10. The student must maintain confidentiality of all patient information, both on and off campus in verbal and written communication as required by the HIPPA standard.
11. Students may also need to submit to a ten panel drug screen urinalysis (UA) and/or a criminal background check prior to clinical placement as requested by the clinical sites. If the student tests positive, continuation in the program may not be possible. The Dental Assisting Program Chair and the School of Health Dean's Office, will make a determination whether the student may continue in the program on a case by case basis.
12. Any injury sustained during class, lab or clinical on or off campus must be reported to the instructor and the site supervisor immediately.
13. All electronic devices (cell phones, recording equipment, computers, ect.) must be **turned off** prior to entry into all classrooms, labs and clinical settings.
14. Every effort should be made to schedule appointments with dentists, physicians, or other personal appointments during open time in the student's schedule. These appointments should not interfere with class or clinical time unless they are of an emergency nature.
15. The Dental Assisting faculty strongly recommends that the student does not work during the course of this program. If the students plans to work during the program, he/she should be aware that the curriculum is very demanding and working too many hours may make it more difficult to successfully complete the program. If employment interferes with meeting the requirements of Dental Assisting program, faculty may recommend that other arrangements be considered to resolve the problem. 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.
16. Food, drink and gum are not permitted in the computer and dental labs. Food and drink are permitted in the classroom as long as it is not disruptive to the class. If it becomes disruptive in class you will be asked to refrain from eating in class.
17. Children and pets are not allowed in classrooms, labs and clinical settings for any reason. Service animals are the only exception.

18. 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.**

School Closure or Late Opening Policy

If the college closes or opens late due to snow or inclement weather, notification is made to the student CWI email and student phone number.

Disability Statement

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://cwi.edu/current-students/faculty-disability-services>

Immunizations

As part of College of Western Idaho's Dental Assisting Program and Policies on infectious diseases, all students are required to provide proof of immunizations as indicated in the Dental Assisting Acceptance Letter. Students who have not completed their immunizations and have submitted to Complio – American DataBank by the start of fall semester will not be allowed to participate in laboratory activities or externship.

Statement of Insurance

Students are not covered by health and accident insurance by the College. The College does provide workers' compensation coverage for student illness or injuries that result directly from activities required by course objectives at off-campus clinical sites. This coverage is not available for on-campus laboratory or clinic activities.

Off –Campus Clinical Sites

Students in the Dental Assisting program are provided clinical experiences in private dental offices and clinics, and special off-campus assignments. Student are required to participate in College Service Learning Activities. Students will be informed adequately in advance of dates to time to allow the student to plan appropriately.

Transportation

Transportation to all off campus assignments is the sole responsibility of each student.

Clinical Externship

The student will complete a minimum of 300 clinical hours during the spring semester to meet graduation requirements. 150 hours 1st rotation, 150 hours 2nd rotation. If the student does not complete the specified hours per rotation, it is the student's responsibility to arrange make up clinical hours. The student will not be given a second rotation until they have met the required hours. Make-up time for missed clinical hours cannot occur during regularly scheduled class time. The student will not graduate unless all hours are completed. Students may be required to submit to a 10-panel drug screen urinalysis (UA) at any time during the program or as requested by clinical site. Students will complete the clinical rotations as directed by the clinical instructor at the site of agreement. If the student is offered employment at a location other than that where he/she is externing, a formal letter on the office letterhead stating that employment has been offered and accepted is required. This is all done under the advisement and approval of the clinical instructor.

Class Information

Review the course syllabus for the specific requirements for the course. Re: assignments, activities, make up policy.

Grading Policies

The following grade scale applies for all Dental Assisting courses:

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

The grading system for Dental Assisting is based on a letter grade. The grades include didactic, laboratory, and clinical performance. All students must pass didactic, laboratory and clinical aspects of all dental assisting courses individually at C, 70% or higher. Lab procedure competencies must be demonstrated at a minimum of 85% in the fall semester and 90% in the spring semester. If any portion (didactic, laboratory or clinical) does not meet the required grade at the end of fall semester, students will not continue in the Program.

Tracking Grades: Students are responsible for tracking their grades throughout each term. If you are experiencing difficulty in a class or if your grade average drops below 70% (C), you must meet with

the instructor of the particular class(s) to determine how grade improvements can be made. You are responsible to take appropriate measures to improve your learning and/or testing skills, and instructors will be glad to refer you to various on-campus support who are experienced in the area in which you need assistance.

Evaluations and Conferences: Evaluations and conferences with program staff may be conducted to review individual progress. Instructors maintain office hours for the purpose of discussing your progress and answering questions pertaining to course content. Students must schedule appointments with instructors during designated office hours. Students will prepare their questions and materials prior to the appointment.

Advising

Academic Advising

Students who have been admitted to the 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 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 Holmes/Program Chair, Associate Professor 208-562-2317 or elaineholmes@cw.edu

Carolle Nickels, Instructor 208-562-2316 or carolleenickols@cw.edu

Learning Community Coordinator Health - CTE

The Learning Community Coordinator Health - is an all-around support resource and an advocate for current healthcare students to support student success in the programs/classes. Emily Atkins-Spriet emilyspriet@cw.edu

Graduation

All students in the Dental Assisting program must apply for graduation in the beginning of spring semester. All students successfully completing the required pre requisites and spring term may participate in graduation ceremonies. Access the following link for instructions on how to apply. <https://cw.edu/current-students/apply-graduation>. You will receive information regarding fees for caps and gowns.

Uniform Policy

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

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

- Masks, protective glasses and gloves
- **Scrub Top** – *Proper fit of scrub top covers backside when in the seated position and cleavage is not showing.*
- Cherokee brand top in royal blue. Tops with black insets are acceptable. The scrub top needs to have the CWI emblem embroidered in white lettering, (left side). Along with your first name only embroidered on the right.
- **Scrub Pant** – Any brand in black. *Proper fit of scrub pant covers backside when in the seated position and loose fitting to allow comfort when seated. Pants needs to stay fitted at the waistline to avoid constant pulling up of the pants.* Scrub pants require a 1 inch hem from the floor when shoes are on.
- **Lab Jacket** – *Is required for Spring Semester to be worn during Clinical Externships.* Cherokee brand, Style #4350 in royal blue. The lab jacket needs to have the CWI emblem embroidered in white lettering, (left side). Along with your first name only embroidered on the right.
- **Shoes** - Solid white or black leather or vinyl shoe. Closed toe and heel. Clinic shoes must be kept clean and polished.
- **Socks** - All white are to be worn with white shoes, no colored trims. All black socks are to be worn with black shoes, no colored trims.

Hair - Hair color must be of a natural hue and of low color contrast. All students utilizing the dental lab, clinical sites and off campus activities will contain their hair away from their face and off their shoulders. Hair must be secured in a manner that does not allow hair to hang loosely when leaning forward or turning side to side (i.e. ponytails, long bangs). **Long hair** must be secured in a bun. **Long bangs** must be secured with hair clips. Hair tucked into jacket or top is not considered secure or acceptable. Students who do not have their hair secured in a safe and professional manner will not be able to participate in lab, clinical, and off-site activities, equipment use or direct patient care. **Facial hair** must be closely trimmed and not interfere with wearing personal protective equipment.

Hair Covers and Hair Bands - Cultural hair covers, head bands, barrettes, and clips must be in neutral colors of tan, or black. No hats are allowed. Cultural hair covers must be secured in a manner so that it does not hang loosely when leaning forward or turning side to side.

Fingernails - All students utilizing the dental lab, clinical sites and off campus activities will keep their fingernails clean and trimmed short, not to extend beyond the pad of finger.

- Artificial nails, fingernail polish, and finger nail ornamentation are prohibited. Students will not be allowed to participate in lab, clinical sites and off-site activities if the fingernail policy is not followed.

Jewelry - All students utilizing the dental lab, clinical sites and off campus activities will keep jewelry to a minimum. **Rings** are not to be worn. **Necklaces** can be worn, if long, kept tucked into shirt. **Wrist bracelets** will not be worn. **Watches** Absorbent watch strap is not permitted and must not hang or dangle nor slide onto outside of gloves when working. **Earrings** must be

small in size. Only one pair of earrings may be worn at any time (one earring per ear). Earrings cannot exceed the size of a nickel. **Ear bars, gauges** are not permitted. **Facial jewelry** will not be worn. **Ankle bracelets** will not be worn.

Cosmetics - Cosmetics may be worn to enhance a professional appearance. Lips color, eye color and cheek color should be limited to natural/neutral shades and must not be excessive.

Tattoos - All visible tattoos **must be concealed with skin toned coverage prior to entering lab, clinical site and off-campus activities. Covering with band aids is not acceptable.**

Personal Hygiene - All students should maintain standard hygiene including daily bathing, the use of deodorant, clean clothing, clean hair, clean nails, clean teeth, fresh breath, and no smoke and food odors.

Allergens - Many persons are allergic to perfumes, colognes, body sprays, hairspray, scented lotions and cigarette smoke. Prior to entering the dental lab, clinical site, and off-site activity, students must refrain from using these products.

Film Badges

Radiation monitoring is required to assess potential exposure to ionizing radiation. The College provides area monitoring in the dental clinic during fall and spring semester. A student who is pregnant may receive a monitoring badge provided by the College.

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 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 and the Dental Assistants Creed.

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.

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.

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.

Violations of academic honesty include but are not limited to the following:

- presenting someone else's words, ideas, artistry, product or data as one's own
- presenting as new and original an idea or product derived from an existing source
- helping another commit an act of academic dishonesty
- knowingly or negligently allowing work to be used by others.
- an act of deceit, fraud, distortion of truth or improper use of another person's effort to obtain an educational advantage
- includes, but is not limited to, unauthorized access to examination materials prior to the examination itself
- intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated
- using any work previously submitted for credit without prior permission of instructor
- intentional altering or interfering with documents or other student's work
- intentional depriving others of academic resources

Violation of academic dishonesty may result in an "F" grade for the respective assignment and program probation. A second occurrence of academic dishonesty will result in dismissal from the program. If an instance of academic dishonesty results in failure of a course (i.e. grade penalty for cheating on a final exam), probation cannot be offered and the student will be dismissed from the program.

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 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.

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 to be used in the classroom or the laboratory for personal use. 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 computers 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, drinks, and gum chewing are not allowed in the laboratory classroom.

Students are not allowed to operate equipment 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

Post-Exposure Evaluation and Follow-up Guidelines

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. If you have sustained any injury or BBP exposure incident, specific steps need to be followed. Access the Infection Control Hazards/Blood Borne Pathogens manual. Section IV/Significant Exposure Incident Protocol pages 11-17.

https://cwi.edu/sites/default/files/imce/PDF/programs/dental/infection_control_hazards_and_protocol.pdf

HIPAA (Health Insurance Portability & Accountability Act)

This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared in order to prevent unauthorized access to confidential information. No portion of a patient's record is to be photographed or photocopied to any electronic device or removed from the facility.

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or shared in communication via email outside of the password protected CWI email system. CWI password protected email communication and eLearn communication of de-identified patient information should be for clinical education purposes only. Each student needs to be mindful of displaying professional behavior and making appropriate decisions in both their professional and personal life. Be aware of your association with College of Western Idaho in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on the college's or program's behalf, unless you are authorized to do so in writing.

Violations of patient confidentiality and HIPAA guidelines will result in the student being placed on probation or possible dismissal from the program. Students placed on probation for HIPAA violations will remain on probation for the remainder of their enrollment in the Dental Assisting program, whether enrollment is consecutive or interrupted by time out of the program. A second occurrence of HIPAA violations will result in dismissal from the program.

Consequences:

1. Violations of patient's privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

2. Student who share confidential or unprofessional information do so at the risk of disciplinary action including *failure in a course and/or dismissal from the program*.
3. Each student is *legally responsible* for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law.

Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Confidentiality of Information/Social Media/Publication Policy

All information about patients, including the nature of the patient's disease, diagnosis and treatment, is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as a private or sensitive nature is also included in the category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.

C.A.R.E Communicate. Act. Refer. Engage

The C.A.R.E is intended to call attention to a situation that, if uncorrected, could lead to academic failure. A C.A.R.E. report documents the problem identified by an instructor, a plan to remedy the problem, and the student-instructor conference to discuss the problem and plan. Students receive a copy of the C.A.R.E. Failure to follow the C.A.R.E plan may result in probation, or in severe cases, dismissal.

Probation

The Dental Assisting Program faculty may place a student on probation at any time for failure to follow a C.A.R.E plan, unsatisfactory scholastic record, academic dishonesty, failure to maintain safety, failure to maintain patient confidentiality as outlined by the HIPAA Standard, or demonstration of unprofessional or unethical behavior.

Dismissal

You will be dismissed from the Dental Assisting Program for the following:

1. A final grade below "C" in any enrolled Program course during the program.
2. Failure to comply with probationary, or possibly C.A.R.E requirements.
3. Illegal acts as defined by the Idaho Board of Dentistry, in the classroom, lab, clinic, or clinical site.
4. Failure to comply with patient confidentiality as outlined in the HIPAA Standard.
5. The Program faculty, in consultation with a clinical site dentist and staff, determine the student has demonstrated unsafe practices, unprofessional and/or inappropriate behaviors, or fails to comply with responsibilities as outlined in the DENT 106 clinical expectations.
6. If a student is arrested during the time he/she is enrolled in the

7. Program, he/she must notify the Dental Assisting Program Chair. The student's status will be reviewed and may result in dismissal.

Dismissal may occur at any time during the Program academic year; C.A.R.E or Probation may not precede dismissal. For more information, refer to the Student Handbook in the CWI College website <https://cwi.edu/file/student-handbook>

Re-Admission Policy

Any student who is not both academically and clinically successful in any course that is part of the Dental Assisting Program may choose to re-apply to enter the Dental Assisting Program. The option to re-apply for entry into the Dental Assisting Program is offered only once.

Students begin fall term and will be required to enroll for credit in all courses to attain and demonstrate satisfactory academic and clinical skills. Any student who selects the option to re-apply to the program for any reason must meet application procedures and program requirements in effect at the time of re-entry.

These students must complete a letter of re-admission. The letter will focus on what steps the student has taken to be successful in the program and address any other relevant information.

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

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

Dental Assisting Application Technical Standards

Introduction

Certain functional abilities are essential for the delivery of safe, effective dental assisting care. These abilities are essential in the sense that they constitute core components of a dental practice. There is a high probability that negative consequences will result for patients and/or co-workers of the dental assistant who fails to demonstrate these abilities. A program preparing students for the profession of dental assisting must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Dental Assisting Program at College of Western Idaho Community College identifies the functional abilities deemed by the dental assisting faculty to be essential to the practice of dental assisting. Reference materials used in the development of these standards include IDAP 19 – Idaho State Board of Dentistry Rule 19.01.01-035 , the Oregon Health Division, the American Dental Association Commission on Dental Accreditation, OSHA Standards, and the Centers for Disease Control and Prevention guidelines. The Technical Standards are reflected in the Dental Assisting Program’s Performance-based Outcomes, which are the basis for teaching and evaluating all dental assisting students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Dental Assisting Program should contact the Office of Disability Services to discuss the process of identifying reasonable accommodations. To access the Disability Services email accessibility@cw.edu

Students should seek accommodation advising as soon as possible after admission to the dental assisting program so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission into the dental assisting program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of dental assisting practice for all students.

Technical Standards

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

Standards

The practice of Dental Assisting requires the following functional abilities with or without reasonable accommodations:

Fine Motor Skills

A dental assisting student must be able to perform all required activities needed for laboratory procedures, clinical practice, patient care and emergency procedures. The ability to safely, accurately and effectively manipulate all instruments, equipment, and materials utilized in the dental assisting process is essential.

Sensory Skills

A dental assisting student must have adequate control of all sensory functions so that the student, patients, peers, and instructors/operators will be able to work and respond in ways that contribute to a safe environment and provide sound evaluation and treatment services. Visual ability, auditory ability

and tactile ability must be sufficient to receive directions or instructions and safely participate in the laboratory and/or clinical procedures.

Communication Skills

A dental assisting student must be able to communicate information in oral and written forms effectively, accurately, reliably and intelligibly with individuals, groups and all members of the healthcare team using the English language. Effective communication includes the ability to read, write, speak and comprehend in English and understand body language. The dental assisting student must be able to write inclusive, clear, and legible chart notations and descriptions of clinical findings as dictated by the operator. A dental assisting student is expected to participate and communicate well in teams during the many opportunities in the dental assisting program

Cognitive Skills

A dental assisting student must be able to collect, analyze, synthesize, integrate and recall information and knowledge to participate safely and effectively in laboratory and chairside procedures.

Physical Endurance, Strength and Mobility

A dental assisting student must be able to tolerate physically taxing workloads that include but are not limited to sitting or standing for long periods of time in one position, or lifting at least 25 pounds. Additionally, fine motor skills are required to safely manipulate instruments, equipment, containers, and dental materials.

Behavioral/Professionalism Skills

A dental assisting student must be able to work effectively under stressful situations. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. A dental assisting student must be able to use tactful, congenial and personal mannerisms while interacting with others. The dental assisting student must work with the dental team and patients in such a way as not to alienate or antagonize anyone. A dental assisting student is expected to be prepared for all classes, clinic lab and externships and be prepared to accept reasonable, instructive, and professional criticism, respond with a professional attitude and appropriate modification of behavior. A dental assisting student is expected to abide by The Creed and The Pledge of the American Dental Assistants Association as well as the regulations in the Dental Assisting Program Student Handbook.

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 follow the directions that are given to you by the instructors at the start of the program.

Maintenance of CPR Certification (1) and First Aid Certification (2)

Students are required to maintain current certification in Cardiopulmonary Resuscitation Certification (BLS for adult and child) Health Care Provider **AND** First Aid. The certification must be valid through the graduating year. The following is the organization that certification will be accepted from. **NO OTHER CPR CERTIFICATION OR ONLINE CPR COURSE WILL BE ACCEPTED!**

- **BLS for Healthcare Providers from the American Heart Association (AHA)** – www.americanheart.org

(If your card expires before the end of the course you will be required to take a CPR class the first week of the fall semester, scheduled by the instructor. Cost associated with the course is the students' responsibility) Students are responsible in submitting certification cards to Complio and My Clinical Exchange.

Grievance Procedures/Conflict Resolution

When a difference of opinion or values exist, members of College of Western Idaho community are encouraged to seek resolution directly with the individual. If the conflict is with an instructor, discuss the problem with the instructor outside of the classroom. When the conflict is with a service area of the college, resolution should be sought first in that area or with its supervisor.

When resolution cannot be reached by talking to the individual (or when contact with the individual would not be appropriate) Contact the following individuals in this order. Program Chair of Dental Assisting Program, Department Chair/Health Professions, Dean of School of Health. Unbiased investigation will be used in the informal processes in an attempt to resolve issues.

If the conflict occurs between students in the program and they cannot resolve the conflict, they may request assistance from a faculty member in the program. A meeting will then be arranged with the students and the designated faculty member or members. The purpose of the meeting will be to constructively resolve the conflict and reach an agreement between parties.

If resolution does not occur informally the CWI Grievance Procedures are as follows:

http://cwi.edu/www/downloads/student-services/CWI_Disability_Services_Grievance_Procedures

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 Dental Assisting Program adheres to College policy on sexual harassment. If the issue involves alleged discrimination such as sexual harassment, contact the Title IX Coordinator.

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 on college premises, clinical site or off-site activities 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 College Handbook) and will subject to the dismissal of the Program. Abuse of chemical substances, including alcohol, prescribed drugs, and illegal drugs, is incompatible with success as a dental assisting professional.

The Procedure for dealing with suspicion that a student is under the influence of chemical substances in the classroom, lab, clinical setting and off-site activities the following applies:

1. The instructor/supervisor will confront the student with the suspicion that s/he is under the influence of a chemical substance (drugs or alcohol). The instructor/supervisor 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 premises immediately and will subject to the dismissal of the Program
3. Students required to leave the premises 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 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 removed from the setting and be requested to have a urinalysis and blood drawn for a toxicology screening. A positive toxicology report and/or refusal to undergo a toxicology screening will result in the immediate removal from the Dental Assisting Program.

The cost of the substance abuse toxicology screening is the responsibility of the student.

Students who admit to being under the influence of a chemical substance or who demonstrate behavior described as strong evidence will be subject to the dismissal of the Program.

Academic and Ethic Policies

Dental Assistant Code of Ethics

The CWI 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

Withdrawal from the Dental Assisting Program

A dental assisting student can withdraw or be withdrawn from the 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).

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

- Students who withdraw from the Dental Assisting Program after the first semester may apply for readmission to the level they did not complete if space is available.
- Students may repeat a certified dental assisting course from which they have withdrawn or have been withdrawn.
- 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.

National testing

DANB Certified Dental Assistant (CDA) certification

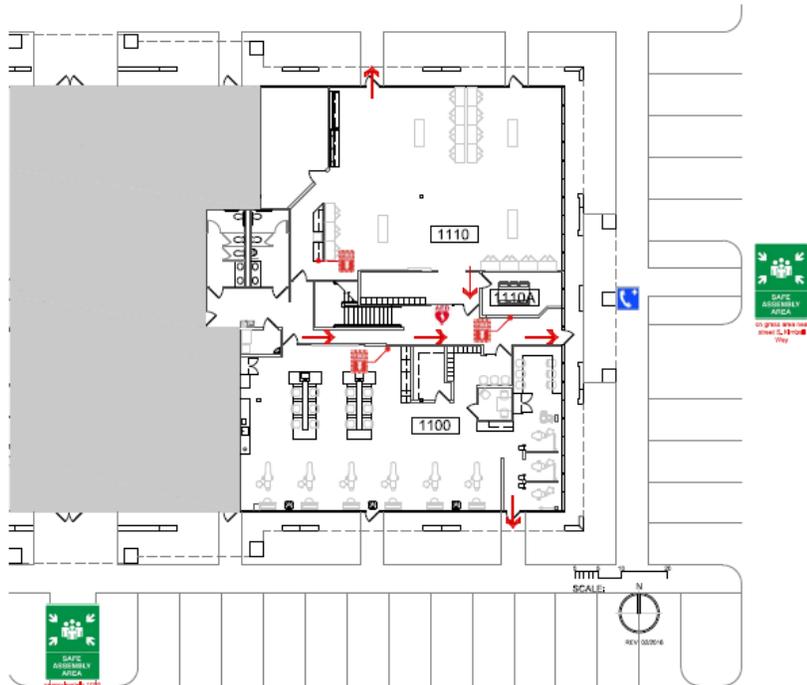
Students that complete all the course requirements for the dental assisting technical certificate program are eligible to earn DANB Certified Dental Assistant (CDA) certification.

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

Emergency Protocol and Location of Devices

Ada County Campus – First Floor



Ada County Campus - Quail Court (AQU)

First Floor
1450 S. Eagle Flight Way, Boise, Idaho 83709



EMERGENCY EVACUATION ROUTE MAP AND INSTRUCTIONS

1. When ordered to evacuate or when alarms are activated, always leave the building immediately.
2. Exit quickly and calmly using the nearest marked exit and proceed to a designated SAFE ASSEMBLY AREA shown on this map or where directed by emergency personnel. **(DO NOT USE ELEVATORS)**.
3. Persons requiring assistance on second or higher floors should proceed to a designated AREA FOR EVACUATION ASSISTANCE shown on this map with a ♿ to await help from emergency response personnel. Refer to NOTE 2.

DIAL 911 TO REPORT ANY EMERGENCY

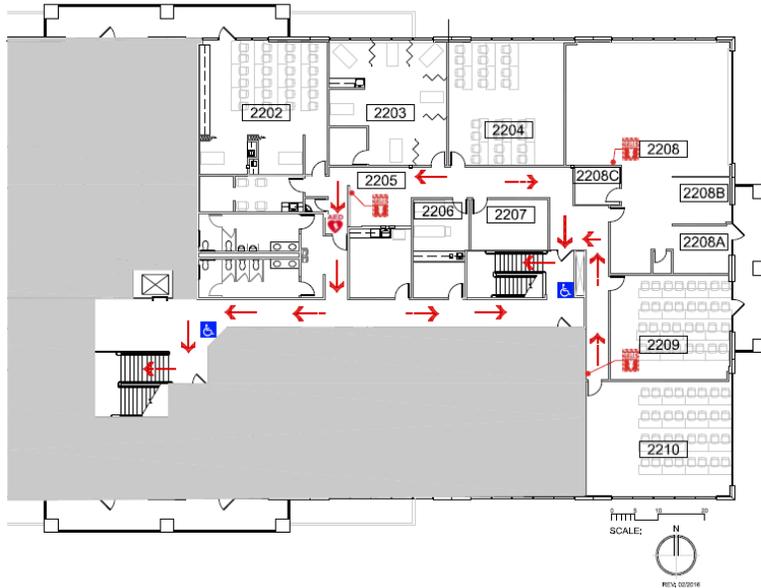
Identify the location and type of emergency. Answer any questions and do not hang up until the emergency operator is finished.

NOTE 1 - All faculty and staff should help direct student and visitors to also they evacuated orders.

NOTE 2 - Notify emergency personnel immediately upon arrival concerning the status of evacuation, exact location of persons waiting in Areas for Evacuation Assistance and any injury, trapped or missing persons.

NOTE 3 - Fire Extinguishers are located on each floor as well as Automated External Defibrillators are located in the various buildings throughout campus. Call CWI Security at 208-562-3333 for exact locations. Emergency Phones are also located in various buildings throughout campus.

Ada County Campus – Second Floor



Ada County Campus - Quail Court (AQU)

Second Floor
1450 S. Eagle Flight Way, Boise, Idaho 83709



EMERGENCY EVACUATION ROUTE MAP AND INSTRUCTIONS

1. When ordered to evacuate or when alarms are activated, always leave the building immediately.
2. Exit quickly and calmly using the nearest marked exit and proceed to a designated SAFE ASSEMBLY AREA (SAFE ASSEMBLY AREA icon shown on this map or where directed by emergency personnel, **(DO NOT USE ELEVATORS)**).
3. Persons requiring assistance on second or higher floors should proceed to a designated AREA FOR EVACUATION ASSISTANCE shown on this map with a wheelchair icon to await help from emergency response personnel. Refer to NOTE 2.

DIAL 911 TO REPORT ANY EMERGENCY
Identify the location and type of emergency. Answer any questions and do not hang up until the emergency operator is finished.

- NOTE 1** - All faculty and staff should help direct student and visitors to also obey evacuation orders.
- NOTE 2** - Notify emergency personnel immediately upon arrival concerning the status of evacuation, exact location of persons waiting in Areas for Evacuation Assistance and any injury, trapped or missing persons.
- NOTE 3** - Fire Extinguishers (FIRE EXTINGUISHER icon) are located on each floor as well as Automated External Defibrillators (AED icon) are located in the various buildings throughout campus. Call CWI Security at 208-562-3333 for exact locations.



Signature Forms

DENTAL ASSISTING POLICY AND PROCEDURE STUDENT HANDBOOK RECEIPT FORM

1. Students are not officially admitted into the Dental Assisting program until they received a letter from the Program faculty stating they have been admitted to the Dental Assisting Program.
2. All dental assisting students are required to provide proof of immunization, prior to starting the program.
3. The 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 Dental Assisting Program.
7. There are a minimum number of clinical days that are required in clinical rotations as identified in the course syllabi and handbook. Students are required to abide by all policies and procedures outlined in the most current CWI Dental Assisting Student Handbook, as well as those of the assigned clinical facilities.
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 an Intermediate Technical Certificate in Dental Assisting.
9. Students in the first semester of the program must also be enrolled in DENT 101, DENT 101L, DENT 102, DENT 102L, DENT 104, DENT 104L, DENT 108 (if not previously completed with a 'C' or better), DENT 109, DENT 151, and DENT 152.
10. Students in the second semester must be enrolled in DENT 103, DENT 105, DENT 106, DENT 153, and DENT 154, and DENT 155 if not previously completed with a 'C' or higher grade.
11. Students cannot be admitted into the second semester of the Dental Assisting Program without completion of the first semester courses with a 'C' or higher.
12. It is the student's responsibility to find patients for the following tasks: Coronal Polish, Application of Pit and Fissure Sealants, and Dental Radiology requirements. Specific requirements are outlined in the syllabi.

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

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 _____



Media Release

PROJECT TITLE: _____

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

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

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

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

NAME: _____

DATE OF BIRTH: _____

MAILING ADDRESS: _____

DAY PHONE: _____

EVENING PHONE: _____

EMAIL: _____

SIGNATURE: _____

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

GUARDIAN’S SIGNATURE: _____

GUARDIAN’S PRINTED NAME: _____