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Welcome Letter

Dear Dental Assistant Student:

The faculty of the Department of Dental Assisting welcomes you to the Salina Area Technical College. We look forward to working with you.

This handbook contains policies, which apply to all students enrolled in the Dental Assisting Program. The website for Salina Area Technical College is www.salinatech.edu. You should keep this website handy for the college as a reference during your student career here at SATC. It contains the answers to many of your questions about the college.

We look forward to working with you as you progress toward your career goals.

Respectfully,

The Dental Assistant Program Faculty
Mission
Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

Vision
Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Values
Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Lifelong Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC embraces the diversity of our students, employees and community by promoting inclusion and access for all.

Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees.

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly changing world.
Dental Assistant Mission Statement

The mission of the Dental Assistant Program at Salina Area Technical College, an institution of higher education, is to provide students with the opportunities to acquire relevant technical skills and knowledge for employment or advancement in the dental profession.

Program Goals

1. Provide comprehensive instruction to promote critical thinking skills, prepare students to graduate with mastery knowledge, technical skills, attitudes, and workplace skills necessary to become nationally certified and meet the employment needs of the dental community.

2. Provide instruction and resources to help students market their skills to meet occupational requirements for successful employment in the dental assisting profession and to become lifelong learners.

3. Provide extramural opportunities for the development of dental assisting skills and communication skills, which enable students to effectively communicate with employers, colleagues and patients.

4. Students will demonstrate interpersonal/workplace skills by engaging in membership and/or participation in activities and organizations that promote personal and professional growth.

5. Provide learning experiences which allows the student to develop awareness of legal responsibilities, ethical behavior and professional conduct.
### Dental Assisting Program
#### Course Curriculum

**First Semester**

<table>
<thead>
<tr>
<th>Course Title and level</th>
<th>Credits</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infection Control</td>
<td>2</td>
<td>DEN 150</td>
</tr>
<tr>
<td>Dental Anatomy</td>
<td>2</td>
<td>DEN 124</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>2</td>
<td>DEN 123</td>
</tr>
<tr>
<td>Dental Radiology I</td>
<td>3</td>
<td>DEN 138</td>
</tr>
<tr>
<td>Dental Science</td>
<td>3</td>
<td>DEN 246</td>
</tr>
<tr>
<td>Dental Materials I</td>
<td>4</td>
<td>DEN 127</td>
</tr>
<tr>
<td>Chairside Assisting I</td>
<td>4</td>
<td>DEN 134</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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**Second Semester**

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<th>Credits</th>
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<td>DEN 208</td>
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<tr>
<td>Dental Materials II</td>
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<td>DEN 227</td>
</tr>
<tr>
<td>Chairside Assisting II</td>
<td>2</td>
<td>DEN 232</td>
</tr>
<tr>
<td>Dental Radiology II</td>
<td>1</td>
<td>DEN 237</td>
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<tr>
<td>Dental Health Education</td>
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<td>DEN 111</td>
</tr>
<tr>
<td>Clinical Experience</td>
<td>8</td>
<td>DEN 242</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
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</tr>
</tbody>
</table>

**36 Total Credits**
ACCREDITATION

The Dental Assistant Program is approved by the Kansas Board of Regents and accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education:

Commission on Dental Accreditation
American Dental Association
211 E. Chicago, IL 60611-2678
312-440-2550

Kansas Board of Regents
1000 SW Jackson St. Ste. 520
Topeka, KS 66612-1368
785-296-3421

The program in dental assisting is accredited by the Commission on 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 (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: http://www.ada.org/en/coda.

NOTICE OF OPPORTUNITY TO FILE COMPLIANTS WITH THE COMMISSION ON 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 E. Chicago Ave, Chicago IL, 60611-2678 or by calling 1-800-621-8099 extension 4653.
Accreditation Standards – Course Descriptions

The Dental Assistant Program complies with the curriculum content and skill assessments standards set by the Commission on Dental Accreditation (CODA).

DEN 123 Anatomy and Physiology
Course Description
Covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduces common human disease processes.
Complies with the following CODA standard(s)
CODA Standard 2-13

DEN 247 – CPR for Healthcare Professionals
Course Description
Covers cause, prevent and first aid care of life threatening respiratory and cardiac emergencies and non-life threatening emergencies for infants, children and adults as outlined by the American Red Cross.
Complies with the following CODA standard(s)
CODA Standard 2-8
CODA Standard 2-18

DEN 127 Dental Materials I
Course Description
Covers identification of materials used in general dentistry, physical and chemical properties, functions and classifications. Includes principles of safety and aseptic technique involved in laboratory function involving materials and equipment.
Laboratory practice with impression materials, gypsum products, dental cements, waxes, resins and restorative materials.
Complies with the following CODA standard(s)
CODA Standard 2-9
CODA Standard 2-10
CODA Standard 2-15
CODA Standard 2-18
DEN 138 Dental Radiology I
Course Description
Fundamental concepts to acquire and utilize diagnostic intraoral radiographs, use of radiographic equipment, radiographic characteristics and anatomy, mounting of radiographs, radiographic processing, safety relating and legal issues relating to dental radiographs. Course includes certification in the use of the NOMAD PRO, use of digital and traditional radiographic technology, and an introduction to extraoral radiographic techniques.
Complies with the following CODA standard(s)
CODA Standard 2-16
CODA Standard 2-17
CODA Standard 2-18

DEN 124 Dental Anatomy
Course Description
A detailed study of the structure and function of the head, neck and oral cavity. Including tooth anatomy and morphology. Students are provided with knowledge of the mechanism of disease, oral disease and oral pathology.
Complies with the following CODA standard(s)
CODA Standard 2-13
CODA Standard 2-14

DEN 246 Dental Science
Course Description
Students are provided with knowledge of preventative dentistry, nutrition, basic dental pharmacology, anesthesiology and management of medical emergencies found in a dental setting. Students are expected to recognize signs and symptoms of specific emergencies to assist in the delivery of the suggested treatment. In addition, the student will learn nitrous oxide and its administration. The student must complete a written examination demonstrating the course competency and clinical competency to demonstrate administration and monitor of nitrous oxide to receive certification to administer and monitor nitrous oxide. The exam and competency must be passed with a minimum proficiency of 75% to be certified in nitrous oxide. The student will not receive their certification until they have completed the Dental Assistant Program.
Complies with the following CODA standard(s)
CODA Standard 2-8
CODA Standard 2-9
CODA Standard 2-10
CODA Standard 2-13
DEN 134 Chairside Assisting I
Course Description
Introduction to the dental health profession and dental assisting. Provides students with knowledge and performance of extraoral/intraoral examination, dental assisting with direct and indirect restorations (basic and restorative instruments, moisture control, matrix systems).
*Complies with the following CODA standard(s)*
CODA Standard 2-8
CODA Standard 2-9
CODA Standard 2-10
CODA Standard 2-18

DEN 150 Infection Control for Dental Practices
Course Description
Introductory principles of microbiology, classification and characteristics of microbes with primary consideration to pathogenic microorganisms, causes of disease, transmission of infectious disease, immune response, universal precautions, handling of hazardous materials and infection control techniques according to OSHA and ADA guidelines.
*Complies with the following CODA standard(s)*
CODA Standard 2-8
CODA Standard 2-12

DEN 232 Chairside Assisting II
Course Description
Continuation of DEN 134 Chairside Assisting I. This course will provide a foundation for assisting in the dental specialties of oral and maxillofacial surgery, endodontics and removal prosthodontics, periodontics, orthodontics and dentofacial orthopedics and pediatric dentistry. Procedures, instruments and materials involved in these areas will be studied.
*Complies with the following CODA standard(s)*
CODA Standard 2-8
CODA Standard 2-10
CODA Standard 2-15
DEN 237 Dental Radiology II  
**Course Description**  
Continuation of DEN 138 Dental Radiology I with more intensive experience in exposing, processing and mounting intraoral films using the DXTTR manikin and patients. Students will be closely supervised and an evaluation will be made of each completed survey. Radiographic safety and infection control procedures are emphasized.

*Complies with the following CODA standard(s)*  
CODA Standard 2-16  
CODA Standard 2-17  
CODA Standard 2-18

DEN 208 Dental Practice Management  
**Course Description**  
This course will provide instruction in additional business office procedures with an introduction to computer and dental software, business ethics and jurisprudence, business oral and written communications, inventory systems and supply ordering, maintenance and retention of business record, management of patient information, financial and recall systems.

*Complies with the following CODA standard(s)*  
CODA Standards 2-11  
CODA Standards 2-19

DEN 227 Dental Materials II  
**Course Description**  
This course is a continuation of DEN 127 Dental Materials I and includes identification of materials used in general dentistry and dental laboratory procedures. Proper manipulation of materials, their uses and correct storage are practiced. Study various laboratory procedures including manipulation of waxes, polishing and cleaning removal prosthesis, manipulation and use of acrylic and thermoplastics.

*Complies with the following CODA standard(s)*  
CODA Standard 2-8  
CODA Standard 2-15
DEN 111 Dental Health Education

Course Description
This course is a project based course intended to provide opportunities for students to engage in service and community-based learning experiences.

Complies with the following CODA standard(s)
CODA Standard 2-20

DEN 242 Clinical Experience

Course Description
This course gives the students the opportunity to apply and practice the principles and procedures studied in the formal academic program. In private practice dental offices (both general and specialty), government clinics and public health facilities, students demonstrate the principles of chairside assisting, dental laboratory procedures and dental office procedures. Students will be assigned to two general practice offices and one specialty office.

Complies with the following CODA standard(s)
CODA Standard 2-4
CODA Standard 2-21
CODA Standard 2-22
CODA Standard 2-23
CODA Standard 2-24
CODA Standard 2-25
CODA Standard 2-26
CODA Standard 2-27

Credit Hour Definition

The "credit hour" is the basic unit of measure used for determining college credit. The accepted definition of a credit hour is one (1) hour of instruction and two (2) hours of work outside of class per week for a full semester. Therefore, Salina Area Technical College, in accordance with federal government guidelines and Higher Learning Commission expectations, defines the credit hour as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

For a lecture class, one credit is considered to be one hour of lecture class time and two hours per week of work outside of class. For the typical three credit hour class, a student spends three hours per week in class and should expect to complete at least six hours per week of work outside of class.
ACCEPTANCE AND ADMISSION REQUIREMENTS

➢ Be 18 years of age or older by September 1st
➢ Receive high school diploma or equivalent
➢ Successfully complete applicable preadmission testing and/or advising
➢ Complete advising and Dental Assistant Department orientation
➢ Complete an eight-hour observation in a dental office
➢ Complete program required essay
➢ Complete a tuberculosis skin test and provide skin test verification documentation from a health care provider
➢ Complete background check
➢ Complete Hepatitis B immunization series and MMR series

RE-ADMISSION

There may be circumstances when a student is not capable of finishing the program, i.e., not the right time in the student’s life or possibly dismissal from the program. Students may have the option for reapplying to the program based on the following criteria:

- The student has made their intention clear not later than June 1st prior to the year of entry
- Has not been removed from the program for more than one year
- Students will be allowed to reenter one additional time
- Students who have met the criteria above will placed in advanced placement and will not have to retake any courses that have been completed with a ‘C’ or better.
WORK ETHICS/PROFESSIONALISM

Salina Area Technical College is committed to the development of good work habits. Research confirms a strong correlation between school and job performance in areas of absenteeism, attitude, teamwork and successful completion of tasks. Work ethics and professionalism relates to the intellectual, ethical, behavioral and attitudinal attributes necessary to perform as a dental health care provider and interact in a collegial and professional manner with peers, faculty and the public. Each week is worth 30 points. See Appendix A

Code of Conduct

It is the responsibility of the student to:

1. Ask for help whenever lacking information, knowledge or skill.
2. Maintain a dignified relationship with instructors, fellow students and clinical staff members.
3. Be courteous and attentive at all times.
4. Show initiative, taking advantage of every opportunity to learn.
5. Complete all class assignments on time.
6. Accept constructive criticism as a basis for self-improvement.
7. Expect supervision of procedures by an instructor throughout the entire course period.
8. Recognize responsibility for correct and careful use of school and clinical property.
9. Abide by the program’s written class dress code while at school and on clinical rotations or community service activities.
10. Demonstrate professionalism through appropriate behavior and dress.

See Appendix B and C

*Students who fail to follow the code of conduct will be remediated.

Personal Belongings

Students will be assigned a locker located across the hall from the dental classroom. It is recommended you keep your locker locked. Any lost property is not the responsibility of the dental assistant program or school.
DENTAL ASSISTANT DEPARTMENT DRESS CODE

The students must wear a complete uniform on lab days and while on clinical rotations.

Complete uniform is as follows:

- Black scrub pants (provided by SATC)
- Scrub tops may be worn of same color as pants. White or black crew neck T-Shirts can be worn instead as long as they are plain with no pockets or words. If white shirts are worn, no undergarments can be seen through shirt. Salina Tech School T-shirts are allowed.
- Black crew neck lab coats will be worn during ALL pre-clinical, lab, and activities involving possible contamination. (provided by SATC)
- Scrubs must be clean, neat and wrinkle free; scrubs must cover mid-section while sitting, standing, or bending over. (NO SKIN SHOWING) Pants should not touch the floor. Students are responsible to hem the pants if they are too long.
- Closed toe shoes are required (leather shoes or nursing shoes NO MESH/CLOTH)
- Hair must be pulled back and secured while in lab or when on clinicals. NO hair should be able to obstruct the eyes.
- Finger nails must be no longer then the pad of the finger, clean and well-manicured. NO polish shall be worn on nails nor fake nails.
- X-ray badges must be worn at all times in radiology lab. (There will a $30 charge to the student for lost or damaged x-ray badge). Before graduation x-ray badges must be turned in to the instructor or the $30 fine will be subject.
- Safety glasses with side shields will be worn in the lab and on clinicals. You will be given one pair and it will be your responsibility to take care of them. They must be clean and available.
- Students may wear stud earrings ONLY.
- Facial jewelry shall be removed prior to going to lab and clinicals.
- The only jewelry allowed on the hand is a silicone wedding band. Any settings harbor bacteria and will not be worn in lab or clinicals. No bracelets. On or off, your jewelry is your responsibility.
- No perfume, perfumed lotion, body sprays, etc... This reduces risk of allergen or asthma attacks.
- No un-natural hair color is acceptable.
It is recommended that students have at least two sets of uniforms - black scrub pants, black crew neck lab jacket (with SATC logo and student’s name embroidered on them). You will be provided with two sets of scrubs through program fees already paid. If more are desired, they can be purchased at the cost of the student.

*Disciplinary action:*

Students will not be allowed in the lab area if there is an infraction of the dress code until the infraction is corrected. This will result in a loss of points for a daily grade and no ability to make up work missed during this time. Remediation will occur for habitual infractions of the dress code.

**DENTAL ASSISTANT PROGRAM GUIDELINES**

1. Students will follow the dress code of the dental assistant program.

2. No use of tobacco products, or facsimile thereof, is allowed in the building or on any school property including parking lots. The designated smoking areas are to be determined. No smoke odor in classroom or clinical site.

3. Language not considered appropriate for a health care provider/classroom will NOT be tolerated. Keep it clean or keep it private.

4. No food or drink will be allowed in the lab or clinic. Due to desks having computers, drinks must have a lid or cap on it in the classroom. No gum in the lab or on clinical rotations.

5. All students will wear safety glasses with side shields at all times in the lab and clinic.

6. Be on time and come prepared. Be ready to start class on time, walking in at the start of class is considered late.

7. Respect the property of the school and others. Each student is to keep the work area neat and clean. Lockers are for books, coats, and book bags. All materials must be cleaned up and put away before leaving for the day. Tabletops must be completely cleaned off every day before you leave.
8. The office telephone is to be used for emergency calls only! Messages will be taken and given to you. The department phone number is 309-3125. It is better to have emergency calls go to student services due to instructors are not always available to answer the phone 309-3100.

9. **Students will not be allowed to have cell phones on during class time.** Phones will be shut off and can be checked at breaks and lunch. If a student is found receiving/making phone calls or text messages during lecture or lab, the student may be either counted absent or asked to leave. **If a cell phone is disruptive during a quiz/test you will receive a 0 for that quiz or test period.** These rules apply to the classroom, clinic and clinicals.

10. Grades are based on a percentage scale. 100-93=A, 92-83=B, 82-75=C, 74-70=D 69 or below=F. Satisfactory progress is considered above 75%. **If there is ever a question on grading, please see the instructor of the class the grade was issued for.**

11. Quizzes are a tool to help students and instructors know how well the material is understood by students so areas can be improved upon prior to exams. Students should be prepared for quizzes/tests at all times.
    - If a quiz or test is missed, a zero (0) will be recorded.
    - If a student arrives late to class after a quiz has started, it will be considered a zero (0).
    - If a student is late to class for an exam, no extra time will be given for completion.
    - If the student is more than 15 min late to class when an exam is given, the student will be considered absent and make up guidelines must be followed to complete exam requirements.
    - You have the right to request a review of any question, however, you must submit a request in writing. **Appendix G**

*Tests can only be made up before the start of school the first day back from an absence. Make arrangements with instructor of the course. If a test is missed due to extenuating circumstances, the exam may be made up at the beginning of the next school day prior to class starting. (Extenuating circumstances are to be determined by the instructor and will require documentation.)*
12. Grades for the department are posted on Canvas. It is up to the individual student to keep up on quizzes/tests/assignments/competencies. Test/Quiz scores will be provided within one week after the test or quiz has been given.

***If any grade falls below a 75%, remediation will be done to help student improve grades on subsequent tests/quizzes. See Remediation/Enhancement Policy Appendix D

13. Students will follow the attendance policy of Salina Area Technical College. Excessive absences of more than 5 missed days can result in dismissal from the program. You are required to call if you will be tardy or absent from class or clinical. You can call the Dental Assistant Department 309-3125, email instructors, or text instructors with tardiness/absences.

14. School schedule: See Semester calendar

15. Students are not to be disruptive in class. This can include excessive noise, horseplay, sleeping, tardiness or any other issue that may disrupt the ability of other students to learn. If a student is disruptive, the student will be required to leave the class for the rest of the class period and up to the rest of the day. (This is instructor’s discretion.)

16. Dental Assistant students are to park in the parking lot across the street from building A and not directly in front of the building.

17. All students are required to have a laptop capable of running the dental software utilized in the program. Windows based only. No APPLE or CHROME BOOKS. Jump drives will be given the first day of class.

18. Computers will be closed during lecture time, unless being utilized in conjunction with lecture (instructor discretion). Students are not allowed to be on social media sites or use computer for in a way that is unrelated to the subject at hand. Computer privileges may be taken away by the instructor or administration for disrespectful use.

19. If a student does not have his/her laptop at school, and assignments, tests, quizzes, etc... are assigned, the student will receive a zero for that assignment, test, quiz, etc... unless extenuating circumstances* arise.

*extenuating circumstances are at discretion of instructor.
Dental Assistant Grading Guidelines

SATC Dental Assisting program has a two-part grading policy:
1. Each course will have a separate grade as a part of the total program and will show up on the student’s permanent transcript. Students must maintain a C (75%) in order to pass part one.
2. Competencies are graded as pass/fail. If a student is unable to pass a competency, they will be removed from the program regardless of the grade the student maintains in part one of the policy.

All assignments, videos, group and individual projects, lecture/discussions, field trips, lab projects, lab and clinic sessions will be assigned a specific point value. At the end of the course, the student’s total points including the daily grade total will be tabulated and converted to a percentage of the total points possible and weight. The grade is based on that percentage.

Clinical grades will be based on evaluation forms completed by the dentist and/or their staff and by the dental assistant instructors. Class assignments and participation in school clinical activities, evaluations, completed clinical hours, attendance, journals, thank you notes and timecards will all contribute to your clinical grade.

SATC Competency Grading Policy

Competencies are recorded as pass/fail and do not weigh in on your overall grade. The required percentage in order to pass is located at the top of each competency. You must pass all competencies in order to complete the program. Lab/competency grades are given on a scale from 0–2 and averaged to a percentage:

2 – Student meets criteria without assistance
1 – Student requires assistance to meet the stated criteria
0 – Student was still not able to meet criteria after assistance was given

If you are absent when a comp is due, you will receive a zero until work is made up. Lab skill assessments must be made up within one week. All competencies have to be completed at a specific percentage proficiency as noted on the competency sheet. This percentage will vary based on the competency being completed.
All Competencies/Test must be completed at the specified proficiency to successfully complete the dental assisting program.

Steps to complete a competency sheet are as follows:

1. One self-evaluation. You must grade yourself to the best of your ability. Be honest, as this will help you discover what you need to work on before testing out. This will not count toward your grade.

2. One peer evaluator (classmate) must grade you to the best of their ability with ethics, integrity, and honesty on the competency sheet. Be honest, as this will also help your classmate discover what they need to work on before testing out. This will not count toward your grade. They must sign off on their evaluation.

3. When the student pair has completed steps #1-2, and feel he/she is ready to have an instructor evaluate the skill, they will notify the instructor and hand the competency sheet to the instructor. The pair will continue to practice this skill, and will not cause a distraction for others who are being evaluated.

4. The instructor will watch each student of the pair and if the student is deemed competent, no further action is needed. If the student is deemed to need enrichment of skills, an enrichment session will take place prior to a second or third attempt.

Remember, this policy is to help you become the best assistant possible. Take the other person’s comments in to consideration when learning a competency. Please take constructive criticism well and learn from it. Everyone is on the same team. You may find yourself working with a classmate at a dental office. Make sure you help each other so his/her skills and yours are skills you can be proud of.

We are here to help you with your competencies during your practice time with any questions and concerns. Use your time well; there are a lot of competencies and class work to be done. If you are done with your competency, class work, homework, projects, etc... may be worked on as approved by the clinical instructors. Please do not assume there is nothing else to do in clinic while waiting for evaluation.

There will be only 3 attempts for an instructor to grade a competency.

1) If competency is met on the first attempt, no other action is needed—great job! If enhancement is needed the student’s skills will be enhanced and the student will be re-evaluated according to the plan.
2) If competency is met on second attempt, no further action is needed—wahoo! You did it!! If enhancement is needed again, the student’s skills will be enhanced and the student will be re-evaluated according to the plan.

3) If competency is met after third attempt, no other action needs taken. Awesome job! Your hard work paid off!! If competency has not been met yet, a meeting with the course instructor(s), program administrator, and the student will be scheduled, and the student will be released from the program. (Unless extenuating circumstances has hindered the student’s success.)

   a. Remember— a great attitude goes a long way when learning. Not all skills are easily acquired.

**Any policy/procedure is subject to change. If this happens the students will be notified**

**Distance Education**

To ensure student privacy, all students are verified by the use of secured login and passwords set up through Canvas Learning. Exams are proctor by Dental Assisting Program Instructors. Students are not charged an extra fee for distance education in the Dental Assistant Program.
Make-Up Work Guidelines

Call, text or email the instructor if you will be late or absent, just like you would in your place of employment. Each instructor's numbers and email can be found on the syllabi. If you do not call, text or email, you will lose points on the daily grade and may not be able to make up the work. Class time is very important! Please schedule appointments outside of school hours. If that is not possible, inform instructor and have a note from appointment when you return. Without a note, no make-up work will be accepted.

It is your responsibility to come to the instructor for make-up work due to your absence. If you want to discuss what you have missed, or make arrangements before an absence, please come to the instructor before or after class. Get notes from other classmates before or after school, not during class. Make-up work will not be discussed during class time. Make-up work must be completed no more than one week after returning to class.

If a student is found to be doing homework/assignments during class for a different class, that student’s work is subject to a 0. Students should be concentrating on the class they are in during its respective class time. Not working on other materials unless approved by course instructor.

An excused absence is considered an individual or immediate family illness, death in the family, doctor’s appointment (if cannot be scheduled after school a note is needed as to why), religious observance, school activity or court proceeding. Weather conditions may be excused in certain circumstances. You must call in before class starts or make arrangements ahead of time for an absence to be excused. Excused absences are at the instructor’s discretion.

An unexcused absence is not attending class for a part of the day or the entire day due to anything other than the above stated reasons. If you do not call in and let the instructor know that you will not be in class, it is considered an unexcused absence. Students will not be allowed to make-up work for unexcused absences.

Remember you must have above 80% attendance and at least a C average (above 75%/2.0 GPA) to be able to attend clinicals and to graduate. Many second semester courses require successful completion of first semester courses as prerequisite courses.
Academic Integrity

Students who compromise the academic integrity of the classroom, laboratory, internship or clinical areas are subject to disciplinary action, which may result in probation, suspension, and/or expulsion from SATC. Violations of academic honesty include, but are not limited to cheating, plagiarism, falsification, forgery or alteration of records. The student will be notified of any incident and given an opportunity to meet with the Program Administrator.

Attendance Policy

The Dental Assisting Program is now your "job". Think of your grades as your paycheck. Class attendance is essential for students to realize their fullest potential from their educational efforts. A student who is habitually late will miss the heart of the course. This class is preparing you to be a professional. You are expected to act like a professional from this day forward. This means, arrive each day fully prepared to learn, demonstrate the ability to communicate effectively, show respect for others and follow the rules.

Tardiness

- A tardy is considered any time missed up to the first 15 minutes of class with notification to instructor of impending lateness. Time missed will be deducted from your attendance grade (3 tardies are equivalent to 1 absence)
- If over 15 minutes late, an absence will be recorded if no notification to instructors of lateness was made. If over 15 minutes late with notification a student will not be considered absent, only late.
- If a student is habitually late, disciplinary actions will be taken, possibly resulting in removal from the program.

Classroom and Lab Attendance Policy

- Students are expected to arrive to lecture prepared to start class at 8 a.m.
- Students are expected to arrive to lab 15 minutes early (7:45 a.m.) to participate in huddle before lab begins
- When 10% of the total class/lab time is missed, the student will receive a letter grade reduction and be placed on academic probation.
- Absences of 20% or more will result in a failing grade and dismissal from the course.
- Students are responsible for reviewing the make-up policy pertaining to coursework, quizzes, exams and laboratory assignments, etc.
- Students are expected to attend all classes or to notify their instructor by email, text or voice message.
**Clinical Attendance Policy**

To meet minimum clinical requirements according to the CODA standards, students may not miss more than three (3) days in DEN 242, Clinical Experience. Students who miss more than three (3) days will be subject to make up time. See course syllabus for more information. See Appendix F.

**Clinical Experience**

In the program's second semester, students will perform clinical rotations at local dental practices. Students will be assigned to do two (2) general practice and one (1) specialty practice rotations. Prior to enrollment of DEN 242, students must have a current flu shot record on file. Students are required to have their own transportation to clinical rotation sites. Some rotation sites can be up to 1+ hour away, so you will be responsible for transportation costs. Lack of transportation and/or car complications are not exemptions for attendance. See course syllabus for more information.

**HIPAA**

Students will be trained on the Health Insurance Portability and Accountability Act (HIPAA) in their first semester of the program. Students will be held accountable for proper practices of maintaining HIPAA. Violation of HIPAA throughout the program will result in disciplinary action, including but not limited to, immediate program dismissal.

**Insurance**

Liability and Accident Insurance policies are included in the course fees. However, students are responsible for all personal medical expense.
Graduation and Certifications

Graduation
All students who successfully complete the Dental Assistant Program will receive a Technical Certificate, attesting all the requirements have been fulfilled. Students who wish to complete their Associates of Applied Science must meet with an academic counselor to ensure all required classes outside of the Dental Assistant Program are met.

Nitrous-Oxide Administration Certification
Students will have the opportunity to receive their certification in administration and monitoring of nitrous-oxide analgesia upon successful completion of the program. Certification is part of DEN 246 - Dental Science - and is approved by the Kansas Dental Board. Students will obtain their certification only after the student has successfully completed all components of the Dental Assistant Program. Students who successful complete DEN 246, but have not fulfilled the program requirements will have a three (3) year grace period to complete the program requirements. If the three (3) year grace period lapse, the student must re-enroll in to another Kansas Dental Board approved nitrous-oxide course to obtain certification.

Dental Assistant Certification
Accreditation has been granted to SATC Dental Assistant Program by CODA and ADA. This accreditation gives students the opportunity to take the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) examination with Pathway I. The CDA exam consists of three examination: General Chairside, Radiology and Infection Control. All three exams must be successfully completed to receive CDA certification. The DANB examination fee is built into your DEN 242 course costs to cover one attempt at completing all three exams successfully. If a student does not complete all three exams on the first attempt, students are encouraged to retake the failed exam at their own expense. Visit www.danb.org for more information.
SATC DENTAL CLINIC AND LABORATORY OPERATIONS

Infection Control Guidelines

1. Personal Protective Equipment (PPE)
   • Students/staff will begin all lab courses with 20 second hand washing
   • Students/staff will wash hands or use alcohol based hand sanitizer (in the absence of debris) prior to gloving and after removal of gloves.
   • Students/staff must wear SATC approved scrub jackets and other PPE for all treatment procedures
   • Scrub jackets will be removed before leaving clinic/lab area and will be dropped in the dirty basket in sterilization for washing. Scrub pants and other tops can be laundered at home.
   • Follow all infection control procedures as directed when working through each competency
   • PPE not required when working on practice models/manikins

2. Decontamination/Sterilization
   • Utility gloves must be donned prior to instrument sterilization, treatment room disinfection, and handling of sharp instruments
   • Instrument Sterilization
     ➢ Instruments are brought to sterilization lab in basket coordinating with each dental unit, rinsed to remove large debris, and then placed in ultrasonic machine approximately 15 minutes.
     ➢ Instruments are thoroughly rinsed and dried, packaged in the appropriate size bag and properly sealed
     ➢ All bags must be labeled with the initials of who bagged the instruments and the date and which sterilization unit was used
     ➢ Sterile all heat sensitive instruments with approved chemical sterilant
   • Ultrasonic Machine
     ➢ Solution will be prepared according to manufacturer’s instructions at the beginning of each clinical day by the sterilization manager
➢ Solution will be properly disposed of at the end of the day

• Students will clean and disinfect all surfaces using approved disinfectant
• Students/staff will handle sharp items with caution. “Sharps” will be disposed of in a labeled “sharps” container
• Hazardous/infections material will be disposed of in a manner consistent with local laws.
• Impressions will be disinfected prior to pouring.
• The weekly clinical managers will be in charge of managing sterilization lab area, clinical lab area and radiology lab area

3. Treatment Room

• Students will wash hands prior to treatment room preparation
• Students will wash hands and wear utility gloves to disinfect a room after treatment
  ➢ Remove barriers
  ➢ Pre-clean and dry and then clean and let sit 3 minutes
  ➢ Carry instrument tray or basket to sterilization
  ➢ Follow sterilization procedures to sterilize instruments

4. Dental Unit Waterline (DUWL) and Evacuation System

• Waterlines are to be flushed for two minutes at the beginning of the day and for 20-30 seconds between patients using the air/water syringes and hand piece hoses.
• Distilled water is used at SATC clinic in the removable water bottles and must be emptied at the end of each week. Emptied distilled water should NOT go down the sink and should be put in distilled sterilization water container to be used for sterilization machines.
• The evacuation system will be cleansed with approved dual enzymatic cleaner daily

5. Biological Monitoring

• Biologic monitoring will be performed weekly
• Sterilization manager will be in charge of running the biological monitoring

6. Clinical Managers

• Students will be assigned the duty of clinical management to include: Sterilization, Lab, Radiology, Operatory and Classroom
• At the end of each clinic day the student assigned a management duty will fill out the duty sheet and turn into the instructor at the end of the day.
7. Before students are capable of working on other students as patients, the following competencies/exams must be completed with the indicated proficiency:

- **DEN 150 - Infection control**
  - OSHA training exam
  - Universal Precautions/Bloodborne Pathogens exam
  - Handwashing Competency
  - PPE Competency
  - First Aid Competency
  - Treatment Room Disinfection Competency
  - Instrument Sterilization Competency
  - Biological Monitoring Competency
  - Liquid Chemical Sterilant Competency
  - Waterline Competency

- **DEN 127 - Materials I**
  - Lab Safety Rules exam

- **DEN 246 - Dental Science**
  - CPR

8. Nitrous-Oxide Monitoring/Storage/Policy

- Nitrous-oxide is for training purposes only
- Students who are pregnant will not be allowed to complete the administration and monitoring of nitrous-oxide sedation competency until released by a physician.
- Students must successfully pass medical emergency competencies within the course in order to proceed with the final nitrous-oxide competency
- Before nitrous-oxide sedation training, students must acquire full medical history and informed consent.
- Nitrous-oxide sedation training will take place under the direct supervision of at least one dentist and one dental hygienist certified in anesthesia and nitrous-oxide sedation.
- Nitrous-oxide levels will be maintained at a level no higher than 50% nitrous-oxide and 50% oxygen.
- Documentation of nitrous-oxide training will be documented in the student’s patient chart
- A scavenger system will be used at all times while nitrous-oxide is administered
Radiology Guidelines

1. Radiographs must be exposed for diagnostic purposes only, not solely to achieve instructional objectives therefore:
   - Full mouth surveys should not be taken more frequently than every 3 years, unless directed by a dentist
   - Bitewing radiographs should not be taken more frequently than once a year, unless directed by a dentist
     - All recruited patients must complete a medical history and a consent form. BEFORE exposing radiographs all forms must be complete and reviewed by the instructor. No radiographs will be taken without instructor approval. See appendix E for consent form.
   - Before exposing radiographs on a recruited patient, students must successfully complete three (3) diagnostic full mouth surveys on DXTTR (80% first semester)
   - Retake Policy: Retakes must be instructor approved.
     - Maximum of three (3) retakes for full mouth survey
     - Maximum of one (1) retake for 4 bitewing series

2. Radiation Hygiene
   - Wear dosimeter at all times while in radiology lab
   - Follow radiographic exposure guidelines
   - Never take undeveloped film, incomplete surveys, recruited patient radiographs or radiation dosimeter out of the building.

3. Radiation Safety Procedures
   - Only the patient will be in the exam room during radiographic exposure.
   - Any person assisting a patient in the exam room shall be recorded on the patient log as a holder.
   - Any person helping or assisting a patient shall wear a lead apron.
   - Any student or instructor performing a radiographic procedure shall stand behind the protective barrier for exposures.
   - Lead aprons will be used on all patients.
   - Collimators, diaphragms, or cones will be used to collimate the useful beam to the area of interest.
   - Gloves will be worn for all radiographic procedures on live patients
   - Safety glasses will be worn for radiographic procedures on live patients
   - The x-ray exposure areas will be disinfected after each patient.
All radiographs will be given a grade for each patient. Radiographs, along with a critique sheet attached, will be placed in the student's file to be graded prior to retaking any radiographs. Retakes will be critiqued also and placed into student's file for evaluation.

Hazardous Communication Program

1. To comply with 29 CFR 1910.1200, the following written Hazardous Communication Program (HCP) is to be implemented. The program is responsible for providing updated Material Safety Data Sheets (MSDS). The book may be found in the dental laboratory clinic. Students will be provided training on hazardous chemicals and materials prior to their use.

2. Container Labeling
   - The Infection Control Instructor is responsible for all containers of hazardous chemicals entering the lab and will assure all chemicals transferred into a secondary container have been properly labeled with the following:
     - Chemical name
     - Required PPE
     - Hazard warnings to include target organs

3. Materials Safety Data Sheets and Inventory List of Hazardous Chemicals
   - The Infection Control Instructor will be responsible for maintaining MSDS system.
   - New chemicals should not be used until MSDS has been obtained

4. Training and Information
   - Before new students start working with hazardous materials, the instructor will distribute copies of HCP and go over HCP and will review MSDS applicable to their lab/clinical experience. During the introduction of new materials and chemicals, all students/staff will be trained on its function, proper use, and associated hazards.
   - The minimum orientation and training for a new student will include the following:
     - A list of hazardous chemical in the lab
     - Location of written HCP
     - Information on physical and health effects of the hazardous chemical
     - Methods and observation techniques to determine the presence or release of hazardous chemicals
➢ Information on how to lessen or prevent exposure to hazardous chemicals
➢ Emergency procedures to follow if exposure to any chemical occurs
➢ How to read labels and MSDS to obtain appropriate hazardous information
➢ The location of the MSDS file and hazardous inventory list

Dental Laboratory Rules and Regulations

Dental lathes, model trimmers, gas torches and other types of equipment and materials are hazardous and require safety protocols. The following rules are to be practiced at all times in the dental assistant lab:

1. **Equipment:** No equipment is to be used in the laboratory without previous instruction and permission from the instructor. No equipment is to be used before or after class hours without special permission and only if the instructor is present. Handle equipment with care and store properly.

2. **Electrical:** When pulling electrical plugs from the receptacle, grip the plug, not the cord. Serous electrical burns can result if cords separate from the plug. Report any broke or frayed electrical cords.

3. **Burns:** Torches, spatulas, sterilization units are obvious hazards. Chemical contact with hands or clothing can be removed with running water. Report all burns to course faculty.

4. **Laboratory Attire:** See dress code.

5. **Personal Protective Equipment:** PPE in the dental lab will be eyewear with all activities. PPE instructions will be given prior to all lab activities.

6. **Spills:** Spilled liquids should be mopped up immediately. Broken glass should be swept immediately. Report all spills of hazardous material to course faculty.

7. **Asepsis:** Keep your hands away from your face. Wash hands at the end of lab with soap and water. Gloves must be worn when performing procedures or when handling contaminated objects. No food or drink is allowed in the dental lab.

8. **Reporting:** Any equipment that appears to be malfunctioning should be reported immediately to course faculty.

9. Know emergency protocols per SATC department and college handbooks
10. Think before you act!-don’t be the cause of an accident! **NO HORSE PLAY!!**
**POLICY ON BLOODBORNE DISEASE**

Salina Area Tech will not discriminate against any student or prospective student on the basis of that student having a bloodborne disease. The Dental Assistant Program will not discriminate or refuse treatment to anyone on the basis of that person having a bloodborne disease. All patients and students will be required to complete a health history prior to treatment. This history information will remain confidential and on file with the Dental Assistant Program. All patients will be treated following current infection control methods and universal precautions. Students will not be permitted to treat patients until they have successfully completed training in infection control methods, infectious diseases and universal/standard precautions.

**POLICY ON USE OF SOCIAL MEDIA**

SATC recognizes that social networking has changed the way people communicate and that students want to be a part of this ever-changing platform. However, because social networking is so accessible and has blurred the lines between personal and private, there are a number of concerns with social networking sites of which you should be aware. Realize that the information you post may be available to anyone, including SATC faculty, fellow classmates, current and prospective employers and many more. While SATC encourages online collaboration, we would like to provide you with a policy and set of guidelines for appropriate online conduct to avoid the misuse of this communication medium.

- Online can mean forever. Remember what you post is accessible long after you remove it. Comments can be forwarded or copied. Years from now prospective employers could find posts you create now. If it is not something you would say to a person face to face, you should think twice about posting it online.
- Do NOT use social medial to post content that is obscene, defamatory, racist, harassing, threatening, bullying or otherwise injurious to another person or entity.
- Do NOT use social media to spread gossip, rumors or other unverified information. Furthermore, do not assume that everything posted on social media is true.
- Do NOT be rude or argumentative or use inappropriate language.
- Do NOT insult, disparage, disrespect or defame the College, faculty or members of the Salina community.
- Do NOT post information that you observe or assist in while out in the community setting. You are required to abide by HIPAA Law!

*There are consequence for misuse of social media, including probation and dismissal from the program based on discretion of the Program Administrator.*
Managing Emergency Situations
Lab and Clinic

1. **STAY CALM!!**

2. Stop what you are doing immediately

3. Check for safety. Assess emergency/situation (medical, fire, etc.)

4. Notify the instructor immediately/tell someone to get help.
   - Instructor will call 911 if EMS is needed or assign student to make call.

5. Turn off any equipment that may be involved.

6. If Medical:
   - Provide initial first aid-vital signs, emergency cart/kit/oxygen as advised by instructor
   - Follow dispatcher's instructions if EMS activated
   - Someone will meet EMS at front doors to direct personnel to patient
   - Answer questions if needed

7. If other type of emergency:
   - Follow directions of instructor
   - If instructor is incapacitated/unconscious go to Student Services and get help
   - Fire- follow school safety procedures
   - Chemical spill-get instructor. If fumes go to fresh air, open windows, evacuate clinical area
   - Weather-follow school safety procedures

8. Use common sense

9. Debrief with class/students involved and instructors

10. **STAY CALM!!**
Dental Assistant Occupational Risk

The career of dental assisting has a variety of occupational risks that students should be aware of as they begin their clinical experience. All topics are addressed and practice throughout the program.

**Ergonomics**
Ergonomics is defined as adaptation of work environment and task to the human body. This is important in dental assisting because the profession is physical and improper ergonomics will only assure future issues with the muscular and skeletal structure resulting in a shortened career as a dental assistant.

Be aware of these motions required in dental assisting:

- Awkward positions
- Flexing or rotation wrists
- Grasping and holding instruments for long periods of time
- Handling materials
- Lifting up to 50 lbs.
- Reaching
- Repetitive movement
- Standing for long periods of time
- Stooping
- Twisting

**Standard Precautions**
Standard precautions, an expansion of universal precautions, are applied to all patients. Universal precautions is defined as voiding contact with patients' bodily fluids by means of wearing nonporous articles such as gloves, safety goggles and face shields. Standard precautions address the spread of organisms through blood, bodily fluids, secretions, excretions (except sweat) and non-intact skin and mucous membranes.

Elements of standard precautions include hand washing before and after the use of gloves, the use of PPE, proper disinfection of patient care equipment and environmental surfaces. All precautions are to prevent cross-contamination and prevention of injury relating to blood-borne pathogens.
**Bloodborne Pathogens**

Bloodborne is defined as pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). These pathogens are transmissible in health care settings such as dental office/clinic, produce chronic infection, can be asymptomatic in the carrier. The routes of transmission may be direct or indirect and include: patient to dental professional, dental professional to patient, patient to patient, dental office to community.

**Bloodborne Pathogens Exposure Protocol**

Bloodborne pathogens exposure protocol is not only applied to a stick by a needle, but any puncture of the skin which causes blood to surface, such as: dental bur, sharp instrument, etc. The first step to needle stick protocol is the prevention of a needle stick. This includes the use of safety guards, needle cap holders, or one handed scoop technique. NEVER RECAP A NEEDLE WITH BOTH HANDS (WHETHER USED OR UNUSED).

In case of such an incident, students will adhere to the needle stick protocol established by Salina Area Technical College Dental Assistant Program:

1. Immediately wash hands with antibacterial hand soap and bleed the wound.
2. Report the incident to the site manager.
3. Report the incident to clinical faculty and program director.
4. Document the exposure with the program director.
5. Obtain a medical evaluation with baseline testing from the healthcare provider of your choice, at the cost of the student.
6. If necessary, obtain post-exposure prophylaxis from the healthcare provider.
7. Receive counseling concerning precautions to take after the exposure incident and information regarding potential illnesses for which to be alert.
Radiation Exposure and Hygiene

Exposure of radiation is cumulative and is an occupational risk in the profession of dental assisting. Dental professionals should be educated on radiation hygiene and reducing their risk of exposure. It is important to understand only a dentist can prescribe radiographs for examinations and interpreting the diagnostic quality of radiographs.

Radiation Effects:
The accumulation of radiation may have adverse effects, including result in cancer. Organs considered critical in relation to radiation exposure include: lens of the eye, bone marrow, salivary glands, thyroid gland, skin and gonads. The thyroid is the most vulnerable to radiation in a dental setting; and thyroid collars are recommended when exposing dental radiographs.

Radiation Hygiene:
Radiation hygiene includes proper exposure protocols. Dental professions should be at least 6 feet away from the site of exposure. The patient should wear a lead apron and the dental professionals should wear a monitoring badge. The use of extension cone paralleling device (XCP) helps indicate the boundaries of unseen film, increasing the diagnostic qualities of radiographs and reducing the risk of retakes.

In some circumstances, a dental professional may need to be in the room during an exposure. When such circumstances arise, it is recommended to wear a lead apron with a thyroid collar and NEVER hold the x-ray film.

Nitrous-Oxide Exposure
Nitrous-oxide is used in conjunction with oxygen during nitrous-oxide oxygen sedation. This form of sedation is widely used in dental offices for noninvasive in-office sedation. In general, there are no adverse effects to the exposure of nitrous-oxide. However, prolonged exposure through low level of N20 has been associated with spontaneous abortion, fetal malformation and other disease. Prolonged exposure to high levels of N20 may be debilitating and associated with intentional abuse. High levels of exposure are not associated with today's typical use of nitrous-oxide sedation because of the evolution of administration technique and the use of scavenger systems.
# WORK ETHICS/PROFESSIONALISM EVALUATION

## Grading Scale:
3 – Exceeds Expectations  
2 – Meets Expectations  
1 – Needs Improvement  
0 – Unacceptable

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<thead>
<tr>
<th>Work Ethics Trait</th>
<th>Point Score</th>
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<tr>
<td><strong>Attendance:</strong> Attends regularly; arrives/leaves on time; notifies instructor/mentor in advanced of planned absences</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>PPE:</strong> Student is prepared for lab/clinic with appropriate PPE attire ready and available. Student follows appropriate standards for PPE throughout clinic/lab time.</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Character:</strong> Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline and self-responsibility</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Teamwork:</strong> Respects the rights of others; respects confidentiality; is a team worker; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates appropriate behavior; helpful to others; helps others with duties</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Appearance:</strong> Displays appropriate dress; grooming; hygiene; and etiquette (no nail polish; no facial jewelry)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Attitude:</strong> Demonstrates a positive attitude; appears self-confident; has realistic expectations of self</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Productivity:</strong> Follows safety practices; conserves materials; keeps work area clean and neat; follows directions and procedures; completes work on time, completes all assigned duties</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Communication:</strong> Displays appropriate nonverbal (eye contact/body language) and verbal (listening/grammar/telephone) skills</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Cooperation:</strong> Displays leadership skills; appropriately handles criticism, conflicts and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows the chain of command</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Respect:</strong> Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind</td>
<td>3 2.75 1.5 0</td>
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**Weight:**

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<td><strong>Teamwork:</strong></td>
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**TOTAL:** ________/30

**Comments:**

Appendix A
Appendix B

The Dental Assistants Creed

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

-Juliette A. Southard
Appendix C

“Commitment to my Co-Workers”
By Marie Manthey

As your co-worker with a shared goal of providing excellent care to our patients, I commit to the following:

➢ I will accept the responsibility for establishing and maintaining healthy interpersonal relationships with you and every other member of this team. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is when I need advice or help in deciding how to communicate with you appropriately.
➢ I will establish and maintain a relationship of functional trust with you and every other member of this team. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational preparation.
➢ I will not engage in the three B’s (bickering, back-biting, etc.) and will ask you not to as well.
➢ I will not complain about another team member, and ask that you not to as well. If I hear you doing so, I will ask you to talk to that person.
➢ I will accept you as you are today, forgiving the past problems, and ask you to do the same with me.
➢ I will be committed to finding solutions to problems, rather than complaining about them or blaming someone for them, and I ask you to do the same.
➢ I will affirm your contribution to quality patient care.
➢ I will remember that neither of us is perfect, and that human errors are opportunities, not for shame or guilt, but for forgiveness and growth.

I have read and agree to uphold the concept.

_________________________________  _____________________
Signature                                      Date
Appendix D

SATC DENTAL ASSISTANT PROGRAM REMEDIATION/ENHANCEMENT POLICY

The term “remediation” implies a student has failed a competency in a minor part(s) of a dental assistant course. The purpose of remediation is to correct a noted deficiency in a student’s skills/professionalism by providing additional instruction specific to the identified deficiency. Remediation is designed so upon completion, a student can perform as specified by the course learning objective(s) to a competent level as stated in the course syllabus, SATC department handbook, and or competency sheet(s).

The SATC Dental Assistant Program has chosen the terminology “Enhancement Sessions” to provide a positive learning/remediation session for a student.

At the end of the session, a copy of the form will be given to the student and the original kept in the student’s file of completed requirements with their assigned Dental Assistant Advisor. If a student fails to attend an enhancement session, he/she will need to meet with the instructor and program director to discuss clinical deficiencies and how to best meet the needs of the student at a time convenient to instructor(s)/program administrator. Students who fail to attain clinical competency, or fail to report to enhancement sessions, will meet with the course instructor and program director to discuss options of withdrawal from the course.
SKILLS ENHANCEMENT SESSION

STUDENT NAME: ________________________________________________
DATE: ________________________________________________________
INSTRUCTOR NAME: _____________________________________________

WAS SESSION IDENTIFIED AS A NEED BY: STUDENT PEER INSTRUCTOR

COMPETENCY TO ENHANCE: _______________________________________

COMPETENCY SESSION: Score of 1st attempt_____ 2nd attempt_____ 3rd attempt_____

OBJECTIVE(S) TO BE MET AS INDICATED IN THE NEED FOR SCHEDULED ENHANCEMENT SESSION:
AT THE END OF THE SESSION THE STUDENT WILL BE ABLE TO:
  1.______________________________________________________________________
  2.______________________________________________________________________
  3.______________________________________________________________________
  4.______________________________________________________________________

ASSISTANCE BY THE INSTRUCTOR WAS PROVIDED IN THE FOLLOWING AREAS:
  1.______________________________________________________________________
  2.______________________________________________________________________
  3.______________________________________________________________________
  4.______________________________________________________________________

AREAS IN WHICH THE INSTRUCTOR IDENTIFIED AS NEEDING CONTINUED ENHANCEMENT ARE:
  1.______________________________________________________________________
  2.______________________________________________________________________
  3.______________________________________________________________________
  4.______________________________________________________________________

COMMENTS BY INSTRUCTOR: _________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

INSTRUCTOR SIGNATURE: _____________________________________________
STUDENT SIGNATURE: ________________________________________________
REASSESSMENT DATE: ________________________________________________
Appendix E
SATC Dental Assistant Program
STATEMENT OF CONSENT
REQUEST FOR RADIOGRAPHS

I request the following radiographic survey:

- 4 horizontal bitewing survey
- 4 vertical bitewing survey
- 2 occlusal/2-4 bitewing survey
- Full-mouth survey (18-20 films)
- Full-mouth survey (Panoramic/4 bitewing survey)

I attest I have not been exposed to radiographs for:
- 1 year for bitewing/occlusal survey
- 3 years for full-mouth survey

I understand the:

- radiographic survey being requested is part of a comprehensive or periodic dental examination; and a dental visit is recommended to allow completion of the dental examination and review of the radiographic survey with your dentist
- the Dental Assistant Program will retain the radiograph for one (1) year or upon request, the program will send with the patient or forward the survey to the prescribing dental office
- this must be approved/prescribed by a dentist, as radiographs are a prescription

Patient name

Dentist Name

Patient Address

Dentist Address

Patient Signature

Dentist Signature

Date

Date

Program Use Only

- Sent with patient
- Forwarded to prescribing dentist
Appendix F

Dental Assistant Program
Student Contract - Clinic Experience

1. Students are required to call their assigned clinical site in the event of an absence before their assigned arrival time. Most offices have a voice mail system for this purpose. **You will be responsible for having this number.** If a message is left, you must also personally speak with your clinical mentor, by the opening of the practice.

2. Students are required to call the school to report any absence from the clinical site by 7:30 a.m. to your instructor. If a message is left, you must also personally talk to the course instructor, by 8:00 am. - **There will be no exceptions to this rule.**
   A. Failure to call the clinical site and course instructor to report an absence by 7:30 a.m. will result in the number of hours missed for that occurrence multiplied by 2.
      a. This means you must physically speak to an employee at the site and talk or receive a response from the instructor.
      b. This also applies to notifying the faculty of leaving early or office closure. **Example: Failure to call for a 7 hour clinical day = 14 hours of clinical absence. (Students cannot leave without clinical mentor approval)**
   B. **Students are to refer to clinical attendance policy for further information.**

3. Follow all administrative policies, standards and practices of your clinical site.
   A. All breaks will be assigned by your mentor.
   B. Personal cell phones are **NOT** to be used - carried-checked by students unless they are on a scheduled break.

4. Wear the complete and correct uniform: (**Dress code violates will be counted as half/whole day absent, see syllabus for more information.**)
   A. Approved SATC-DA Uniform / Lab Jacket/ Student ID See Handbook for Dress code policy.
   B. Pen, Time Sheet, Notebook.

5. Provide own transportation and meals.

6. Assume responsibility for personal belongings.

7. Present self as a student, not an employee
   A. Work within the scope of practice.
   B. Do not perform expanded functions without permission.

8. Be professional in all aspects:
   A. Maintain patient and office confidentiality in all aspects. Remember HIPPA!
   B. Avoid discussing personal life and problems.
   C. Seek supervision for any situation which you lack appropriate skills / knowledge
   D. Save detailed questions for the mentor / instructor until there is no direct patient contact.

**Students that receive an evaluation scored less than “70%” for the 1st rotation will not be scheduled for the 2nd Rotation. This could mean failure of the course.**

Expect to be closely supervised during the externship experience. As skills improve, the degree of supervision may be lessened. Different mentors may provide different degrees of supervision. Accept the supervision graciously. The clinical mentor is ultimately responsible for patient safety. Please understand constructive criticism is for your benefit.
Course instructor(s) I will always be available - by calling their office phone. Carry a small notebook at all times to document instructions for a procedure or any other pertinent information. Your mentor will provide instructions, but frequent repetition of the same information to a student indicates inattentiveness to instruction.

I understand that the following guidelines, if broken, could result in my termination from the Dental Assistant Program:

1. Request from Externship Mentor that student be removed from site – for any reason other than unavailability of clinical mentor.
2. The acceptance of any financial compensation for work done in the dental office during externship.
3. Inappropriate or unprofessional behavior while in the dental office during externship. Examples of unprofessional conduct include, but are not limited to:
   a. Refusal to perform duties as assigned by mentor or instructor
   c. Failure to follow directions / follow guidelines of SATC or Clinical Partner.
   d. Offensive language, especially in the presence of a patient.
   e. Students may not miss more than three days for clinicals.
   f. 3 consecutive days of “No Show – No Call” – WILL result in expulsion
4. Discriminating in the rendering of patient care services as it relates to human rights and dignity.
5. Jeopardizing the health and welfare of a patient in any way.
6. Any breach in patient confidentiality or the perception of any breach in accordance to federal HIPAA guidelines.
7. Leaving the externship site early without informing Dental Assistant instructors and/or mentors. All time must be reported with the exception of your lunch hour.
8. Performing expanded functions without permission. (Making provisional restoration, placing dental dam, etc…. without permission and supervision from SATC Faculty and/or office staff.

I understand that the following guidelines, if broken, will result in disciplinary action, which may include probation/ suspension/ dismissal from the Dental Assistant Program:

1. Failure to call clinical site and Dental Assistant Course Instructor to report an absence or late arrival by 7:30 a.m. or 30 minutes prior to the opening of the clinical site
2. Failing to notify the Program Director of leaving the clinical site early.
3. Excessive late arrivals absenteeism or leaving early – (more than 2 per rotation.)
4. Consistently arriving to externship site without correct uniform / supplies.

Student absent for more than 10% (4 days) of the course hours will be required to make-up the hours before graduation. These hours will be made up during finals week or according to the availability of the Program Director and clinical site - students will not be allowed to make-up more than 4 days. Students absent more than 10% (4 days) of the course hours will receive an “F” for DAS 150.
**Appendix G**
Salina Area Technical College
Dental Assisting Program
Student Test Item Objection Form

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Course:</th>
<th>Test:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am objection test item (you must write the whole question and answer options):

My rationale for objection (explain why you believe the test item is incorrect):

Reference (cite published resources, including page number, column and paragraph to validate your objection):

<table>
<thead>
<tr>
<th>Faculty Approval:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I indicated by my signature below that I have been informed that Dental Assistant students are considered at risk for exposure to the Hepatitis B virus. I understand that the information on Hepatitis B, as presented in the United States Department of Labor and OSHA Fact Sheet. THE CDC FURTHER STATES THAT ALL HEALTH CARE WORKERS WHO MIGHT BE EXPOSED TO BLOOD IN AN OCCUPATIONAL SETTING SHOULD RECEIVE HEPATITIS B VACCINE (HBV) BEFORE ANY OCCUPATIONAL EXPOSURE.

I have received the HBV vaccine.

Date of immunization: 1)__________ 2)__________ 3)__________

________________________________________ ________________

(Signature) (Date)
According to the OHSA Standard for Occupational Exposure to Bloodborne Pathogens .29 CFR Part 1910.1030, and employer is required to provide training and necessary protective equipment for each employee who has duties that require the employee to have direct contact with blood or body fluids.

Since the Dental Assistant students will have direct contact with blood and other body fluids during their training, the dental assistant department will provide training in HIV/AIDS, HBV, and Universal Precautions. Once mastery is validated, this form will be retained in the student’s record as documentation of training in HIV/AIDS, HBV, and Universal Precautions.

I, __________________________________________,
(Printed)
______________________________________________have received
(Signature)
this training on _______________________________. My Social
(Date of Training)
Security Number is _________________________________.
Verification of Student’s Mastery of Knowledge by 100% proficiency on HIV/AIDS, HBV, and Universal Precaution test.

_________________________________  __________________________________
Date  Dental Assistant Instructor
The Dental Assistant Program will provide instruction in Universal Precautions according to recommendations from the Centers for Disease Control and according to OSHA Federal Regulations. The instruction will be documented in the student’s record. I hereby agree to follow Universal Precautions while I am a student in the Dental Assistant Program. I understand that these procedures are for my protection and the protection of patients, my family members, and other health care workers while caring for those with known or unknown infections and/or communicable diseases.

I understand that a health occupation involves caring for people throughout the life span and that these people may be well or ill. As I participate in health care activities, I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndrome (AIDS), Tuberculosis, or other infectious and/or communicable diseases. **It is recommended that students have current vaccinations including those for measles, mumps, rubella and Hepatitis B. It is also recommended that students have a test for tuberculosis prior to patient contact. Students will be required to have the Hepatitis vaccination prior to going out for the first clinical rotation in September. It is understood that vaccinations, testing, diagnosis, and treatment of any infectious and/or communicable diseases, including those contracted in my clinical experiences will be at my own or my health insur er’s expenses.**

If I am involved with a needle stick or other incident while learning procedures or while caring for a patient in the role of dental assistant, I will follow the protocol of the clinical area and/or school and report the incident to my dental assistant instructor. Such activities and information will be privileged and confidential information. I understand and acknowledge that there is a preventative vaccine for Hepatitis B virus but no known cure for AIDS at this time.

I understand that I will be caring for patients with infectious diseases. If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases, I will discuss my concerns with the dental assistant staff. I also understand that the dental assistant faculty may discuss other career options with me, at my request, if this is a concern to me.

When a change in my health status occurs, I understand that it is my responsibility to inform my instructor. Such changes include pregnancy or contraction of any of the following: chicken pox, streptococcal infections of the throat, herpes simplex, herpes zoster, weeping dermatitis of hands or arms, dysentery (confirmed), staphylococcal infections, hepatitis, tuberculosis, or AIDS. I am ethically responsible for refraining from participation in clinical learning activities until I have a physician’s clearance.
I have been informed and understand that an altered state of my health, such as being infected with the AIDS virus, may increase my own health risk in relation to caring for patients with bacterial and viral diseases. I have also been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions. If I believe I have been exposed to the AIDS virus, I understand voluntary testing is strongly recommended. Therefore, I agree to seek sound medical advice for changes in my health status.

I have read the above information and acknowledge that learning opportunities regarding risks and safeguards have been provided by Salina Area Technical College, Dental Assistant Program. I have been given an opportunity to ask questions about medical requirements, health status for clinical experience, and expected competencies in health protection. Any questions I might have had regarding any of these areas have been answered to my satisfaction. I acknowledge that I have read this document in its entirety. I consent to follow the policies and procedures as explained herein.

___________________________________________    ________________________________
(Student)                                        Printed

___________________________________________
(Date)

3/92 Ball State University and Wichita State University are recognized for assistance in the development of this form
Rev.8/08 Rev.4/10
The Student-Learner Agrees As Follows:

1. To be present and on time each day in school and on at clinical site.
2. To notify the clinical office and the teacher-coordinator on days she is unable to attend clinicals or attend school.
3. To perform her clinical responsibilities in an efficient, ethical, earnest, and sincere manner.
4. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn in school and at the clinical site.
5. To conform to the rules, regulations and policies of the clinical office and the cooperative vocational education program, including HIPAA.
6. To furnish the teacher-coordinator and clinical supervisor with necessary information about the training program, to maintain an accurate record of hours, and to complete promptly all other necessary reports.
7. To consult the teacher-coordinator about any difficulties arising at the training site related to her training program and to recognize that the teacher-coordinator has the authority to make adjustments or changes in the job training.
8. To acquire the teacher-coordinator’s permission if a change in job becomes imperative. (Leaving employment without prior consent of the teacher-coordinator could result in the student being dropped from the program and will result in a loss of credits).
9. To represent the school well in the eyes of the community, employer and co-workers.
10. To maintain above 80% attendance and a C average in all course work to be eligible for clinical placement.
11. To successfully complete training in CPR/First Aid and infection control and infectious diseases prior to treating patients and receive the Hepatitis B vaccination.

_________________________________________________________         _______________________
STUDENT LEARNER                                           DATE

_________________________________________________________
Printed

_________________________________________________________         _______________________
PROGRAM ADMINISTRATOR                                         DATE
Brooke Horner, CDA, RDH, BSDH
CONSENT FOR RELEASE OF PHOTOGRAPHS

I hereby give permission to Salina Area Technical College to release my photograph and video images for use in media, college publications, websites, social media, marketing, fund raising and teaching purposes.

I understand I will receive no compensation and that permission is binding.

___________________________  __________________
Signature of Participant      Date
I have read and receive a copy of SATC Student Handbook and the Dental Assistant Program Handbook. I have been given an opportunity to ask questions about the policies of the school and the program. I agree to follow the policies stated in the handbooks and understand that failure to follow these policies can/will result in disciplinary action and possible dismissal from the SATC Dental Assistant Program.

_____________________________________
Signed

__________________________________________________
Printed
Hepatitis B Vaccination Protection

Hepatitis B virus (HBV) is a pathogenic microorganism that can cause potentially life-threatening disease in humans. HBV infection is transmitted through exposure to blood and other potentially infectious materials (OPIM), as defined in the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030.

Any workers who have reasonably anticipated contact with blood or OPIM during performance of their jobs are considered to have occupational exposure and to be at risk of being infected. Workers infected with HBV face a risk for liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer. A small percentage of adults who get hepatitis B never fully recover and remain chronically infected. In addition, infected individuals can spread the virus to others through contact with their blood and other body fluids.

An employer must develop an exposure control plan and implement use of universal precautions and control measures, such as engineering controls, work practice controls, and personal protective equipment to protect all workers with occupational exposure. In addition, employers must make hepatitis B vaccination available to these workers. Hepatitis B vaccination is recognized as an effective defense against HBV infection.

HBV Vaccination

The standard requires employers to offer the vaccination series to all workers who have occupational exposure. Examples of workers who may have occupational exposure include, but are not limited to, healthcare workers, emergency responders, morticians, first-aid personnel, correctional officers and laundry workers in hospitals and commercial laundries that service healthcare or public safety institutions. The vaccine and vaccination must be offered at no cost to the worker and at a reasonable time and place.

The hepatitis B vaccination is a non-infectious, vaccine prepared from recombinant yeast cultures, rather than human blood or plasma. There is no risk of contamination from other bloodborne pathogens nor is there any chance of developing HBV from the vaccine.

The vaccine must be administered according to the recommendations of the U.S. Public Health Service (USPHS) current at the time the procedure takes place. To ensure immunity, it is important for individuals to complete the entire course of vaccination contained in the USPHS recommendations.

The great majority of those vaccinated will develop immunity to the hepatitis B virus. The vaccine causes no harm to those who are already immune or to those who may be HBV carriers. Although workers may desire to have their blood tested for antibodies to see if vaccination is needed, employers cannot make such screening a condition of receiving vaccination and employers are not required to provide prescreening.

Employers must ensure that all occupationally exposed workers are trained about the vaccine and vaccination, including efficacy, safety, method of administration, and the benefits of vaccination. They also must be informed that the vaccine and vaccination are offered at no cost to the worker. The vaccination must be offered after the worker is trained and within 10 days of initial assignment to a job where there is occupational exposure, unless the worker has previously received the vaccine series, antibody testing has revealed that the worker is immune, or the vaccine is contraindicated for medical reasons. The employer must obtain a written opinion from the licensed healthcare professional within 15 days of the completion of the evaluation for vaccination. This written opinion is limited to whether hepatitis B vaccination is indicated for the worker and if the worker has received the vaccination.
Declining the Vaccination

Employers must ensure that workers who decline vaccination sign a declination form. The purpose of this is to encourage greater participation in the vaccination program by stating that a worker declining the vaccination remains at risk of acquiring hepatitis B. The form also states that if a worker initially declines to receive the vaccine, but at a later date decides to accept it, the employer is required to make it available, at no cost, provided the worker is still occupationally exposed.

Additional Information

For more information, go to OSHA’s Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: https://www.osha.gov/SLTC/bloodbornepathogens/index.html.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the “U.S. Department of Labor” listing in your phone book, or call us toll-free at (800) 321-OSHA (6742).

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It’s confidential.