

INDIAN HILLS COMMUNITY COLLEGE



PROGRAM POLICY MANUAL
FOR

DENTAL ASSISTING
2014-2015

2014-2015

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Welcome to the Dental Assisting Program!

Welcome to the Dental Assisting Program at Indian Hills Community College. This program is four terms (12 months) in length. Upon successful completion of this program, a diploma will be awarded. Graduates will be eligible to take the Dental Assisting National Board (DANB) exam and must register with the Iowa Dental Board after graduation to legally work in Iowa.

Indian Hills Community College is a public post – secondary institution accredited by the Higher Learning Commission of the North Central Association. IHCC is also accredited by the Iowa Department of Education. The Dental Assisting Program is seeking accreditation from the Commission on Dental Accreditation.

The Dental Assisting program is part of the Health Sciences Division. Jill Budde is the Dean of the Division and Heidi Jones is the Department Chair of the Health Programs. The Program Director is Carol Sexton-White. The Clinical Coordinator is Kim Brown.

This Program Policy Manual has been developed by program staff and is published to familiarize you with the overall campus operations and specific Dental Assisting policies and procedures. It is to serve as a guide for all students enrolled in the Dental Assisting program. The student Program Policy Manual supplements the Indian Hills Community College Student Handbook and the college catalog; consequently all policies and procedures from the Student Handbook are to be observed in addition to those outlined in the following pages.

This booklet contains specific information that may help you understand the policies and procedures of the Dental Assisting program. Please read this manual carefully and ask questions if any of the information is unclear. **You are responsible for being familiar with the information in this manual.** It is important and the information will assist you in feeling at home with Indian Hills Community College.

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Institutional Mission Statement:

Indian Hills Community College, an institution of higher learning, is dedicated to excellence in educational opportunity, economic development, cultural understanding and social enrichment. Student learning is the central unifying purpose of the college. Indian Hills Community College is accessible, comprehensive, community centered and responsive in planning programming, funding, teaching and administration. Indian Hills is committed to the spirit of providing a dynamic and timely response to the ever – changing needs of our business community and the populace of our small towns and rural areas.

Institutional Purpose:

Indian Hills Community College is dedicated to providing a dynamic and timely response to the ever – changing needs of our business community and the populace of our small town and rural areas. In this context, it is our purpose to provide, to the greatest extent possible, the following education opportunities and services:

1. The first two years of college work, including pre – professional education.
2. Vocational and technical training.
3. Programs for in – service training and retraining of workers.
4. Programs for high school completions for students of post – high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training, while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advance college placement courses not taught at a student’s high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Vocational education for persons who have academic needs, socioeconomic conditions or disabilities, which prevent succeeding in regular vocational education programs.
10. Training, retaining, and all necessary preparation for productive employment of all citizens.
11. Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who need academic preparation or academic support in order to succeed in their program of study, or are academically or personally under prepared to succeed in their program of study, as set for in Iowa Code Section 260C.

Dental Assisting Accreditation:

The Dental Assisting program is currently operating under “initial accreditation” status and anticipates receiving full accreditation by the Commission on Dental Accreditation of the American Dental Association after our recent site visit has been documented. This is a specialized accrediting body recognized by the United States Department of Education. The program was Site Visited in July, 2014 and the results of that review and subsequent full accreditation status will be announced when it is made available to the Program Director.

The Commission currently publishes, in its accredited lists of programs, the year of the next site visit for each program it accredits. In addition, the Commission posts its spring and fall announcements on the Accreditation Announcements area on ada.org for those programs being site visited January through June or July through December.

Note: Should any member of the public wish to contact the Commission regarding the Accreditation status of this program, they may do so by writing to:

**Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611**

Dental Assisting Mission Statement:

The mission of the Dental Assisting program is to provide dental assisting education to the college service area of southern Iowa and northern Missouri. Graduates of the program will be able to adequately assist the dentist in all areas of dental care. The program of instruction includes a combination of classroom, laboratory and clinical practice, arranged over a period of four terms. Chairside experiences are provided in dental offices in the community.

Dental Assisting Program Philosophy:

Indian Hills believes the position of Dental Assistant has as its primary focus the health needs of all individuals – needs ranging from states of high level wellness to states of illness, disability and impending death. Therefore, education in the Dental Assisting program is based on a specialized body of knowledge and skills related to maintaining dental health and focuses upon preparation of a competent specialized paraprofessional.

Indian Hills Community College believes that learning is an individual and continuous process resulting in behavioral changes which can be measured, that learning is facilitated and affected by motivation, self – discipline and structured experiences and that the role of the instructor is to guide the learner, identify learning needs and implement the best approaches to meet those needs. We further believe that the Dental Assisting student is an adult learner and as such is ultimately responsible for his/her lifelong learning. We believe that the best knowledge base for practice is a combination of general and technical education. This allows the student to develop into an effective practitioner, responsible, culturally – sensitive citizen and more fulfilled mature individual.

Dental Assisting Program Goals:

The Dental Assisting program aims to:

1. Enable students to obtain the knowledge and skills necessary to be a successful dental assistant.
2. Provide the student access to the knowledge and skills necessary to successfully complete the Dental Assisting National Board (DANB).
3. Evaluate its' curriculum yearly.
4. Encourage and assist students in determining which college services will promote their success.
5. In partnership with the dental profession, industry and governmental agencies will endeavor to prepare a quality dental assisting workforce within the college's service area.
6. Promote life-long learning in the dental field.
7. Reflect the demographic and cultural characteristics of the Indian Hills Community College's service area.
8. Incorporate cultural content material in the curriculum.
9. Use existing and emerging technologies to provide convenient and flexible access to the Dental Assisting program.

Admissions to the Dental Assisting Program:

The Dental Assisting program uses admission criteria comparable to the procedures and standards used across the full Health Sciences Division. All students must apply for the program using the standard college application, indicating the desired program of study. A high school diploma or its equivalent is required for admission. Prospective students must:

1. Complete an IHCC Application.
2. Request High School and College transcripts.
3. Take the ACT and/or COMPASS test.

Admissions are based on a minimum high school or college grade point average and minimum scores on one of the two identified standardized tests. The criteria are not weighed.

After students apply, the college admission's department evaluates the application for completion of all required criteria prior to marking the application complete. Next, the Dean of Health Sciences screens completed applications for minimum G.P.A. and test scores. Students will be admitted into the program until all available seats are filled. Students are notified by the admissions department regarding their application status.

Health Sciences screening procedures do not allow for students who do not meet minimum admission criteria to be admitted into the program. If an applicant fails to meet minimum requirements, the student will be advised by program faculty to take basic general education courses or developmental courses to provide remediation in areas of academic weakness. The Indian Hills Community College SUCCESS center provides developmental coursework as well as group and individual tutoring.

Curriculum Information for Dental Assisting:

<u>Course Number:</u>	<u>Course Title:</u>	<u>Credit Hours:</u>	<u>Clock Hours/Week</u>			<u>Faculty Student Ratio:</u>			<u>Faculty Responsible</u>
			<u>Lect.</u>	<u>Lab.</u>	<u>Clinic</u>	<u>Lect.</u>	<u>Lab.</u>	<u>Clinic</u>	

First Term:

CSC105	*Computer Essentials	1	1.3	0	0	1:20	0	0	Faculty
HSC113	*Medical Terminology	2	2.6	0	0	1:20	0	0	Faculty
BIO175	*Human Anatomy	3	3.6	0	0	1:20	0	0	Faculty
BIO176	*Human Anatomy Lab	1	0	2.3	0	0	1:10	0	Faculty
DEA293	Microbiology & Infection Control	2	2.6	0	0	1:20	0	0	DA Faculty
DEA517	Dental Assisting 1	3.5	2.6	3	0	1:20	1:10	0	DA Faculty
DEA256	Dental Anatomy	2	2.6	0	0	1:20	0	0	DA Faculty
Totals:		14.5	15.3	5.3	0				

Second Term:

DEA268	Pharmacology and Emergency Procedures	2	1.3	2.3	0	1:20	1:10	0	DA Faculty
DEA312	Dental Radiography I	3	2.6	2.3	0	1:20	1:10	0	DA Faculty
DEA403	Dental Materials	3	2.6	2.3	0	1:20	1:10	0	DA Faculty
DEA518	Dental Assisting II	1.5	1	1.5	0	1:20	1:10	0	DA Faculty
Totals:		9.5	7.5	8.4	0				

Third Term:

DEA321	Dental Radiography II	2	1.3	2.3	0	1:20	1:10	0	DA Faculty
DEA519	Dental Assisting III	1.5	1	1.5	0	1:20	1:10	0	DA Faculty
DEA702	Dental Office Procedures	2	1.3	2.3	0	1:20	0	0	DA Faculty
DEA211	Nutrition for Dental Assisting	1	0	0	0	1:20	1:10	0	DA Faculty
DEA573	Assisting Clinical 1	4	0	0	14	0	0	1:5	DA Faculty
Totals:		10.5	4.9	8.4	14				

Fourth Term:

SPC122	*Interpersonal Communication	3	3.6	0	0	1:20	0	0	Faculty
DEA603	Dental Specialties	2	1.3	0	0	0	0	0	DA Faculty
HSC230	Employment Preparation	1	1.3	0	0	1:20	0	0	Faculty
DEA592	Seminar for Dental Assisting	1	1.3	0	0	1:20	0	0	DA Faculty
DEA574	Assisting Clinical II	4	0	0	14	0	0	1:5	Faculty
Totals:		11	7.5	0	14				

*Non-core dental assisting courses

Dental Assisting Core Course Descriptions:

DEA 211 Nutrition for Dental Assistants (1 credit)

Provides information on nutrition and dental health as well as overall health, healthy eating habits, eating disorders, and functions of major nutrients

- DEA 256 Dental Anatomy (2 credits)
- Introduces the student to the anatomy of the head and neck with emphasis on the hard and soft tissues of the oral cavity, tooth development and morphology, and their purposes in masticatory function
- DEA 268 Pharmacology & Emergency Procedures for Dental Assistants (2 credits)
- This course will explain the purpose and uses of medications in the practice of dentistry, and those medications' actions, effects, and side effects, as well as the rationale for antibiotic prophylaxis. Students will also be trained in their responsibilities should emergencies occur in the dental office.
- DEA 293 Microbiology and Infection Control for the Dental Assistant (2 credits)
- Presents information on pathogenic organisms and the diseases they produce, disease transmission in the dental office, principles of sterilization and infection control in compliance with OSHA and CDC guidelines, and the importance of an exposure control plan
- DEA 312 Dental Radiography I (3 credits)
- The history, characteristics, and measurement of radiation and its effects on biological structures are introduced. The student will receive training in the use of X-ray equipment and processing techniques in the production of quality radiographs. The paralleling technique will be presented, as well as the importance of radiation protection and infection control. Pre Requisite DEA517.
- DEA 321 Dental Radiography II (2 credits)
- Introduces the bisecting angle technique, intra-oral and extra-oral procedures, and the use of imaging in the detection of dental caries and the diagnosis of periodontal disease. Recognition of radiographic errors and their correction is covered as is an introduction to digital radiography. Pre Requisite DEA312.
- DEA 403 Dental Materials (3 credits)
- Examines the properties and applications of the various materials used in the dental office. The student will be trained in the preparation of restorative materials and impression materials. Production of models, fabrication of custom trays, and the use of temporary restorations will be covered, as well as the employment of cast metal and porcelain in the restorative process. Pre Requisite DEA517.
- DEA 517 Dental Assisting I (3.5 credits)
- Learn the fundamentals of four-handed dentistry and the dental assistant's responsibilities as an integral part of the team approach to dental care delivery.

The importance of establishing patient rapport and maintaining confidentiality are presented as are vital signs and diagnostic techniques. Classification and uses of dental instruments is introduced.

DEA 518 Dental Assisting II (1.5 credits)

The student assistant acquires skills in patient and dental light positioning, tongue and cheek retraction, maintaining clear field and the ability to use air/water syringe and oral evacuation equipment simultaneously. Pre Requisite DEA 517

DEA 519 Dental Assisting III (1.5 credits)

Presents the indications for and application of dental medicaments, cavity liners, retraction cord, bite registration materials, and bonding agents. Expanded functions for dental assistants are also introduced.

DEA 573 Assisting Clinical I (2 credits)

Clinical assignments in general and specialty dental practices and clinics provide advanced skill development in chairside assisting procedures, laboratory procedures, office procedures, and staff/patient relations. Pre Requisite DEA518 and DEA312.

DEA 574 Assisting Clinical II (2 credits)

Additional hands-on experience in a clinical setting with emphasis on operative dentistry, dental specialty assisting, reception and filing procedures, and staff/patient relations. Pre Requisite DEA573, DEA519 and DEA321.

DEA 592 Seminar for Dental Assisting (1 credit)

Seminar on experiences and procedures encountered during clinical experience. Questions students may have about different practitioner's approaches to diagnosis and procedures will be discussed. The student will become acquainted with the makeup of local, state, and national dental organizations. To be taken concurrent with DEA574.

DEA 603 Dental Specialties (2 credits)

The student will be introduced to the specialty areas of dentistry - endodontics, orthodontics, periodontics, oral surgery, pediatric dentistry, and prosthodontics - and the equipment and instruments used in the clinical performance of them. Cosmetic dentistry, implant dentistry, and trends in dental care will also be discussed. Pre Requisite DEA519.

DEA 702 Dental Office Procedures (2 credits)

Presents information on office communications, record keeping and filing, appointment scheduling, dental insurance, billing procedures, inventory management, and recall programs. Pre Requisite DEA518.

Dental Assisting Essential Requirements:

The following is the description of the physical and mental efforts required of the student in the Dental Assisting program. A student must be able to perform these requirements with or without reasonable accommodations as outlined in the Americans with Disabilities Act.

The student is responsible to sign the Dental Assisting Program Policy Manual stating that they are able to meet the Dental Assisting essential functions listed below.

Please note: Indian Hills Community College will not compromise on any essential skill or requirement in a course or degree. All students are expected to meet essential requirements. Students with disabilities must also meet these requirements, either with or without accommodations. It is therefore the responsibility of the student with disabilities to request those accommodations that they feel are reasonable and are needed to execute the essential requirements as described. Students with disabilities must contact Disability Services located in Trustee Hall for an interview to request accommodations.

Physical Requirement:

1. Manual Dexterity – Students must have above average fine motor control (dexterity) to perform moderately difficult/difficult manipulative skills.
2. Mobility – Students must be able to move freely and safely about the dental equipment and operatory. The student must be able to reach operatory counters and shelves. The students must be able to tolerate lengthy periods of physical activity including moving quickly at times. The student must be able to safely manipulate dental equipment in the patient's mouth.
3. Stamina – Students must be able to perform tasks that require arm steadiness, hand steadiness, leg steadiness, and upper and lower body strength.
4. Strength – Students must have the ability to push/pull and lift objects of approximately 45 pounds.
5. Coordination – Students must have the ability to perform tasks that require hand – eye coordination.
6. Sight - Students are required to see objects at 20/20 corrected vision or 20/40 without correction and be able to read fine print. Students must also be able to determine changes in patient status through visual observation. Color discrimination is required as is shade selection for restorations, warning lights on equipment, color coding of dental instruments and disposables.
7. Hearing – Students must have normal range hearing, either corrected or uncorrected, for functional use.

8. Tactile – Students must be able to distinguish hard and soft tissues through tactile senses for functional use as listed below.

Intellectual/Conceptual Requirements:

1. Concentration – Students must have the ability to concentrate on moderate to fine detail with frequent interruption.
2. Attention Span – Students must have the ability to attend to multiple functions and patients often for an extended period of time.
3. Conceptualization/Application – Students must have the ability to select and use technical principles, ideas and theories in a problem – solving situation and adjust procedures accordingly.
4. Communication – Students must be able to communicate effectively in Standard English, in verbal and written format with patients, dentists, families and other health care workers. Students must be able to respond professionally and effectively in unexpected situations.

Essential Behavioral Requirements:

1. Students must be able to prioritize and complete projects within realistic constraints. The student must be able to exercise sound judgment and decision – making skills during periods of stress. A high level of emotional maturity and self – control is necessary. The student must remain flexible and be adaptable to change.
2. Dental Assisting students have a high risk for exposure to blood, body fluids or tissues, infectious diseases, combative and difficult patients, some toxic chemicals, some noxious odors, and fast – paced, high stress clinical situations. Students must recognize these potentially hazardous situations and proceed safely.
3. Students must seek help when needed. The student must accept constructive criticism and work to improve performance. The student must support and promote activities of fellow students and other healthcare professionals.

If you have a disability of any kind and will need reasonable accommodations or assistance in the classroom or with any course in this program, please see the instructor or student services.

(student signs pg.63)

DENTAL ASSISTING PROGRAM
POLICIES

Dental Assisting Repeat/Readmission Policy:

Program statistics indicate that students that repeat specific courses more than one time or re – enter the program multiple times are less likely to be successful on the national board testing. To support student success the following repeat policy statements have been developed:

1. Students will be allowed to repeat a core Dental Assisting course **one time** if they do not achieve a final grade of a “C” (78%) or better.
2. Any student enrolled in a core Dental Assisting course, which results in a withdrawal (after that 8th day of the term) or grade of less than 78%, constitutes an attempt of the course.
3. Students repeating a course must meet with the Program Director to receive permission to repeat the course and complete the required “Contract for Returning Students” (Appendix K).
4. Students desiring to re – enter the Dental Assisting program will be required to complete the appropriate college and program forms which can be found in this manual (Appendix K). Prior to re – entering the program applicants will be required to submit a plan of action identifying strategies that will be implemented to support student success. A conference will then be scheduled with the Program Director to review the plan of action before the student registers for classes.
5. Students requesting to re – enter the Dental Assisting program, after the allotted one time; will be considered on an individual basis. Factors that may be considered include, but are not limited to:
 - a. Academic Success
 - b. Remediation Activities
 - c. Clinical Performance
 - d. Student Behavior/Attitudes/Professionalism
 - e. Attendance Pattern
6. Students that do not complete Term 1 of the Dental Assisting program are not considered a re – entry student. They must reapply and be screened for admission to the program based on testing and G.P.A. scores for that term.
7. Readmission is based on the availability of space in the current cohort.
8. Due to advances in technology and Dental Assisting practices, readmission to the Dental Assisting program after an extended time (3 years from initial enrollment) may necessitate repeating all core Dental Assisting courses.

Dental Assisting Requirements for Graduation:

To graduate: the student must complete all of the courses in the Dental Assisting coursework as listed below. **Core courses must be completed with a 78% or higher in order to be considered passing.** In addition, students must complete the coursework in the following sequence. There are no exceptions to sequence or content. All dental assisting students will register for graduation in the Spring term and walk on stage in May with the general student body.

First Term:

1. CSC105 – Computer Essentials
2. HSC113 – Medical Terminology
3. BIO175 – Human Anatomy
4. BIO176 – Human Anatomy Lab
5. DEA293 – Microbiology and Infection Control
6. DEA517 – Dental Assisting I
7. DEA256 – Dental Anatomy

Second Term:

1. DEA268 – Pharmacology and Emergency Procedures
2. DEA312 – Dental Radiography 1
3. DEA403 – Dental Materials
4. DEA518 – Dental Assisting II

Third Term:

1. DEA321 – Dental Radiography 2
2. DEA519 – Dental Assisting III
3. DEA702 – Dental Office Procedures
4. DEA573 – Assisting Clinical I
5. DEA211 – Nutrition for Dental Assisting

Fourth Term:

1. SPC122 – Interpersonal Communication
2. HSC230 – Employment Preparation
3. DEA592 – Seminar for Dental Assisting
4. DEA574 – Assisting Clinical II
5. DEA603 – Dental Specialties

Dental Assisting Books and Uniforms:

Textbooks, uniforms and safety glasses for the Dental Assisting program can be purchased at the college's bookstore. The list of required textbooks for each course can be found in the bookstore.

All classroom courses require: notebooks, paper, pens, pencils and binders.

All Lab courses require: safety glasses, clinic shoes, IHCC scrubs, over-gown (gown is provided) and utility gloves. A radiology dosimeter is required after the first term.

Dental Assisting Clinical Component:

All students have, as part of the curriculum, learning experiences in clinical areas. A clinical learning experience is obtained at a participating dental practice, and gives the student the opportunity to apply knowledge that has been acquired in the classroom.

1. Clinical experiences will be assigned in advance of the rotation. Selection of clinical sites will be based on a lottery-style selection process which will be explained in detail as the term approaches.
2. Due to the number of students in the program, requests for specific sites cannot be honored.
3. **Students must attend all clinical days assigned** by the Clinical Coordinator, must be present in the clinical area and be involved in direct patient care.
4. Students are required to be at the assigned clinical location at the time determined by the Clinical Coordinator and/or clinical site. The specific assigned working times will be determined by the clinical site's hours of operation. **Students are not to alter schedules of the clinical component.** Students more than 10 minutes late will be considered as absent for that clinical day and the absence noted on the student time card.
5. Each dental office/clinic participating in clinical rotations shall assign a clinical supervisor from their staff to supervise the student. A clinical supervisor will be responsible for assignments and learning experiences of the students in each clinical site.
6. **All clinical days must be attended.** Failure to attend **any** clinical day is cause for a conference with the Program Director. The **student is ultimately responsible** for accruing the required clinical time. **Failure to report to your clinical assignment without an excuse from a medical doctor is cause for expulsion from the program.**
7. Students must remember that the clinical site is cooperating with the college to provide the necessary experiences for learning their health specialty. The students must remember they are guests of the clinical site and are to conduct themselves in an appropriate manner, observing any special rules and regulations applicable to those who work for that site.
8. In the event a clinical site requests a student to be removed, the Clinical Coordinator will conduct an investigation. If the concerns are founded, the student will be asked to leave the clinical site and **will not** be reassigned to another clinical site. Reconsideration of the student's clinical assignment will occur at the time of the next clinical rotation.

Reassignment of clinical will be based on clinical site availability and determinants based on review by the Program Director and Health Occupations Department Chair.

9. Students who are asked to leave two different clinical sites during the course of the program, and where cause has been found, will be immediately dismissed from the program.
10. Declared pregnant students will be made aware of the potential risks in clinical areas and are required to sign a form releasing the school and clinical facility from liability if they choose to remain in the program. See “Pregnancy Policy” page 53 for more information.
11. Clinical competency evaluations are based on the student’s ability to exhibit readiness for performing examinations.
12. The student shall perform all procedures with direct supervision until competency is proved and with indirect supervision thereafter. According to the Commission on Dental Accreditation (Standard 3-9), all clinical faculty must be a Dental Assisting National Board, “Certified Dental Assistant.”
13. Students admitted to the Dental Assisting program will be **required to have dependent adult/child abuse and criminal background checks prior to entering the clinical component** of the program. If a clinical facility requires drug testing and evidence of health insurance, this is the responsibility of the student. **Students that fail to comply with any clinical requirements will not progress in the program.** Reports generated from criminal and abuse background checks will be evaluated by a single point of contact to determine clinical eligibility. The cost of the background checks, and any other required piece of documentation, will be the sole responsibility of the student. A fee of \$20.00 is required to process the background check.

Dental Assisting Units of Time:

1. **Length of Program:** 12 Months
2. **Class Days:** Monday – Thursday, The IHCC campus is open from 7:15-4:45, closed Fridays.
3. **Clinical Days:** Tuesday –Thursday (and Friday as needed)
4. **Holidays:** No classes are held and no clinical days are scheduled on holidays. Indian Hills observes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year’s Day. **Students are not allowed to make up clinical time during IHCC observed breaks.**
5. Some clinical facilities have additional holidays such as Martin Luther King Day that are not part of IHCC’s holidays. If a holiday occurs on a scheduled clinical day, you must attend clinical if the dental office is open. **If the dental office is closed, this day will be approved for make – up the last two weeks of the program.**
6. **Vacations:** All students will receive a Christmas Break corresponding with the college’s scheduled Christmas Break. A college calendar is provided in this manual (page 72). Students will also receive a Spring Break that will correspond with the college’s scheduled Spring Break, as shown on the calendar. Summer Breaks are scheduled for one week in May and one week in August, which corresponds with those shown on the calendar. **Personal days are not to be used for vacation.** Please plan your vacations around those scheduled by the college. **If you decide to take vacation when the program is in session, you will receive zeros for the clinical days missed and any missed exams must be made up AFTER you return. Faculty cannot take time to arrange prior testing for you. Your continuance in the program will be in jeopardy.**
7. **Clinical Rotations:** The Clinical Coordinator decides all clinical rotation schedules and locations. Special requests cannot be honored. All efforts are made to keep student travel time to a minimum. Any changes in clinical site assignments will not be made unless educational benefits are obtained and all parties are consulted prior to final changes.
8. **Graduation:** Students **must maintain a 2.0 GPA** (to graduate from Indian Hills Community College) and obtain a **minimum grade of “C” or 78% in all required classes.** All clinical time missed due to leave of absences, etc., must be completed before the student may graduate.

Dental Assisting Program Attendance Policy:

Prospective employers consider attendance records a good indicator of future employee behavior. We consider attendance important for that reason and because learning rarely takes place if you are absent, regardless of the reason. Therefore, to satisfactorily complete the objectives of the Dental Assisting program, the following policies must be adhered to:

1. Students are expected to be present for all classroom and clinical experiences to attain the objectives of the program. If a student is unable to attend class on campus, they are to **report their absence each day**, stating name and reason. Students are to call the Program Director at: 641-683-5298 to report absences. **An absence from the Clinical Rotation requires a call to both the Clinical Coordinator and the Clinical Supervisor.** Failure to comply will result in a conference report, an unexcused absence and a deduction in course grades.
2. All absences and failure to be on time for classes or clinical experiences will be documented in the student's record. **Any student being more than 10 minutes late for a clinical rotation day** will be considered as absent for the day, you will be sent home and that day's credit will be deducted from your grade. Any student being more than 10 minutes late to a campus class period, will be docked the standard quiz score plus their professional component points for that class period.
3. The faculty will review attendance frequently to determine if each student is meeting the objectives of the program. Documentation of missed clinical rotation days will be made on the student time card provided to each student at the beginning of the clinical rotation. Each student is responsible for making sure the time card is signed by their clinical supervisor. Failure to meet these objectives or falsification of any portion of the Clinical Time Card will result in the student meeting with the faculty and possible termination from the program.
4. Any illness extending longer than 2 consecutive days will require a physician's slip to return to the clinical rotation and/or the classroom. The original needs to be given to the Program Director. The missed clinical time must be made up in order to graduate from the program. You must arrange this make-up time when it is convenient for the affiliate. If the illness extends beyond five days, the student must apply for a Leave of Absence or complete the appropriate forms with the Program Director to drop the program.
5. Students needing to take a **Leave of Absence** (maternity, surgery, death in the immediate family, hospitalized child) may submit a written request to the Program Director for review by the Attendance Review Committee. Approval is based on the following:
 - a. If the student's previous performance indicates they are able to achieve the objectives of the program.
 - b. If it is possible for the faculty to plan the student's program so all learning experiences can be satisfactorily completed.

- c. If a leave is granted, the student will be scheduled to make up the clinical days missed.
6. A maximum maternity leave of four (4) weeks will be granted for an uncomplicated pregnancy. Any further extension of maternity leave will require a written excuse from the attending physician.
7. Before leaving the clinical site before lunch break or at the completion of the work day, the student **must** report to their clinical supervisor and ask permission prior leaving the site.
8. In case of snow days, called by the College, the student who reports to their clinical site, if local weather permits, will be credited with the time. If the College is not closed due to adverse weather, students are expected to attend clinical. **If the site where the student is assigned closes due to weather, the student is excused.** If the student feels the conditions are too extreme for travel and makes the decision not to attend, despite the college being open, the clinical time will be deducted. **THESE DAYS MUST BE DOCUMENTED ON YOUR TIME CARD.** A school alert system has been established to keep you aware of any school cancellations. This system has been proven to be an excellent way of communicating school closings, so be sure to register for this free service.
9. Each student is allowed 2 days total for absences without penalty during the entire Clinical Component. These are not intended to be vacation days. When the student determines they must use one of these absent days they must call into the clinical site and state the reason for absenteeism. They must also notify the Clinical Coordinator that day. Absences will be documented on the time card and signed by the clinical supervisor. A record of this documentation will be kept in the student's permanent file. **The original time card must remain in the student's Clinical Education Guide.** The Clinical Coordinator will review hours on a regular basis. Failure to make available your time card at any clinical visit by IHCC DA Faculty will result in a conference with the Program Director.
10. No absence is excused. Students who are absent from class regardless of reason will lose all of their professional component points for that day.
11. **The process for students who exhibit any absence is as follows:**
 - a. A review will be made of the student's records in conference with DA faculty.
 - b. It will be the decision of the Program Director as to whether the student will be dropped from the program. **The Program Director's decision will be final.**
12. If a student fails to call in absent before the class period ends **on a scheduled exam day**, the student will receive a "o" for that exam. This applies to all Dental Assisting core courses and **no exceptions are made.**
13. Pop quizzes or extra credit work offered on the day a student is absent cannot be made up and will receive a zero.

14. Overtime: No overtime is awarded.
15. Students will be allowed the opportunity to makeup exams due to absence, however, **the student that misses an exam must initiate the makeup process by contacting the instructor.** Makeup exams will be scheduled by the student in the Testing Center where the exam will be given in an alternate format (ie: essay, short answer, etc.). All make – up exams will be taken at the testing center in Trustee Hall. *If the make-up exam is not **completed within 1 week** of the date and time of the original exam, the student will receive a zero for that exam.*
16. **Late assignments will automatically receive a 10% deduction and must be submitted at the next regular meeting of that class,** unless a leave of absence has been granted. Students failing to meet this standard will receive a zero for the assignment.
17. Laboratory demonstrations will not be repeated for an absent student. If a student misses a lab class where a competency was done, they are responsible for obtaining the information/notes from a classmate and then scheduling a time with the instructor to complete their competency. **There will be an automatic 10% deduction for made-up competencies.**
18. During clinical rotation, the student will report any absence or late arrival directly to their clinical supervisor **before the assigned duty time.** Failure to report absences or late arrivals before assigned duty time will result in a conference between the student and the Clinical Coordinator, and may interfere with the student’s ability to successfully complete the clinical component. The student who is late, leaves clinical early, or is sent home due to a violation of a program or dental office policy **will be considered absent for the entire clinical day.** The student then has the option of writing a letter to the Program Director within one week of the occurrence for consideration. The Program Director will decide if the day will be counted as a clinical day or remain an absence.
19. Students are responsible for obtaining all required clinical days per term at their assigned clinical sites.
20. Students returning to the Dental Assisting program within a three – year period will be required to count previously missed **clinical** absences.

Dental Assisting Tardy/Late Attendance Policy:

All students are expected to be in class and clinical at the designated time. Attendance is taken daily and tardiness and attendance are noted. Excessive tardiness and absences will be reflected in three ways:

1. Tardiness/Absences will lower the class grade by deductions in class scores that day.
2. The scores in punctuality and dependability of the Clinical evaluation form are lowered by tardiness/absences.
3. Quizzes are given during or collected at the beginning of class and they cannot be made up, resulting in a score of zero. In the case of late assignments, students must turn in the assignment at the next scheduled class period and must take a 10% deduction.

Dental Assisting No Call/No Show Policy:

It is never acceptable for a student to not show up and not to call. Just as in the real world, you cannot fail to show up for a job without expecting negative consequences. No show/no call will jeopardize program completion and lower the class grade.

The student that does not show up for class/clinical and does not call will receive a un-reported absence. No make-up grades will be given, although the material must be made up within the “late homework” limitations mentioned above. If a student is a no show/no call two days in a row, they will be dropped from the Dental Assisting program.

Dental Assisting Grading Policy:

Examinations will be given throughout each course. Each instructor will determine the time of the tests and a schedule will be provided to the student. All schedules are tentative based on the needs of the class.

Conferences known as “Mentoring Sessions” will be scheduled each term to discuss grades, progress and personal concerns. Students may feel free to schedule conferences with the instructor or Program Director at any time. Students are expected to take the initiative in scheduling conferences when grades are below average or if the student feels they are having difficulty in class.

In order to graduate, a student must receive a **passing grade in all courses** listed for that major and achieve a cumulative grade point average (G.P.A.) of 2.0 or above. This is equivalent to a C average.

Any student whose current term G.P.A. falls below 2.0 will be placed on **academic probation** for the next term. Academic probation may affect your financial aid. See the Financial Aid Counselor for clarification of your individual situation.

Two terms of academic probation in succession will result in dismissal from the College

Grades are based upon individual achievement, not upon the relative performance of your classmates. Should a student be unable to complete some portion of assigned course work during the regular term, a mark of “I” (incomplete) may be assigned. In such cases, the student must then complete the course work by midterm of the following term. “Incomplete” grades automatically convert to the letter grade “F” unless the work is satisfactorily completed within the specified 6-week time period.

Students who wish to terminate or withdraw from the program are required to obtain appropriate papers and **meet with the Program Director**. Withdrawal forms completed and processed two weeks prior to the final date of the term insures that the student does not receive grades of “F” for all of the courses they were enrolled in at the time of the withdraw.

Health Sciences grading is based upon the following percentage scale:

Percentage Scale:	Letter Grade:	Numerical Grade:
100 – 93	A	4
92 – 85	B	3
84 – 78	C	2
77 – 75	D	1
74 – 0	F	0

You may compute your GPA at any time by following this example:

Course:	Credit Hours:	Numerical Grade:	Grade Points:
Medical Terminology	2	A (4)	8
Human Anatomy	3	B (3)	9
Human Anatomy Lab	1	P	0
Microbiology and Infection Control	2	C (2)	4
Dental Assisting 1	3.5	B (3)	10.5
Dental Anatomy	2	C (2)	4
Credit Hours	13.5	Total Grade Points	35.5

Total Grade Points divided by Credit Hours (excluding pass/fail) = Grade Point Average (GPA)

$$(35.5/13.5 = 2.6 \text{ GPA})$$

Should a student detect any errors concerning their grades, they should notify the school within two weeks after the grades have been posted. The student should check any individual grade

questions immediately with the instructor who issued the grade. If you have questions, regarding your GPA, please contact the Program Director.

Dental Assisting Testing Policy:

1. Examinations will be given throughout each course. Each instructor will determine the time and content of the tests.
2. A student must notify the course instructor **prior** to test date or **before** the class period in which the test is being given ends. Otherwise they will receive a zero for that exam.
3. **Prior excused make-up examinations must be completed within one week.** The student that missed the exam must initiate the make-up process with the instructor. **The student will be responsible for scheduling the make-up exam with the Testing Center in Trustee Hall.** The make-up exam will be presented in an alternate format.
4. Quizzes may not be made up. Missed quizzes are an automatic zero.
5. Make-up tests may not be scheduled during class, lab or clinical time.
6. All make-up tests will be sent to the testing center (Trustee Hall).
7. Students attending class must complete the testing for that day even if they were absent for the test review.
8. Final, comprehensive examinations are scheduled for **each course** at the end of each term.
9. Pop quizzes or extra credit work offered on a day a student is absent may not be made up. Automatic zero.
10. The use of cell phones is NOT allowed during testing for ANY reason.
11. **Students who are tardy for a test will not be allowed entrance during the testing and must make up the test outside of class time and suffer the late penalty.**
12. Students requiring accommodations for testing should contact Disability Services to obtain the necessary assistance. Classroom instructors may not make accommodations without proper notification from Disability Services.
13. All books, book bags, and notebooks must be closed and placed under the student desk/table or at the side of the classroom. *Cell phones must be off and left in the closed bag.* No hats may be worn. If additional paper is needed, it will be provided by the instructor. Calculators will be allowed as determined by instructor.
14. Any student caught cheating on an exam will be dismissed from the room and receive a zero for the exam. A conference with the Program Director will be scheduled and the incident recorded in the student file. This will result in possible dismissal from the program.
15. Students having questions regarding previous tests should contact the instructor AFTER class.
16. To minimize distractions for students who are testing, you are asked to sit quietly after submitting the completed test paper. If you choose to leave the room at the completion of the test, **do so quietly** and do not re – enter the classroom until all students have completed testing.

17. Tests will be graded as soon as possible and grades will be posted in the website gradebook. Tests will not be reviewed in class or answers provided until the instructor has had time to thoroughly review the test results and all grades have been posted.

Dental Assisting Honesty Policy:

Honesty is expected of all Health Sciences students, including the Dental Assisting students. Academic institutions, health care facilities and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty.

Health profession students who are dishonest during their educational program and who manage to obtain passing grades, may not be capable of passing national certification exams or practicing competently. Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community and impairs the quality of the health care system.

Academic Dishonesty: This refers to forms of lying and/or cheating on academic assignments. Examples of academic dishonesty include but are not limited to:

1. Cheating on exams by looking at another student's exam.
2. Exchanging information with another student during an exam.
3. Sharing information about an exam with another group of students.
4. Bringing notes to use during an exam not authorized by the instructor.
5. Acquiring, without permission, a test or other academic material belonging to an instructor.

Plagiarism: This is receiving credit for work which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited according to the assignment. Deliberate acts of plagiarism are considered a serious offense within the college community.

Clinical Practice Dishonesty: This occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying patient information or falsifying any dental records.
2. Inaccurately completing procedures.
3. Negligent and/or dangerous clinical practice.
4. Not reporting mistakes/errors to clinical instructors.

Student disciplinary procedures, as outlined in the college catalog, will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warnings to expulsion from Indian Hills permanently.

Dental Assisting Professional Conduct:

When caring for dental patients, employees and students must conduct themselves in a professional manner. Any serious violation or several minor violations could lead to dismissal from the program.

The following are examples of misconduct:

1. Falsifying records or dishonest behavior.
2. Leaving a clinical area during clinical hours without permission, loafing or sleeping on the premises or conducting personal business during clinical hours.
3. Failure to follow instructions or neglect of duties assigned.
4. Displaying immoral conduct, such as using alcohol or illegal drugs while on duty or reporting for clinical or class under the influence of alcohol or drugs.
5. Fighting, horseplay, disorderly conduct, loud talking or the possession of weapons on campus or health care facility property.
6. Threatening any person while in the clinical or classroom setting.
7. Discourtesy towards patients, dentists, hygienists, office staff or other dental assistants. This includes the use of vile or abusive language.
8. Abuse of time spent on breaks or lunch.
9. Disregard for health care facility safety rules.
10. Smoking in unauthorized areas.
11. Chewing gum while with patients.
12. Disclosing information about patients, students, other assistants or dentists and their practices.
13. Absenteeism and tardiness.
14. Violating dress code.
15. Refusing to assist with a patient because of a patient's race, color, sex, religion, age, socioeconomic status, beliefs or handicap.
16. Having cell phones on during the clinical or class period day.
17. Destroying, stealing or misusing facility, patient or college property.
18. Going through patient's possessions without authorization and/or permission of the patient.
19. Refusing to assist chairside when requested by the clinical site. (student signs pg.55)

Dental Assisting Confidentiality Policy:

All patient information that students have access to is personal and private; therefore, confidentiality in Dental Assisting is crucial.

Any violation of the "patient's confidentiality rights" would be "just cause" for dismissal from the Dental Assisting Program. Violation would include, but not be limited to:

1. Discussing information about a patient in a social media format (ie: twitter, facebook, etc.), or with someone not related to the care of the patient.

2. Taking pictures of the patient for personal keeping.
3. Handling inappropriately the personal possessions of the patient, such as going through a patient's purse/wallet without authorization by the patient.
4. Contacting patient by phone, email, text messaging or Facebook for personal reasons.

Dental Assisting Job Placement:

The ability of a student to gain employment in their career field upon graduation is a very important part of the educational process. The department, working cooperatively with each student, will do everything possible to see that this objective is met.

1. The student is responsible for actively seeking employment.
2. The department will make students aware of known job openings in dental assisting.
3. The student should provide the department with placement data once a position is accepted.

Dental Assisting Dress Code Policy:

Dental Assisting students represent the college and the profession of Dental Assisting. It is imperative that certain standards be met and a dress code be followed. All students in Health Sciences should be neat and clean at all times. During class period, students may use their own judgment in attire, but it must conform to the codes of decency. Shoes must be worn at all times.

In the clinical setting, Dental Assisting student shall follow **and be graded** on these dress code standards:

Clinical Uniforms: The Occupational Safety and Health Administration (OSHA) requires that the outer layer of dental office attire be laundered **within the dental office or be disposable**. In our clinic, each student will be provided a disposable outer gown to be worn over the IHCC scrubs. In each clinic setting the student must wear scrub tops and pants; therefore **the student is responsible for obtaining at least two scrub tops and two scrub pants** (official IHCC Dental Assisting scrubs are available in the IHCC Bookstore). The student must also wear comfortable, **all white** shoes. Standard athletic shoes are best, no fabric or ventilated shoes are allowed. No cotton or fabric uppers. Shoes must be kept clean and polished at all times. **Photo ID badges are a part of the uniform and are to be worn at all times the uniform is worn**. They should be worn so that they can be viewed by others. Photo ID badges will be distributed by DA Faculty after each student has been to the IHCC Library or the Bennett Building for their photo. Radiation dosimeters are an important part of the uniform and students not wearing their assigned dosimeter in clinic will be dismissed until they can produce it. **Students cannot attend their clinical rotation without their radiation dosimeter**. Dosimeters will be worn on the over-gown at the collar and visible to your clinical supervisor.

Clinical Standards for Hair and Makeup: Hair should be clean and not hanging around the face or falling forward when performing chairside and laboratory duties. If hair is long, it **must be pulled back and clear the collar**. Use cosmetics with moderation. Nails should be well manicured and short with no nail polish. Artificial fingernails are not allowed.

Clinical Standards for Jewelry: Small, conservative, stud – type pierced earrings are the only jewelry which may be worn with the uniform. Facial jewelry or piercings are not acceptable. Medic Alert tags may be worn. **Rings and watches must be removed** as they harbor bacteria.

Misc. Clinical Standards: **Tattoos must be hidden**. If you have a visible tattoo, you must either use a cover stick or cover the tattoo with clothing. Chewing gum is never part of the uniform and you will be reminded of that should you decide to chew gum during clinical class. Please be considerate of the fact that the odor of strong perfumes or cigarette smoke is offensive to many patients. For male students: beards and mustaches must be neatly trimmed.

Failure to follow the IHCC Dental Assisting clinical dress code standards will result in the student being asked to leave the Clinic until such time as the student can be in compliance with the standards. This may result in a possible absence with accompanying loss of points.

Dental Assisting Sexual Harassment Policy:

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive classroom or clinical environment. Behaviors that may constitute sexual harassment include (but are not limited to):

1. Sexual innuendo or comments about a person's body.
2. Sexual jokes or stories.
3. Whistling at someone or making "cat calls".
4. Looking a person up and down.
5. Making sexually suggestive gestures, facial expressions or body movements.
6. Displaying sexually suggestive visuals.
7. Patting or pinching.
8. Any touch of a sexual nature.
9. Massaging of the neck, shoulders or back.
10. Standing close or brushing up against another person.

If you believe you are being sexually harassed, report the situation to the classroom or clinical instructor, Program Director, Department Chair or Dean of Health Sciences. The Dean of Health Sciences and the Dean of Student Services at IHCC will investigate reported cases of sexual harassment. The Dean of Health Sciences can be reached at: 641-683-5164. The Dean of Student Services can be contacted at: 641-683-5159. **Sexual harassment will not be tolerated** and is grounds for dismissal for the perpetrator from any Health Sciences program.

Dental Assisting Radiation Safety Policy:

The Iowa Department of Public Health (IDPH) requires that an employee is considered a radiation worker if their dose exceeds 10% of the MPD (minimum permissible dose) of 5000 mrem/year. In accordance with state guidelines for maintaining radiation exposure “As Low As Reasonably Achievable (ALARA)”, Indian Hills Community College strives to assure student exposure during clinical rotations stays under 500 mrem/year. The action levels established are 200 mrem/quarter and 400 mrem/quarter which are below the state regulated limit of 1250 mrem/quarter. The Dental Assisting instructors provide students with information about protecting themselves, patients, patient’s families, and the health care team. Information is provided prior to assignments to clinical rotations.

Students in the Dental Assisting Program receive and are required to wear a radiation monitoring badge at all times when participating in Dental Radiography I & II and while at clinical rotations. The badge is to be worn on the collar of the over-jacket close to the thyroid gland. It must be visible to the clinical supervisor.

To assure student safety:

- The Radiation Safety Officer will review radiation monitoring badge reports quarterly.
- If a student’s exposure exceeds 200 mrem in one calendar quarter, the student receives a letter and is counseled.
- If a student’s exposure exceeds 400 mrem in one calendar quarter, the student receives a letter, is counseled, and exposure is recorded by the RSO. The RSO will determine if any additional measures need to be taken.
- Individual quarterly radiation monitoring badge reports are printed and distributed to students for review. Students sign, date and return the reports that are maintained in the Program Director’s office.
- Coursework covers information on radiation monitoring devices and radiation protection in greater detail.

Radiation Safety Officer:

Jon J. Erickson, Ph.D., DABR
Integrated Science Support, Inc.
2027 N. 36th St.
St. Joseph, MO 64506

(816)390-9011 Office
(816)294-7061 Cell

Dental Assisting Principles of Radiation Protection

One of the responsibilities of the Dental Assistant is to maximize the benefit from each X-Ray exposure and to minimize the radiation received by the patient. In order to accomplish this, students should practice the following guidelines:

1. Techniques:
 - a. Take time to position the patient and the film properly.
 - b. Choose exposure factors based on the patient's size and medical history.
2. Shielding:
 - a. Use the lead apron with every X-ray.
 - b. Thyroid collars must be used for every child.
3. Film Processing:
 - a. Process the films properly when using analog film.
4. Protecting Yourself:
 - a. You can be protected by the same techniques used to protect the patient.
 - b. Always wear a dosimeter to monitor exposure. Wear this at the collar level, outside the over-jacket. **Failure to have your dosimeter will prevent you from participating in Radiology class and Clinical Rotation.**
 - c. Stand at least 6 feet from the source of radiation
 - d. NEVER HOLD A FILM IN A PATIENT'S MOUTH DURING AN EXPOSURE.

A "radiation protection policy acknowledgement" (pg. 37) will be signed by each student and kept in their permanent file.

Dental Assisting Radiation Policy

Patients selected for the Indian Hills Community College Dental Assisting Program for radiology exposure must meet the following criteria:

The Indian Hills Community College Dental Assisting Program uses ionizing radiation as part of its educational program. Certain precautions must be taken to protect the health of both student and patient volunteer to be consistent with current health guidelines.

1. Patients must present a signed “Doctor’s Authorization Form” prescribing needed radiographs from the patient’s dentist of record. A completed health history form and a Patient volunteer form must be provided to IHCC by the patient.
2. Persons must NOT have had bitewing exposures within the past 12 months to qualify for a bitewing series. One retake is allowed. There are NO retakes allowed on children.
3. Persons must NOT have had a Panelipse exposure OR Full-Mouth Survey within the past 3 years to have either of these surveys repeated. 4 retakes are allowed for the FMS. A Panelipse cannot be retaken.
4. Women of child-bearing age must inform the dental assisting student if they are pregnant or suspect they may be pregnant.
5. ALL PATIENTS RECEIVING RADIOGRAPHIC EXPOSURE MUST WEAR A LEAD APRON WITH THYROID COLLAR.
6. All students participating in DEA 312 and DEA 321 MUST wear a dosimeter. Lack of your dosimeter will prevent you from participation in Radiology lab class.

I have read and I understand the Radiation Policy of Indian Hills Community College Dental Assisting Program. As either a patient volunteer or as a student, my signature below signifies my compliance with this policy.

Student Signature
csw/2015

Date

Dosimeters in the Dental Assisting Program:

All accepted students in the Dental Assisting program will be required to purchase a radiation dosimeter to be used during DEA312, DEA321 and DEA574-575. The one-time cost of the dosimeter is \$30.00. Declared pregnant students will be required to purchase an additional fetal badge at \$30.00.

Dosimeters shall be worn as follows:

During routine radiographic procedures, the dosimeter should be attached to the clothing on the front of the body at collar level to approximate the location of maximal radiation dose to the thyroid, head and neck.

Loss of the dosimeter or accidental exposure must be reported to the Clinical Coordinator and Program Director at once. Students must pay the cost of a new badge and the \$5.00 overnight shipping to receive a replacement badge in order to avoid missing clinical classes. Students are not allowed to participate in Dental Radiology I & II or in Assisting Clinical I & II without their dosimeter.

Dosimeters are exchanged with the monitoring service every quarter. Students are given a minimum of two weeks' notice for badge exchange date. Failure to exchange within the allotted time will result in loss of all professional component points for that day and each successive day past the due date. Loss of a dosimeter will result in a \$30.00 charge plus \$5.00 for overnight delivery of the replacement dosimeter.

Incidents in the Dental Assisting Program:

In the event of a life-threatening emergency in the dental clinic or classroom, emergency personnel will be notified as indicated in the Crisis Management Booklet located near the door of each classroom, laboratory and clinic. The Automatic External Defibrillator (AED) for our building is located on the main floor near the front entrance.

All incidents, which are inconsistent with routine dental care or treatment, must be reported to the Clinical Coordinator **immediately** and a written report describing the incident completed. All instrument/needle sticks or other injury must be reported immediately and all paperwork must be completed within 24 hours. If you incur an incident while at your clinical site, you **MUST** stop everything and contact your Clinical Coordinator immediately.

Student Injury in Class in the Dental Assisting Program:

In the event that an accident or injury occurs while the student is in the classroom, the student will have access to appropriate care. **Notify the Program Director immediately.** The payment for care and related costs is the responsibility of the student.

Dental Assisting Student Expectations:

A major portion of a student's time in the Dental Assisting program is spent at the clinical site (dental office or clinic). Therefore, in addition to the Indian Hills Community College Catalog and the Program Policy Manual, the Dental Assisting student will be responsible for the following:

1. Join and participate in your professional organization, **Student American Dental Assisting Association (SADAA)**. Fees for membership to the organization are the responsibility of the student. Membership will be announced and fees will be collected later in the second term.
2. Be active in the IHCC Dental Assisting club "Smile Squad" and contribute time to fundraising and club activities. Elections of officers are held during the first term.
3. Personal Liability Insurance both to yourself and occupants of your vehicle in transportation to and from the clinical site.
4. Personal accident and health insurance to cover same at the school and at the dental office.
5. Irreproachable personal conduct at the college, the clinical site, in transportation between the two institutions and **any time you are publicly wearing the approved uniform.**
6. Academic achievement and skill achievement in all education situations whether in the classroom or in the dental office. (A student must maintain a cumulative G.P.A. of 2.0 during each term they are in the program). All Dental Assisting core classes require a "C" (78%) or above for continuing in the program.
7. Normal school supplies required for any educational experience.
8. Clinical supplies required for on-campus lab classes and clinical rotations.
9. Maintenance of work standards set by the clinical site and all clinical instructors.
10. Required attendance at clinical experiences, classes, seminars, and individual conferences with the instructors.
11. Attendance at clinical rotations as scheduled by the Dental Assisting Clinical Coordinator.
12. Participate in educational field trips that may occur outside of regular campus hours.
13. Provide drug screening, background checks, current physical report and immunization record along with any other additional requirements as requested by individual clinical sites. Current cost is \$20.00 cash or check made out to IHCC and given to your instructor.
14. Register for and attend May Graduation ceremony. This is the only ceremony that you will have in the Dental Assisting program although your true graduation isn't till August.
15. National Board Certification Examination fees and State Registration Examination fees as listed below:

State of Iowa Jurisprudence Exam (taken at our Testing Center).....	\$20.00
DANB ICE Exam (taken at Pearson Testing Center).....	\$175.00
DANB RHS Exam (taken at Pearson Testing Center).....	\$175.00

DANB General Chairside (taken at Pearson Testing Center).....\$200.00

Total testing fees: \$570.00

State of Iowa Registration fee once DANB and Jurisprudence have been passed _____\$70.00

Credentialed and ready to work= \$640.00

Clinical Classroom Instruction in the Dental Assisting Program:

If a student is absent from a campus clinical class, they are expected to arrange time with program faculty to make up any laboratory performance competency they may have missed. It has previously been stated that labs cannot be repeated and when the student misses a lab, it is their responsibility to obtain the information and notes from a classmate. Time to complete any competency will be arranged according to faculty availability. Late lab comps will be docked 10%. No student may use the dental clinic for practice of dental assisting skills without a member of the dental assisting faculty being present.

Clinical Classroom Safety Issues in the Dental Assisting Program:

To insure safety in the campus clinical class, students should be aware of the following procedures:

1. Students will receive and study information on blood and body fluid precautions, hand washing techniques and proper disposal of medical waste.
2. Students will receive and study information on hazardous materials and OSHA requirements. See Appendix Q for a partial list of items that students may come into contact with during time spent in the dental laboratory.
3. Students are required to have long hair tied back and **above** the collar, wash hands, gloves, mask and over-gown prior to practicing with a lab partner, and to rewash if moving on to practice with another student.
4. Campus clinic class ratios will be 1:6 for: DEA312 & DEA321. Campus clinic class ratios will be 1:12 for DEA268, DEA517, 18 & 19, DEA403, DEA702 and DEA603.
5. Faculty will respond to all student requests regarding correct and safe techniques of dental assisting skills.
6. Correct safety measures will be emphasized in every clinical and materials class.
7. Proper use of all equipment will be demonstrated by the faculty prior to student use.
8. Emergency procedures are posted near the entrances for all campus labs.

Practical Examinations in the Dental Assisting Program:

The program faculty has prepared a list of critical Dental Assisting skills. These skills will be evaluated by a practical examination. **Critical practical skills must be passed at a minimum 78 percent level.** The practical examination must be taken during the week designated by the course instructor. If the practical is not taken within that time period, the

student's grade may be lowered. Failure to take the practical within the extended four day period will result in a grade of zero.

Dental Assisting Smoking Policy:

Iowa law has mandated that smoking is not allowed on campus or within any dental facility. This includes the use of tobacco in your vehicle while on campus.

Dental Assisting Cell Phone Policy

Personal cell phones/pagers are to be kept with personal belongings and not in use during class except for designated breaks. Students in violation of this policy will receive deductions in points for the class in which the infraction occurs. **Violation of the cell phone policy will result in your phone being confiscated** for the remainder of the class and ALL of your daily professional component points will be deducted for that class that day.

Grievance and Appeals Procedures in the Dental Assisting Program:

1. Students shall first try to resolve their difference with the person against whom they have a complaint.
2. If the differences are not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
3. If this does not resolve the problem, the student shall meet with the appropriate department chair. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal, or the Program Policy Manual, a written statement shall be prepared notifying the student of the alleged violation and intended action.
4. If the problem is not resolved, the student shall have three days to request a hearing with the Dean of Students. The Dean of Students will hold a hearing within three days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and considering any relevant documents. Within two days of the hearing, the Dean of Students will issue a decision.

Student Grievance Procedure for Discriminatory Practices in the Dental Assisting Program:

A policy for grievances by students and parents of students, in addition to grievances for applicants for employment and employees of Indian Hills Community College has been established as follows:

Level 1:

A student or parent with a complaint of discrimination on the basis of gender, race, age, national origin, disability, or religion may discuss it with the instructor, counselor, supervisor, administrator, or contact the person most directly involved in order to solve it informally.

Level 2:

If the grievance is not resolved at Level 1, and the grievant wishes to pursue the case, it may be formalized by filing a complaint in writing to the next level of supervision. If the grievant is a student or parent of a student, a copy of the grievance should be forwarded to the Dean of Students. A meeting will be set up between the grievant, the appropriate dean and any other representatives of the college involved. The formal meeting must take place within 15 school days after the written grievance has been received in the office of Student Services. One additional meeting may be needed to resolve the matter. A final written decision will be supplied to the grievant by the appropriate dean within 30 school days after receipt of the original complaint. If the grievance is still unresolved, the grievant may proceed to Level 3.

Level 3:

At Level 3, the grievant will present a written appeal to the President of the college within 20 school days after the grievant has received the report from the appropriate dean. The grievant may also request a personal meeting with the President of the college or his/her designees. A decision will be rendered by the President or his/her designees within 10 school days after the receipt of the written appeal. This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Employment Opportunity Commission for Mediation or Rectification of Civil Rights Grievances, or to seek private counsel for complaints alleging discrimination.

Dental Assisting Staff Directory:

Executive Dean – Health Sciences, Dr. Jill Budde	641-683-5165
Department Chair – Health Sciences, Heidi Jones	641-683-5292
Dental Assisting Program Director, Carol Sexton-White	641-683-5298
Dental Assisting Clinical Coordinator, Kim Smith	641-683-5308
Department Secretary, Jenny Schmidt	641-683-5164

IHCC also has a toll free 800 line, 1-800-726-2585. The extension you desire would be the last four numbers of the regular telephone number.

Dental Assisting
Health Related
Policies

Dental Assisting Student Health Statement:

Each student is required to sign a form stating they understand and accept the essential functions expected of a Dental Assisting student (Appendix G, pg 63). This form gives students the option to declare any accommodations needed to complete the program. Physical ability requirements at the beginning of the program, and upon return to clinical following absence due to health status, have the potential to influence patient/student safety and affect the quality of care provided by the student.

Dental Assisting Clinical Protective Health Policy:

The Dental Assisting faculty at Indian Hills Community College believes that physical and mental health is essential components of well – being and are imperative for successful performance in the Dental Assisting program. An alteration or limitation in physical or mental function has the potential to influence patient/Dental Assisting safety and affect the quality of care provided by the student.

To assure that patient safety is not compromised and to avoid the increased risk of student injury, the Dental Assisting faculty, using professional knowledge and judgment, may request the student to leave the clinical setting if the student's physical or mental status is impaired. Physical and mental impairment that potentially may affect student performance in the clinical setting may include, but is not limited to:

1. Contagious Conditions (ie: Chicken Pox, Influenza, Herpes Simplex)
2. Immune–Suppressed Conditions (ie: Chemotherapy, Acute infections)
3. Physical Limitations (ie: Back/Neck Injury, Fracture, Sprain, Surgery)
4. Impairment of Judgment/Mental Functions (ie: Prescription Drug/Alcohol Use/Abuse)
5. Cognitive Impairment (ie: Anxiety Disorder, Panic Disorder, Depression)
6. Uncorrected Visual/Hearing Impairment

When the faculty member becomes aware of any of the identified or similar conditions, the following procedure will be followed:

1. After gathering sufficient information concerning the physical and/or mental status of the student, the instructor will determine the feasibility of the student remaining in the clinical setting. If it is determined that the student is not able to perform at the expected level due to physical illness or limitations and/or mental impairment, the student will be dismissed from the clinical setting.
2. The student will be notified that **dismissal from the clinical setting will result in a clinical absence** or absences that will be addressed as specified in the Program Policy Manual.
3. The instructor will notify the Program Director of the student's health status and the **action taken within 24 hours.**

4. Documentation of the student's status and instructor's action will be completed on a Conference Report within 24 hours and a copy will be submitted to the Health Sciences Department Office within 48 hours.
5. A signed note by a physician (MD or DO) will be required at the discretion of the instructor and in consultation with the Dean before the student can return to the clinical setting. Information provided by the physician must include a statement confirming that the student's condition has resolved and no longer presents a patient/student safety concern. The student must be able to resume functioning at a level compatible with meeting clinical requirements and achieving clinical competence.
6. The student will be required to sign a student health statement before returning to clinical. Physical Ability Forms will be available with the Dental Assisting instructors or in the Health Sciences Office.

Dental Assisting Physical Examinations:

Student Dental Assistants will be in direct contact with patients at the clinical site. It is extremely important that each student have a physical examination prior to starting the clinical component to assure both the student and the affiliate that the student is physically able to participate in the activities required of a Dental Assistant. Each student will have a physical performed by a licensed Physician or Advanced Nurse Practitioner or Physician's Assistant. In addition, documentation and/or results of the following immunizations and tests is required: Poliomyelitis; MMR or Rubella; Mantoux Skin Test for Tuberculosis (1 if test has been performed within one year or two if no test has been performed); Tetanus/Diphtheria Booster; and Hepatitis B (optional). The completed form will be kept in the student's permanent file. TB skin tests will be expected to be kept current during the length of the Dental Assisting program, if the skin test expires during the program year it will need to be renewed.

Dental Assisting Bloodborne Pathogens and HIV Policy

For Health Sciences Programs:

Students may be participating in activities within the Health Occupations programs, which have potential for exposure to infectious diseases including but not limited to: Hepatitis B and HIV. Health occupations students must take all necessary precautions to minimize the risk of exposure. Students who fail to comply with the bloodborne pathogen and HIV policy may be asked to withdraw from the Dental Assisting program.

In the event of a significant exposure (i.e. an incident involving eye, mouth, other mucous membrane, non – intact skin, or parenteral contact with blood or other potentially infectious material, including saliva), the student must report the incident **immediately** to their clinical site supervisor or Clinical Coordinator. The Clinical Coordinator or Program Director will file a safety/loss report form describing the incident. The completed form will be submitted to the Dean of Health Occupations **within 24 hours**.

Follow-up evaluation will be required consistent with federal regulations. This may involve going to their personal physician or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B Information:

It is **highly recommended** that all students providing direct patient or child care in the Health Occupation Division receive an immunization against Hepatitis B. Although it is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand washing skills generally are not yet developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

Health care professionals are at an increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products and the risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids such as: urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for an unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent the development of clinical hepatitis. You will need your physician's approval or order prior to being immunized. They

will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

As part of the curriculum, all students in Health Occupations programs will receive instruction regarding Hepatitis B and HIV prior to providing patient care. This instruction shall include but not be limited to:

1. Epidemiology
2. Method of transmission
3. Standard blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirements
10. Review of program policy related to refusal to care for specific patients.

Post Exposure Procedure for Health Occupation Students:

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
 - a. Stop work immediately
 - b. Immediately wash the affected area with the appropriate solution (soap & water or alcohol & water)
 - c. Seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by a recommended series of testing. (Physicians may also inquire about the students' status in regard to tetanus and hepatitis immunization at this time)
 - d. Follow instructional (facility) policy regarding determining HIV and hepatitis status of patient (students are responsible for the costs to any testing).
 - e. Maintain confidentiality of patient
 - f. Seek appropriate counseling regarding risk of infection.
 - g. Fill out and submit all required IHCC forms to the Program Director **that day**.

Guidelines for HIV Positive Health Care Providers:

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.

2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:
 - a. The use of gloves when:
 - i. Assisting chairside with any patient.
 - ii. There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands.
 - iii. Taking any kind of impression, bite registration or delivering any kind of appliance
 - b. The use of masks, protective eyewear and over-gowns when there is a possibility of fluids splashing onto the face or body and clothing.

Specific Guidelines for Known HIV Infected Health Occupations Students:

1. HIV positive health occupations students who do not perform invasive procedures need not be restricted from work/clinical experiences unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health occupations students should wear gloves for direct contact with mucous membrane or non-intact skin of patients.
3. HIV positive health occupations students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.
4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.
5. The facility policy for clinical experiences will supersede college policy if they are more stringent.

Confidentiality will be maintained whenever possible, with only appropriate individuals being informed of the HIV status of a health occupations student.

Provision of Care:

1. Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for clients to whom they are assigned. In the event that a student refuses to care for an individual the following will occur:
 - a. In consultation with the student, the facility member will determine the reason for the refusal.
 - b. If the reason is determined to be valid the student will be reassigned.
 - c. If the reason is determined to be not valid the student will be counseled about unethical conduct and discriminating against a client regarding but not limited to the following: age, race, sex, economic status or illness of the patient or client.

- d. If it is determined that the reason for refusal to care for a specific individual is as noted above, the student will be counseled to reconsider their future in health care.

The Dean of Health Occupations shall be notified of any such occurrence and may meet with the student, along with the faculty member to discuss options, one of which may be withdrawal from the program.

Dental Assisting Pregnancy Policy:

According to the US Nuclear Regulatory Commission: Regulator Guide 8.13 a student enrolled in the Dental Assisting program who becomes pregnant will be provided the following options related to the pregnancy:

The regulations allow a pregnant student to decide whether to formally declare the pregnancy to the advantage of lower dose limit for the embryo/fetus.

The choice whether to declare a pregnancy is completely **voluntary**.

The Dental Assisting program provides the following options:

1. A student may voluntarily declare the pregnancy by notifying the Program Director in writing and providing a physician's statement that includes name, a declaration of pregnancy, the estimated date of conception (only the month and year need to be provided), and the date that the Program Director was provided the letter. If this option is chosen the student will conference with the Program Director regarding the regulations and potential risks.

If the student chooses to voluntarily declare the pregnancy, the following options will be provided. The student may:

- A. Sign a Release of Liability Statement releasing Indian Hills Community College and the dental clinical education setting from liability and to continue in the program. The signed, "Release of Responsibility for Pregnancy" (available through the Program Director), will be included in the student's permanent IHCC record. The student will review a copy of the Radiation Protection Regulations and Current Reports from the National Council for Radiation Protection and the Nuclear Regulatory Commission regarding the effects of ratios on the unborn fetus. The student will be required to wear an additional fetal monitoring dosimeter and will be directed in the use of this dosimeter.
- B. Withdraw from the program and reenter when an opening is available. Typically, this would be the following year.
- C. If the student chooses not to declare the pregnancy, no further action by the Program Director or other officials will result.
- D. Students will be required to sign off on the pregnancy policy, stating their understanding of it, in Appendix E.

Dental Assisting Tuberculosis Policy:

Indian Hills Community College programs in Health Occupations have adopted the following policy:

Students enrolled in the clinical education portion of all Health Occupations programs will not knowingly be assigned to provide care to individuals who have active tuberculosis.

IHCC does and will continue to require an annual Mantoux tuberculosis test on all students at their own expense. Initially students will be required to complete two Mantoux tests if they have not had a previous one within the past year. See Student Physical Form.

If a student is exposed to an individual who tests positive for tuberculosis, the protocol for medical follow – up of the institution where the student is assigned will be implemented.

DENTAL ASSISTING PROGRAM APPENDICIES

Updated August 2014

Reminder – Dental Assisting Professional Conduct:

Please be sure to read the details of Dental Assisting Professional Conduct contained in this manual. Included is the statement that *if you have had.....*

1. Any conviction of a crime, including a felony, a gross misdemeanor or misdemeanor with the sole exception of speeding and parking violations.
2. Any alcohol and/or drug related violations.
3. Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or no contest.
4. Military court Martials that involved substance abuse, any sex – related infractions or patient related infractions.

.....it **MUST** be reported when completing paperwork for the clinical background check.

The clinical background check form is included in orientation folders. Fill it out completely and include \$20.00 cash or check made out to IHCC and turn it in to your instructor at orientation.

If during the time a student is enrolled in the Dental Assisting program, a violation of professional conduct occurs, it shall be reported by the student to the Program Director immediately and may result in expulsion from the program.

Appendix A: Dental Assisting Professional Conduct:

When caring for dental patients, employees and students must conduct themselves in a professional manner. Any serious violation or several minor violations could lead to dismissal from the program.

The following are examples of misconduct:

1. Falsifying records or dishonest behavior.
2. Leaving a clinical area during clinical hours without permission, loafing or sleeping on the premises or conducting personal business during clinical hours.
3. Failure to follow instructions or neglect of duties assigned.
4. Displaying immoral conduct, such as using alcohol or illegal drugs while on duty or reporting for clinical or class under the influence of alcohol or drugs.
5. Fighting, horseplay, disorderly conduct, loud talking or the possession of weapons on health care facility or campus property.
6. Threatening any person while in the clinical or classroom setting.
7. Discourtesy towards patients, dentists, hygienists, office staff or other dental assistants. This includes the use of vile or abusive language.
8. Abuse of time spent on breaks or lunch.
9. Disregard for health care facility safety rules.
10. Smoking in unauthorized areas.
11. Chewing gum while with patients.
12. Disclosing information about patients, students, other assistants or dentists and their practices.
13. Absenteeism and tardiness.
14. Violating dress code.
15. Refusing to provide service to a patient because of a patient's race, color, sex, religion, age, socioeconomic status, beliefs or handicap.
16. Having cell phones on during the clinical day.
17. Destroying, stealing or misusing clinical, patient or college property.
18. Going through patient's possessions without authorization and/or permission of the patient.
19. Refusing to assist chairside when requested by the clinical site.

Student Signature

Date

Appendix B - Dental Assisting Program Policy Agreement:

1. **Receipt of Indian Hills Community College Dental Assisting Student Program Policy Manual.** I have received a copy of the student Program Policy Manual. I understand I am responsible to read it completely and will be held accountable for complying with all policies and procedures of the Dental Assisting Program. It is my responsibility to ask for clarification from the Program Director regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program and staple them into my student Program Policy Manual. I understand that I am also responsible to read and comply with the general student policies of IHCC.
2. **Responsibility for Conduct and Actions as a Dental Assisting Student.** I understand that having been admitted to the IHCC Dental Assisting program I am held responsible for my conduct and actions as a Dental Assisting student. I understand that any breach of IHCC or program policies or code of ethics may result in consultation and perhaps probation, suspension or dismissal depending on the nature of my actions. I understand that client safety, privacy and dignity are of the highest priority in health care education.
3. **Title VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.** I understand that IHCC complies with the Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. I understand that I may follow the grievance procedure guidelines described in this manual if I wish to file a complaint.
4. **Medical Treatment.** I understand I am responsible for payment of any medical treatment that may be necessary subsequent to any injury or disease or exposure to disease that I may suffer associated with any clinical assignment.
5. **Computer Use Agreement.** As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copy right infringements caused by me.

Student Signature

Date

(insert current 2-page physical form here)

Appendix D - Dental Assisting Student Information Sheet - Physical Examination and Immunizations

Purpose and Objectives:

Special attention is given to health sciences students whose curriculum includes patient or patient specimen contact. A physical examination, immunization record and health history is required to detect and prevent communicable diseases which may put the students, other students, colleagues and/or patients at risk.

Process:

The examination must be completed by a physician, physician's assistant or nurse practitioner of the student's choice. Any incurred expenses are the student's responsibility.

Completed forms must be submitted to the Health Sciences Office. Records will be retained, and treated confidentially. No information will be released without written consent of the student.

Forms must be completed by the first week of classes, or earlier as required by the program. Students must ensure that all required information is provided. You will be contacted if your information is incomplete. **Students will not be permitted to enter a clinical facility until their forms are approved.**

Immunizations:

Students must have proof of all immunizations and tests listed on the Examination Form. All immunizations must have a date of administration and be current per the guidelines.

Clinical and Laboratory Practice:

Students are required to inform clinical and laboratory instructors of any condition/disease that may require safety precautions to safeguard the student and others (i.e. diabetes, seizures etc.)

Changes in your health status (i.e. pregnancy, back injury, infectious disease) occurring after the completion of your health physical should be reported to your Program Director.

Recommended Vaccinations

Hepatitis B:

Information: OSHA and the Iowa Occupation Safety and Health Division have rules and regulations governing who should receive Hepatitis B vaccine. Since persons with Hepatitis B may become critically ill or die, it is recommended that all Health Occupations students involved in direct patient care receive the vaccine series prior to clinical coursework. The Hepatitis vaccine is a synthetic vaccine, manufactured from the yeast *Saccharomyces Cerevisiae*.

Exposure: Exposure to Hepatitis B includes any percutaneous and mucous membrane exposure to blood or other body fluids (i.e. vaginal secretions, spinal fluid). Generally, exposure occurs via needle sticks, cuts, blood onto broken/chapped skin and infectious material splashed into eyes, nose or mouth.

Indications: Anyone with potential for exposure to blood, body fluids or tissue.

Contraindications: Anyone with an allergy to yeast, thimerisol or any other component of the vaccine should not be vaccinated. Vaccination should be postponed during acute illness.

Administration: Hepatitis B vaccine requires three doses. The second dose occurs one month after initial dose. A third dose is due six months after initial dose. Booster recommended in ten years.

Effectiveness: Approximately 95% of vaccinated people develop desired antibodies. A fourth dose may produce antibodies in people unresponsive to the initial three doses.

Pregnancy and Nursing: The effect of the vaccine on fetuses and nursing infants is unknown. Women who are pregnant, planning a pregnancy or are nursing should consult a physician.

Adverse Reactions: Hepatitis B vaccine is generally well tolerated. Soreness at the injection site is the most common side effect. Other side effects include, but are not limited to: fatigue, fever, headache, dizziness, chills, influenza – like symptoms, nausea, diarrhea, constipation, asthma – like symptoms, abnormal liver function tests, Guillian – Barre syndrome, Bell’s Palsy and Transverse Myelitis.

Hepatitis A:

Information: Hepatitis A vaccine is recommended for people with chronic liver disease, intravenous drug users, people practicing unsafe sex, people with clotting disorders or people who work with Hepatitis A in experimental settings. If you have questions about your risk factor for Hepatitis A, please consult your physician.

Varicella (Chickenpox):

Information: Adults who have not had chickenpox should be vaccinated. Adults with reliable histories of chickenpox are assumed to be immune. If you have questions about the Varicella vaccine, please consult your healthcare provider.

Appendix E: Dental Assisting Pregnancy Policy:

According to the US Nuclear Regulatory Commission: Regulator Guide 8.13 a student enrolled in the Dental Assisting program who becomes pregnant will be provided the following options related to the pregnancy:

The regulations allow a pregnant student to decide whether to formally declare the pregnancy to the advantage of lower dose limit for the embryo/fetus.

The choice whether to declare a pregnancy is completely **voluntary**.

The Dental Assisting program provides the following options:

1. A student may **voluntarily declare** the pregnancy by notifying the Program Director in writing and providing a physician's statement that includes name, a declaration of pregnancy, the estimated date of conception (only the month and year need to be provided), and the date that the Program Director was provided the letter. If this option is chosen the student will conference with the Program Director regarding regulations and potential risks.

If the student chooses to **voluntarily declare** the pregnancy, the following options will be provided. The student may:

1. Sign a Release of Liability Statement releasing Indian Hills Community College and the dental clinical education setting from liability and to continue in the program. The signed, "Release of Responsibility for Pregnancy" (available through the Program Director), will be included in the student's permanent IHCC record. The student will review a copy of the Radiation Protection Regulations and Current Reports from the National Council for Radiation Protection and the Nuclear Regulatory Commission regarding the effects of ratios on the unborn fetus. The student will be provided an additional fetal monitoring dosimeter and will be directed in the use of this dosimeter.
2. Withdraw from the program and reenter when an opening is available. Typically, this would be the following year.
3. If the student **chooses not to declare** the pregnancy no further action by the Program Director or other officials will result.

Student Signature

Date

Appendix F: Dental Assisting Ionizing Radiation Protection Policy :

Patients selected for the Indian Hills Community College Dental Assisting Program for radiology exposure must meet the following criteria:

The Indian Hills Community College Dental Assisting Program uses ionizing radiation as part of its educational program. Certain precautions must be taken to protect the health of both student and patient volunteer to be consistent with current health guidelines.

1. Patients must present a signed “Doctor’s Authorization Form” prescribing needed radiographs from the patient’s dentist of record. A completed health history form and a Patient volunteer form must be provided to IHCC by the patient.
2. Persons must NOT have had bitewing exposures within the past 12 months to qualify for a bitewing series. One retake is allowed. There are NO retakes allowed on children.
3. Persons must NOT have had a Panelipse exposure OR Full-Mouth Survey within the past 3 years to have either of these surveys repeated. 4 retakes are allowed for the FMS. A Panelipse cannot be retaken.
4. Women of child-bearing age must inform the dental assisting student if they are pregnant or suspect they may be pregnant.
5. ALL PATIENTS RECEIVING RADIOGRAPHIC EXPOSURE MUST WEAR A LEAD APRON WITH THYROID COLLAR.
6. All students participating in DEA 312 and DEA 321 MUST wear a dosimeter. Lack of your dosimeter will prevent you from participation in Radiology lab class.

I have read and I understand the Radiation Policy of Indian Hills Community College Dental Assisting Program. As either a patient volunteer or as a student, my signature below signifies my compliance with this policy.

Student Signature

Date

Appendix G: Dental Assisting Student Essential Functions Sign Off Form

I have read, understand and accept the essential functions expected of a Dental Assisting student:

_____ I do not need accommodations to perform the essential functions.

_____ I feel the following accommodations are needed for me to perform the essential functions: _____

Student Signature

Date

Appendix H: Dental Assisting Confidentiality Statement

Throughout the Dental Assisting program at Indian Hills Community College, I (name), _____, will have access to patient information. I realize that this information is private and should be kept confidential. I realize that any unauthorized release of information is punishable by fine and/or imprisonment.

Throughout my education in the Dental Assisting program at Indian Hills Community College, I will not at any time inappropriately release confidential information and I will adhere to the Code of Ethics of the Dental Assisting program.

I understand that release of unauthorized patient information will result in immediate termination from the Indian Hills Community College Dental Assisting program.

Student Signature

Date

Appendix I: Dental Assisting Photo Release and Publication Consent Form

For good and valuable consideration, I hereby consent and authorize Indian Hills Community College to reproduce, publish, circulate and otherwise use for advertising purposes, my name and/or signature and/or portrait and/or photograph and/or name of employee and that attached voluntary statement or statements of any part thereof, in black and white or in colors in magazines, newspapers, rotogravure sections of publications, booklets, circulars, posters, billboards, radio and/or television scripts, radio broadcast transcriptions and/or telecasts and all of forms of publication or circulation, or any of them in advertising or any other publicity; and I hereby release said Indian Hills Community College of and from any and all rights, claims, demands, actions or suits which I may or can have against it or them on account of the use or publication of said material.

Student Signature

Date

Appendix J: Dental Assisting Consent for Release of Academic Information

I, (name) _____, authorize Indian Hills Community College to release the following to health care facilities for clinical rotation placement purposes and/or potential employment evaluations purposes:

1. Attendance Record
2. Grade Point Average
3. Instructor Evaluations of Skills and Abilities
4. Immunization Record
5. Physical Examination Record

Yes No

I consent that Indian Hills Community College may release my name, home address, telephone number and e – mail address to employment recruiters.

Yes No

I consent that Indian Hills Community College may request performance information in regards to my academic preparation from employers and consumers.

Yes No

Student Signature

Date

Appendix K: Dental Assisting Contract for Returning Students:

I, _____ agree to the following policies and stipulations for returning into the Indian Hills Community College Dental Assisting program. I understand that reentry into the program is based upon my G.P.A. and testing scores of the class entering:

1. Application into the program is required prior to 12 weeks of term entering.
2. Student must attend an orientation with Program Director.
3. Reentry into the program is limited to two times.
4. Student is required to pay all expenses incurred, including clinical supplies.
5. The student is required to complete all required clinical rechecks prior to the end of the first returning term. This includes completion of that term's competencies and rechecks.
6. Attendance is required for all classes and clinical.
7. Students who reenter in Term 3 will be advised to repeat the Assisting Clinical I, even if it was passed in a prior attempt.
8. The student may be required to enter at a different term for completion of courses. For example, if a student failed a course in term 3, which is now offered in term 2, the student will be required to begin in term 2 for completion of that specific course.
9. An assignment of clinical facility is made by the Clinical Coordinator according to facility availability.
10. TB testing, criminal background checks and BLS training must be completed prior to clinical start.

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Appendix L: Program Expectations of All Students:

A portion of the student's time in the Dental Assisting program is spent at the clinical site (private dental office or county clinic). Therefore, in addition to the Program Policy Manual and the student handbook, the dental assisting student is expected to do the following:

20. Join and participate in your professional organization- **Student American Dental Assistant Association (SADAA)**. Fees for membership to the organization are the responsibility of the student and will be collected at a later date.
21. Be active in the IHCC Dental Assisting club "Smile Squad" and contribute time to fundraising and club activities. Elections of officers are held during the first term.
22. Personal Liability Insurance both to yourself and occupants of your vehicle in transportation to and from the clinical site.
23. Personal accident and health insurance to cover same at the school and at the clinical site.
24. Irreproachable personal conduct at the college, the clinical site, in transportation between the two institutions and at **any time you are publicly wearing the approved uniform.**
25. Academic achievement and skill achievement in all educational situations whether in the classroom or in the dental office. (A student must maintain a cumulative G.P.A. of 2.0 during each term they are in the program). All Dental Assisting core classes require a "C" (78%) or above for continuing in the program.
26. Normal school supplies required for any educational experience.
27. Clinical supplies required for on campus labs and clinical rotation as announced.
28. Maintenance of work standards set by the contracted affiliation's clinical supervisor.
29. Required attendance at clinical experiences, classes, seminars and individual conferences with the instructor.
30. Participation in scheduled field trips that may be scheduled outside of campus hours.
31. Attendance at clinical rotations as scheduled by the Dental Assisting Clinical Coordinator. Changes in clinical rotations will not be made without prior notice to the student.
32. National Certification and State Registration Application and Examination fees.

I have read and agree to assume the responsibilities outlined above. I understand that failure to comply with these responsibilities means I may be terminated from the Dental Assisting program.

Student Signature

Date

Appendix N: Dental Assisting Hazardous Substance List

This is a partial list of the main hazardous substances found in a dental office that you may be exposed to. You are entitled (under law) to be informed of any material(s) or chemical(s) you work with that may be hazardous to your health or the environment. Employers must make available to employees, Safety Data Sheets, (SDS) supplied by manufacturers. SDS must explain in detail, the hazard associated with the material; preventative measures to avoid danger, and the first aid measures to be taken. DA Faculty have made SDS sheets for these materials and chemicals available to students by compiling an SDS Binder located in the Dental Materials Lab.

The following substances are used in the Dental Assisting program.

Lysol (phenol)	Flammable, avoid eye and Food contact	Flush eyes (remove contact lenses) Flush 15 minutes
Bleach (Sodium Hypochlorite)	Skin and lung irritant. Don't Mix with any other cleanser.	Flush skin or eyes
Glutaraldehyde	Avoid skin and eye contact	Flush
X-ray Developer	Avoid skin and eye contact	Flush
X-ray Fixer	Can cause eye, skin or Respiratory irritations. Avoid Contact inhalation	Flush
Acid Etch Gel	Avoid eye, skin or mucous Membrane contact.	Flush
Cavity Varnishes	May contain acetone, ether or chloroform. Flammable Avoid Inhalation	Keep away from open flame. Use in well ventilated area
Gypsum products	Eye and lung irritant	Wear protective shields
Curing light	Blind spot or retina damage. Do not look At light.	Wear special glasses
Acrylic Monomer (Methyl Methacrylate)	Flammable. Avoid Inhalation Avoid skin contact	Do not use near heat source or flame. Work in well-ventilated area

Current Academic Calendar (insert here)