

**SAN DIEGO MESA COLLEGE
DENTAL ASSISTING PROGRAM**

PROGRAM POLICY MANUAL

2019 - 2020

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Dental Assisting Program Faculty**

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Policies and procedures are subject to change. It is the responsibility of the student to keep current of the changes that may affect completion of the Dental Assisting Program, and requirements for the Registered Dental Assistant (RDA) license and the Certified Dental Assistant (CDA) credential.

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INTRODUCTION

Welcome to the Dental Assisting Program at San Diego Mesa College. This policy manual was prepared in order to assist you in understanding what you can expect as a student in the dental assisting program. Our program has an excellent reputation in the local dental community. In order to uphold our reputation students are required to adhere to the policies contained within this manual. We believe that these requirements contribute to your success as a dental assistant.

The content of this manual describes general guidelines for the program. For specific guidelines for each course refer to the course syllabus. Faculty is granted, by the college district, academic freedom in teaching their assigned course based on the official course outline. The syllabus describes how an individual instructor will carry out the course outline and program policy with his/her students. It is the syllabus, which describes how each instructor will conduct class, class-specific assignments, instructional methods, evaluation procedures, and texts and materials. The syllabus will be distributed to students during the first week of class.

Policies and procedures are subject to change, therefore, it is the responsibility of the reader to keep current of changes that may affect completion of the Dental Assisting Program, and requirements for achieving Registered Dental Assistant (RDA) licensure and/or Certified Dental Assistant (CDA) credentialing. Every attempt will be made by the Program Director and the faculty to inform students of changes. This information may be distributed by verbal announcements, written documentation or a referral to other source material.

For clarification of the information contained within this policy consult with the Program Director.

PROGRAM MISSION STATEMENT

The Dental Assisting Program at San Diego Mesa College provides dental assisting students the knowledge and skills to succeed as a dental health care professional. As a State and Nationally accredited program, we promote learning, leading to licensure and credentialing in dental assisting. By providing quality education to our diverse students, we contribute to the regional dental workforce, which provides access to care and dental health in San Diego County.

PROGRAM PHILOSOPHY

The Dental Assisting Program:

1. Provides students with a foundation in basic literacy and critical thinking skills to succeed as a dental assistant.
2. Encourages students to become life-long learners.
3. Provides the dental community with graduates who will have the knowledge and skills to become a vital member of the dental health team.
4. Encourages students to pursue personal, professional, and educational goals through critical and independent thought.
5. Prepares students to act as legal and ethical dental professionals.

PROGRAM LEARNING OUTCOMES

Based upon the requirements for an accredited registered dental assistant program and a certified dental assistant program, the program outcomes are to:

1. Perform skills and apply knowledge of dental assisting to work as a chairside assistant and administrative assistant.
2. Obtain licensure and certifications applicable to dental assisting.
3. Conduct themselves as legal and ethical dental professionals within the scope of practice of dental assistants.
4. Communicate effectively, verbally and in writing, as appropriate for a dental healthcare worker.
5. Promote positive change in the community through volunteering.

APPLICATION AND PREREQUISITES

Applicants interested in entering the accredited Dental Assisting Program must:

1. Complete all requirements for admission to San Diego Mesa College
2. Apply to the Dental Assisting Program
3. Attend a program information session
4. Attend a program orientation
5. Complete courses DENA 050 and DENA 056, with a "C" (75%) or better

ACCEPTANCE

Upon acceptance to the program, student shall enroll in the fall semester courses: Dental Assisting (DENA) 058, 058L, 054, 054L, 083A, 117, 117L, 129, and 129L. Students should verify course numbers with the college web site/catalog. Enrollment and class schedules may be accessed through the college web site.

Continuation in the program requires that the student maintain a grade of "C" (75%) or better in all dental assisting courses.

NOTE: All students enrolled in the dental assisting courses must have access to a computer and be able to perform basic computer skills.

ADVISORY

These courses are not required for acceptance into the Dental Assisting Program however they are strongly recommended. The courses are designed to assist students with communication, human interaction, study habits and computer skills. The courses may also assist students who have experienced difficulty in a previous academic setting or are re-entering the educational system.

- English 51 and 56
- Speech Arts 135 or equivalent
- Psychology 112 or equivalent
- Personal Growth Classes
- Basic Computer Skills

Consult the Mesa College Catalog or the Allied Health counselor for more information.

STANDARDS FOR RETENTION

Standards for retention in the Dental Assisting Program requires that the student:

1. Show satisfactory performance of dental assisting skills, as evidenced in laboratory and class work, and directed clinical practice.
2. Maintain physical, mental and emotional health necessary for the performance of duties in the program.
3. Maintain the academic criteria defined as a grade of "C" (75%) or better in each dental assisting course.
4. Meets attendance requirements of the program.
5. Complies with the Code of Professionalism.

PROBATION POLICY

A student will be placed on probation if he/she is failing to meet academic and professional criteria for retention in any dental assisting course. The student will be informed of the probationary status via a meeting with the program director and the instructor. Discussion of the meeting will be documented.

Documentation will include but is not limited to specific to the reasons for probation, and recommendations will be made to the student. The instructor will document what conditions are necessary to remove the student from probationary status, and what circumstances may lead to disqualification.

The original documentation will be maintained in the student's file in the Dental Assisting Program Director's Office. A copy, if necessary, will be sent to the Allied Health Department Chair, the School Dean, and the Dean of Student Affairs.

Please refer to Policy 3100 in the College Catalog for student rights.

Students needing assistance with academic needs should consult with the instructor of record. If further assistance is warranted students should consult with the program director.

Students may also seek tutoring services on campus from the Tutoring Center and/ or Writing center. Refer to the college catalog or web site for contact information.

DISQUALIFICATION POLICY

A student will be automatically disqualified from the Dental Assisting Program should he/she earn a grade less than "C" (75%) in any one of the Dental Assisting courses.

A student may be disqualified because of the inability to meet standards for retention.

PROGRAM PARTICIPATION

Program participation is defined as the following:

- Participation in class (on campus or online) includes but is not limited to completing assignments and assessments, active listening, participating in collaborative learning (group discussions or group projects).
- Participation in a laboratory/clinical class includes but is not limited to partnering with classmates for performance evaluations and being a patient for dental procedures supervised by faculty.
- Participation in directed clinical practice includes assisting dentists, dental assistants and dental hygienists in a clinical setting under the supervision of the dental staff and dental assisting faculty.
- Students shall conduct themselves according to the Code of Professionalism (see below)

CODE OF PROFESSIONALISM

The Code of Professionalism has been established in accordance with college policy and generally accepted standards of the dental profession. This code is defined as:

- Student conduct
- Academic Honesty
- Attendance
- Dress code and grooming
- Program safety
- Confidentiality protocol

STUDENT CONDUCT

All students are expected to respect and obey standards of student conduct while in class and on campus. The student Code of Conduct is comprised of Policy 3100, 3100.1, 3100.2 and 3100.3. These policies can be found on the college web site under Student Services, click on Student Affairs and then Student Policies. The information may also be found in the college catalog, and at the office of the Dean of Student Affairs. Charges of misconduct and disciplinary sanctions may be imposed upon students who violate these standards of conduct or provisions of college regulations. For online courses, students shall comply with the Online Student Code of Conduct and the SDCCD Netiquette Guidelines for Online Students.

Dental Assisting students are expected to exhibit mutual respect and consideration for others as well as all dental equipment and supplies. Upon arriving at class or other program events, students should display a positive attitude and a collaborative interest.

In the classroom setting there is no eating, drinking, gum chewing or sleeping. Students should also refrain from texting, side talking or reading other materials while in class. Generally, no cell phones are allowed in laboratory and clinical classes. Please see course syllabi for specific use of cells phones.

Students are expected to fully participate in all aspects of the program, including performance as operators and/or patients. Students shall consult with the course instructor regarding any concerns.

Any disruptive behavior will be reported to the program director and be dealt with in accordance to the student Code of Conduct as outlined in the San Diego Mesa College Catalog.

ACADEMIC HONESTY

“This procedure implements Board of Trustees Policy 3100 ensuring that honesty and integrity are integral components of the academic process. All students are expected to be honest and ethical at all times in their pursuit of academic goals.”

1.0 Definitions:

Cheating: The act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive, or fraudulent means.

Plagiarism: The act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same as one’s own work to fulfill academic requirements without giving credit to the appropriate source.

Please refer to the specific policy for information regarding academic and administrative sanctions and appeal which can be found on the Mesa College website under Student Affairs, Student Policies, Honest Academic Conduct Procedure 3100.3

ATTENDANCE

The attendance policy of the Dental Assisting Program has been developed in accordance with Policy 3100 of the San Diego Community College District, and Requirements for an Accredited Registered Dental Assistant program/Certified Dental Assistant program.

Disqualification will automatically apply to those students who fail to meet the attendance requirements of the program and the college.

Students are expected to attend and participate at each meeting of all courses (on campus and online) in which they are registered. A good attendance record and participation is part of a recommendation for employment or transfer to another dental-related program. It is assumed that anyone who does not maintain an acceptable record of attendance or does not participate lacks interest and will probably not be a dependable employee. The final grade may be affected by absences and class participation.

Absences or tardies occurring as the result circumstances beyond the control of the student, requires the student to report the absence or tardy by contacting the instructor and Program Director before class begins (refer to the course syllabus for contact information). “Instructors may excuse absences when the absence results from illness, accident, religious observances, holidays, other circumstances beyond the student’s control, or participation in authorized professional or college activities” (Mesa College Catalog).

An absence is defined as missing more than 15 minutes of the scheduled class time. A student absent from the first class may be dropped. A student accumulating 2 absences will be placed on attendance probation. A student who accumulates 3 absences may be dropped.

Tardy is defined as arriving past the start time of a scheduled class or leaving early. For class start time, a tardy is arriving in class 1-15 minutes late. For leaving early, a tardy is considered 1- 15 minutes prior to dismissal. Three tardies equal an absence. Refer to the syllabus for each course for more information.

In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a "W" shall be assigned and the district will work with the student to ensure that the "W" is not considered in progress probation and dismissal calculations.

DRESS CODE AND GROOMING

A standard uniform (clothing and shoes) is required for this program (see information and diagrams on pp. 25-27). The uniform will be worn during laboratory and clinical courses beginning on the first day of classes. The uniform includes:

- A lab coat ("warm up" jacket type with crew neck and elasticized, ribbed cuffs)
- Scrubs (top and pants – program colors only)
- Clean, in good condition, all black professional, closed toe and heel, all leather/artificial leather shoes
- Crew socks
- Cotton undershirt
- Name badge (To be ordered in class)

NOTE: Do not purchase any of the above items prior to a classroom presentation explaining the program uniform. Read and review the uniform samples at the end of this manual.

Students should anticipate their class schedule and dress, includes hair and grooming, appropriately before class begins. The program does not have facilities for changing clothes.

HAIR

When in uniform, the hair must be clean and in a conservative style, such that it is off the face and shoulders, and does not hang loosely (this includes ponytails and braids). Off the face includes fringe/bangs in eyes and wisps of hair. Hair styled up in a bun should not be sticking out, bouncy or appear in a "messy" bun.

The hair should be confined with minimum hair ornaments such as a simple clip or elastic band. If hair is not appropriate before class begins, the student will be dismissed from lab or clinic to deal with the hair issue. Hair must not be corrected in any of the dental assisting labs or clinic classrooms.

FACIAL HAIR

Facial hair such as beards, mustaches and sideburns shall be short (close shaven) and conservative. If facial hair exceeds a close shaven style, the student must wear a disposable facial hair net (beard net).

HANDS

When in uniform, the hands and fingernails must be clean and neatly manicured. Fingernails should not extend beyond the fingertips. Nail polish and acrylic nails are not allowed.

JEWELRY

When in uniform, jewelry is limited to a conservative watch, and one ring, and small stud earrings. Earrings are limited to one small stud per ear, no bigger than the diameter of a pencil eraser, with one earring in each ear lobe. A necklace may be worn, however, it should not be visible or hang loosely outside of the uniform top.

PIERCINGS AND FACIAL TATTOOS

While facial piercing and tattoos are currently popular, dentistry is a predominately conservative industry. Therefore, facial piercing jewelry for the eyebrow, chin, nose, lip, tongue or any area that is visible will not be allowed when in uniform. Existing tattoos may require covering. Do not acquire new, visible piercings or tattoos during the program. This does not enhance your appearance as a dental professional.

GROOMING (PERSONAL HYGIENE)

Attention to personal hygiene is essential for all persons in the health-care fields. A daily shower, deodorant, and clean undergarments are absolutely essential. Each student will be assigned a locker where personal items will be kept. It is expected that each student will have on hand toiletries to maintain good personal hygiene. Odors such as tobacco, alcohol, perfume or perfumed lotions, food odors or breath odors are not acceptable. It is expected that dental assisting students will maintain good dental health care.

Students found lacking in the above grooming standards will be asked to leave the lab/clinic area until corrections have been made, including being dismissed from class. Dismissal from class is considered an absence and non-participation therefore the final course grade may be affected.

NOTE: Students needing accommodations to the dress code due to religious or cultural beliefs shall consult with the Program Director.

SAFETY (See pages 13-16)

CONFIDENTIALITY PROTOCOL

During the program students may encounter situations that require confidentiality. Confidentiality in the dental setting refers to keeping information or situations private amongst the dental staff. Situations may include but are not limited to: communications, clinical procedures, and patient records. Confidentiality extends to both directed clinical practice, including the staff of the dental office, and the dental assisting classroom. Any situations, as cited above, that occurs as a result of working with classmates, or patients (visitors or faculty) shall be held in confidence. This should not prevent students from consulting with instructors regarding Directed Clinical Practice (DCP) experiences or working in the classroom. Students are encouraged to disclose concerns to the program director to ensure safety for the student and the patient. Students maybe asked to share information during the DCP seminar.

PHYSICAL CONTACT

Students can expect physical contact (touching), by the instructors and classmates in laboratory and clinical classes. Physical contact by instructors may include, but is not limited to, touching of the head, neck, shoulders, back, legs, arms and hands for correct postures and close face to face encounters during laboratory, preclinical and clinical procedures. Students will also encounter physical contact with classmates when participating as a patient in dental assisting lab courses. If a student is uncomfortable with any physical contact, they should speak to the instructor or the program director privately.

CONFLICT RESOLUTION

Students having concerns or needing assistance during the dental assisting program should proceed in the following manner:

1. Discuss concern with the instructor, if no resolution
2. Meet with the program director, if no resolution
3. Meet with the department chair, if no resolution
4. Meet with the school dean.

Students should feel free to discuss any concerns at anytime with the faculty and the program director. We encourage students to seek assistance as soon as the need arises.

ASSESSMENT AND GRADING POLICY

The Dental Assisting Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to: quizzes, examinations (written, practical and clinical), writing assignments, oral presentations and performance evaluations (practical and clinical). Final examinations are administered in all classes. Class participation as defined in this policy manual may affect the final course grade. The assessment and grading policy applies to both on campus and online courses. The following general grading system has been established in compliance with campus policy.

| FALL/SPRING | SPRING DCP ONLY |
|---------------|-----------------|
| A = 90-100% | A = 91-100% |
| B = 80-89% | B = 81-90% |
| C = 75-79% | C = 76-80% |
| D = 60-74% | D = 63-75% |
| F = below 60% | F = 0-62 |

Students must maintain a “C” or better in each dental assisting course. Students earning a final course grade of D or less in any course for the fall semester will not be allowed to enroll in the spring dental assisting courses. Note: All courses are presented only once each year.

Students should refer to the syllabus for each course to determine the specific assessment and grading policy for that course. Faculty is granted, by the college district, academic freedom to determine assessment for their assigned class.

HEALTH AND SAFETY PROGRAM POLICIES

Bloodborne and Infectious Diseases Overview

In dental assisting there is a potential for exposure to bloodborne and infectious disease by way of saliva and blood. The Dental Assisting Program implements the standards set forth in the Bloodborne Pathogens Regulation in the California Code of Regulations, Title 8 (8 CCR), Section 5193. In addition, the program provides the student with personal protective equipment for safety when working with classmates and patients in various dental procedures. Students in the program receive theory and practice regarding infection control procedures and prevention of exposure to bloodborne and infectious disease. See Infection Control Manual/Exposure Control Manual for details (located in clinic classroom).

Hazardous Materials Overview

Various dental materials, as found in dental offices, are used in the dental assisting program. All standard precautions required by the Occupational Safety and Health Administration (OSHA) are also used in the program to protect the student and patients from potential harm and or injury. A manual of Safety Data Sheets (SDS) is kept in the dental assisting facility as well as required clean up equipment for any spills or possible exposure. Students are taught the theory and practice to safely work with dental materials.

Dental Radiography Overview

Certification in radiation safety (x-ray certificate) is part of the dental assisting program. Students will participate in taking dental x-rays on manikins and patients. Students are educated in ionizing radiation safety theory and practice. All safety standards required by the Dental Board of California and the State Department of Public Health, Radiological Health Branch are utilized in the dental radiography courses. The manual is located in the radiography laboratory. See p. 15 for policy regarding Control and Use of Ionizing Radiation.

Infection Control Standards Overview

It is the policy of the program to maintain a safe level of practice for the protection of the students, patients, and faculty from possible exposure to potentially infectious materials during pre-clinical and clinical procedures in the classroom setting or at directed clinical practice. Infection control protocols for the Dental Assisting Program are based on OSHA and Dental Board of California standards.

Each student involved with direct patient care shall have formal training in infection control protocols as described in the Infection Control Manual. Students are informed of specific information during program courses. The course instructor shall be responsible for enforcing infection control policies described in the Infection Control Manual. The manual is located in the clinic classroom. Students should consult the manual or any instructor for information or clarification. The contents of this manual shall be reviewed annually or when the College, District, the industry or regulatory agencies warrant changes.

For More Information

Students should consult the course instructor or the Dental Assisting Program Director for more information or clarification. Policy manuals are available to students and faculty and are located in the clinic classroom. The contents of these policies shall be reviewed annually or when the San Diego Community College District, regulatory agencies or the dental industry warrant changes.

EMERGENCY MANAGEMENT

In the event of an emergency situation in the classroom, dental laboratory, dental clinic or radiography laboratory, any student either involved or witnessing the event shall immediately notify an instructor. This includes instructors that may be in the area although not specifically assigned to the class. The instructor shall determine the nature of the event and proceed with an appropriate emergency response. If the event is a minor accident, that is not life threatening, first aid will be administered and the student will be directed to seek treatment from the campus, Student Health Services or referred to a medical facility. If the situation warrants emergency action, the instructor will follow the campus protocol, which directs calling campus police. Campus protocol allows for a faculty member or any person to call 911 directly if he or she believes that the situation is a life threatening event and then contact campus police. Campus protocol is outlined in the booklet, "What To Do In An Emergency", distributed by the campus police. In addition call boxes or dedicated phone lines are located in the classrooms, which are a direct link to the campus police.

ACCIDENT REPORTS

All accidents, no matter how small, are to be reported to the instructor and program director. First aid will be rendered and services will be provided according to the campus emergency protocol. It is the responsibility of the program director to initiate reports of the accident to the campus/district departments. Copies will be placed in the student's file.

LABORATORY AND CLINIC SAFETY

In the laboratory or clinic, as in a dental office, orderliness, cleanliness, and safety must be the guiding rules. A laboratory or clinic area where these rules are absent results in complete chaos, and is a hazardous area in which to work. Laboratory equipment, such as engines, lathes, model trimmers, and electrical equipment present a potential hazard if not handled with care. Students will receive instruction in lab safety, and the rules that apply in the dental assisting program, prior to being assigned to laboratory/clinical procedures. A written safety test will be administered, and students will be required to pass it with 100% accuracy. Students will also be required to sign an "Acknowledgment Form" indicating awareness of safety rules. The following are a set of safety rules that apply to the dental assisting laboratory and clinic area. Additional protocols for specific course work will be presented in each class. NOTE: Radiography Safety Rules are included in the Radiography packet and posted in the radiography laboratory classroom.

1. Equipment is to be used only after instruction and permission from faculty, including faculty supervision.
2. All personal belongings such as backpacks, purses, etc. shall be placed in the locker provided for you.
3. Eating and drinking is prohibited in the lab during class and at all times in the clinic.
4. Hair must be pulled back off the face and shoulders and protected from rotating equipment.
5. Students will wear appropriate personal protective equipment (PPE) when there is a potential for exposure during laboratory or clinical procedures. PPE is defined as lab coat/protective gown, protective eyewear, examination or utility gloves and facemask.
6. Any injuries, no matter how minor, are to be reported to the instructor immediately.
7. Any malfunctioning equipment must be reported to the instructor.
8. Immediately report all spills to the instructor. Follow any instructions for cleanup given by the instructor.
9. In case of fire, do not panic. When possible notify any faculty member. Follow faculty directions. If possible use emergency call box, pull fire alarms, dial campus police and exit the building. Meet in designated area (TBA).
10. Keep the counters tops, aisles and floors free of unnecessary items.
11. Close all drawers and cabinet doors completely after use.
12. Students will clean up after themselves. This includes proper storage of equipment and instruments, clearing work areas and utilizing proper infection control protocol.
13. Always disconnect electrical equipment and clear counter tops at the end of the lab period.

14. When removing electrical plugs from the outlets, always make sure hands are dry and grip the plug, not the cord.
15. Do not discard any dental gypsum, cement or impression material in the sink. This will clog the drainpipes.
16. In the clinic area. The dental stools, patient chair, dental light, mounted computer monitor, handpiece, HVE and air/water syringe hoses will be placed in a non-operating position at the end of use.
17. Specific safety rules for radiography lab will be explained in the radiography course. A list of safety protocols is posted in the radiography lab.

Students may be assigned specific duties on a rotation basis. Consult with the course instructor for details.

DENTAL RADIOGRAPHY SAFETY POLICY FOR CONTROL AND USE OF IONIZING RADIATION

The policy describes the standards for use of ionizing radiation in the dental assisting program, and the protocols to ensure safe practices and minimum risk for the students, patients and faculty. The program policy includes standards from the Dental Board of California (DBC), Commission on Dental Accreditation (CODA), California Department of Public Health Radiologic Health Branch, the American Dental Association (ADA) and the California Dental Association (CDA). NOTE: Radiography Safety Rules are included in the Radiography course packet and are posted in the radiography laboratory classroom. Course instructors, under the direction of the Program Director are responsible for implementing this policy and safety rules.

Patient (“human”) Selection Criteria

All intra-oral/extra-oral radiographic surveys shall only be taken for diagnostic purpose and not solely to achieve instructional objectives. All patients shall have:

- A written prescription/request from a licensed dentist (United States), for a full mouth radiograph/image survey in order to participate as a patient for the dental assisting student.
- A completed medical and dental history form (provided by the program), including a signature and dental license number from the prescribing dentist. Note: The dentist’s signature must match on both the written prescription and the medical/dental history.
- A signature of the patient or parent/guardian if a minor, for consent to be a patient for dental radiography (on medical/dental history).
- Oral cavity and dentition requirements for patients as described in the course syllabus and as explained in class by the instructor.
- No recent radiographic exposure as outlined by guidelines of the American Dental Association (ADA).

All prescriptions/requests shall be attached to the patient health history form. Radiographs/images are sent to the prescribing dentist (film or CD) and duplicate film or saved files along with any patient forms for radiography become a permanent part of the student's radiography evaluation folder.

All dental radiography instructors have the right to accept or deny any patient from participating in the clinical instruction.

Operator Protection Standards

The student operator shall:

- Use x-ray equipment only when an instructor is present in the x-ray lab
- Wear appropriate PPE – examination gloves and mask
- Never hold film/sensor in a patient's mouth
- Never hold or stabilize x-ray tube head during exposure
- Exit the radiography exposing room and close door before exposing each radiograph
- Wear a dosimeter, which shall be read and recorded once a month
- Wear a lead or equivalent apron with thyroid collar when using a hand held radiography device

Patient Protection

- Patient shall wear a lead or equivalent apron with thyroid collar
- Program uses industry standard film and digital imaging receptors
- Equipment meets current federal and state standards regarding filtration, collimation, and includes 12" open-ended cylinder (PID)
- Program uses image receptor holding devices for film, sensors and PSP plates
- Program uses industry standard radiographic/imaging techniques
- Program adheres to retake policy (3 retakes only) for FMX as dictated by the Dental Board of California for certification.

X-ray Equipment and Performance Standards

- The program complies with industry standards and recommendations from the Dental Board of California, the California Department of Public Health Radiologic Health Branch and the California Dental Association
- All radiography exposure equipment is registered with the California Department of Public Health, Radiology Department
- The program complies with all required inspections
- Minimum radiation exposure settings are posted for each radiography exposure room
- Every apparent malfunction of the x-ray machine shall be reported immediately to the Program Director and the Radiation Safety Officer of the Allied Health Department. Equipment will not be used until corrections/repairs are completed.

Laboratory Instruction

Lab hours are provided for students to meet the requirements set by the DBC for certification in Dental Radiography Safety and CODA. Students are required to successfully take* at a minimum, the following radiographic surveys on a manikin (Dxttr):

- Two bitewing surveys consisting of at least 4 films/images
- Two full mouth periapical surveys, consisting of at least 18 films/images each, 4 of which must be bitewings
- Developing, processing, and mounting of exposed radiographs or acquiring digital images with computer
- Student and instructor evaluation of radiographs/images
- A successful score is a minimum score of 75% for each survey

Clinical Instruction

Clinical hours are performed at the program facility and provide for students to meet the requirements set by the DBC for certification in Dental Radiography Safety and CODA. Students are required to successfully take*, at a minimum, the following radiographic surveys on a patient (human):

- Four full mouth periapical surveys consisting of at least 18 films/images each, 4 of which must be bitewings
- One FMX survey must be film, only three surveys can be digital images (DBC)
- Student and instructor evaluation of radiographs/images
- An evaluation of radiographs/images by the prescribing dentist
- Students must complete a minimum of two FMX, on patients, in the program prior to exposing radiographs in an extramural clinical assignment (CODA)
- A successful score is a minimum score of 75% for each survey

Retake Policy

Retakes are only made with approval and supervision of the course instructor.

- Retakes are recorded on the evaluation form
- Retakes are limited to three images for the patient FMX (DBC)
- For manikins (Dxttr), retakes are allowed as needed with the approval and supervision of the course instructor

STUDENT ILLNESS, INJURY OR PREGNANCY (For campus and DCP sites)

For the protection of students, patients, dental personnel and instructor, the following policies must be adhered to:

1. Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from a physician before returning to class or clinical setting. Examples of the above include: conditions requiring casts, canes, crutches, slings, elastic bandages, skin rashes, sore throat and draining wounds.
2. Letter from physicians regarding student illness, surgery or injury must include specific limitations or restrictions as well as defining classroom and clinical activities allowed. Any exclusion must be followed up by a written release from the physician before returning to full activities.
3. Students who are pregnant or suspect they are pregnant shall notify the course instructors and Program Director as soon as possible. Informing the faculty and Program Director allows us to implement reasonable support as soon as possible. Students must submit a signed Pregnancy Release from their physician stating the student may participate in all program activities, including general lab classes, clinical classes, and dental radiography lab classes or attach a letter describing any restrictions in their activities. The program will attempt to implement “reasonable accommodations” See pages 28-29.
4. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a “W” shall be assigned and the district will work with the student to ensure that the “W” is not considered in progress probation and dismissal calculations.
5. In all circumstances, students must be able to meet specified learning objectives, within a reasonable time (within the semester that the course is offered), with consideration of the restrictions stipulated by the physician, to remain in good standing in the dental assisting program.

MEDICAL AND DENTAL EXAMINATIONS

Students are required to obtain a medical examination and show proof of immunization prior to assignment in directed clinical practice. A “Physical Examination Form”* must be completed prior to placement in directed clinical practice. A dental examination, necessary treatment and oral prophylaxis (teeth cleaning) are highly recommended. NOTE: Please request minimum x-rays for the dental examination.

IMMUNIZATION

Students must show proof of immunization for Hepatitis B and Tetanus*. A negative tuberculosis test is also required. We highly recommend an annual influenza vaccination.

Students may utilize their own physician or consult campus health services for assistance.

*The dental assisting program will provide the appropriate forms for documentation.

DECLINATION

Should the student decline, for any reason, to comply with examinations or immunization, there may be difficulty in placing a student in directed clinical practice. The student and the program director will meet to determine the best course of action. The discussion will be documented and a copy will be placed in the student's file.

STUDENT CONFERENCES

The program director will hold individual student conferences at the midterm of each semester. The purpose of student conferences is to assist the student in achieving success in the Dental Assisting Program.

Student conferences may also be scheduled with the course instructor. These conferences will be scheduled by appointment.

In addition students are encouraged to seek advisement and assistance when the need arises.

Documentation will be made regarding conferences and placed in the student's file.

STUDENT RECORDS

A student file will be maintained in the Dental Assisting Program Director's office for each student enrolled in the Dental Assisting Program. The file is confidential and may be accessed by the student, dental assisting faculty, and department chair or school dean.

Each student file will contain the following:

- Application for Dental Assisting Student Information Sheet
- Student Conference Report
- Copy of Basic Life Support-Healthcare Provider Certification
- Directed Clinical Practice Record/Evaluation
- Immunization Record
 - Hepatitis B
 - Tetanus
 - Other:
- Physical Examination Certification/Medical Clearance
- Dental Clearance (optional)
- Final Examination Results
- Safety Examination Results

Official grade reports are maintained in office of the Vice Present of Student Services with copies in the office of the Dental Assisting Program Director.

DIRECTED CLINICAL PRACTICE

Students enrolled in the Dental Assisting Program are required to complete 300 hours (4 units) of Directed Clinical Practice commonly known as externship.

When possible, students will be assigned to a clinic or private dental office within a 15-mile radius of Mesa College. A minimum of two clinical rotations will be required in order that the student may be exposed to a variety of experiences and be able to participate in general and specialty procedures.

Assignments will be arranged and coordinated by the program director. The staff of the facility (supervisor) and the instructor (college faculty) will supervise the student.

Students are required to write a weekly log of activities, which will be verified by the clinical supervisor, and will be submitted to the instructor each Monday or first school day following the assignment. Instructor and student will participate in weekly feedback seminars.

Grading is dependent upon:

1. Student's self-evaluation.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly log of activities-student.
4. Supervisor Clinical Progress Reports.
5. Verified hours of attendance.

EMPLOYMENT

Graduates of the program may use the Community College District's placement service to help them find employment. Many students receive offers of employment as a direct result of the directed clinical practice courses. In addition the dental assisting program director receives inquiries from local dentists seeking employees. Students may be notified via a posted list or e-mail.

Registered Dental Assistants, salaries have continued to increase in California. Employers are seeking individuals who possess qualities of loyalty, dependability, neatness, ability to follow instructions, and attention to detail. Salary and advancement is dependent upon the individual's aptitudes and ability to assume responsibility.

STUDENT SERVICES**ACADEMIC SERVICES**

Mesa College offers a variety of academic services. Programs include, the Tutoring Center, the Writing Lab and Academic counseling services. The Learning Resource Center (LRC) is available for research and the Center for Independent Learning (CIL) has computers and programs for student use. Students should consult the College Catalog or web site for details.

HEALTH SERVICES

The student health center offers a variety of services. Students should refer to the College Catalog or directly visit the center for specific information.

DISABILITY SUPPORT PROGRAM AND SERVICES (DSPS)

Students with special needs who may need academic accommodations should visit the campus Disability Support Program and Services (DSPS) department for evaluation and assistance.

1. **DISABILITY SUPPORT PROGRAMS AND SERVICES (DSPS)** Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.

a) The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor. This includes accommodations in a clinical setting.

b) Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.

c) Instructors may contact DSPS if they have any questions related to authorize accommodations in their classroom.

d) ANY request for academic accommodations or auxiliary aids must be first evaluated and approved by the Disabled Students Programs and Services (DSPS) Department or the Campus 504 Officer.

e) Students requesting accommodation must be able to present documentation of their identification of need to the DSPS office.

f) Students must complete the DSPS intake appointment before accommodations can be given, which the student should complete well before classes begin.

g) Once students have met with a DSPS Counselor, they may present their Authorized Academic Accommodations letter to the instructor of a course at any time during the course. However, it is recommended that the student communicate these needs early in the course to promote maximum success.

h) All accommodations are subject to maintaining the integrity of the didactic, laboratory and clinical skills. Where there are concerns, a joint effort and dialogue by the student, DSPS counselor, instructor, Program Director and Department Chair may be necessary to identify the accommodations that can be made, while maintaining instructional integrity and clinical safety.

i) Students who may benefit from utilizing accommodation measures, but have not been previously identified, are encouraged to contact the campus DSPS Department prior to or early in the semester to participate in the DSPS processes.

Students should consult with the College Catalog for current information and other student services and activities.

Nondiscrimination Policies

Title IX

Mesa College faculty are committed to supporting students and upholding the San Diego Community College District's non-discrimination policy. Most employees of Mesa College are considered "responsible employees" who must report to the District's Title IX Coordinator when they receive a report of, or become aware of, sex-based or gender-based discrimination or harassment. This obligation is based in Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in all areas of education.

- Sexual assault, sexual harassment, and intimate partner violence are some examples of conduct that fall under Title IX.
- When the Title IX Coordinator receives a report, they will promptly contact the individual with information about their options and rights, in order for the District to take corrective action and provide remedies.
- If you would like to speak to someone confidentially, you can contact mental health counselors on campus or the campus Victim Advocate, Nicole Teran, at 619-541-5970 or nteran@ccssd.org. Those individuals are not obligated to report to the Title IX Coordinator and may preserve confidentiality.
- The Title IX Coordinator is Chris May, who can be reached at 619-388-6805 or cmay@sdccd.edu.
- For more information about the Title IX office please see the following website: <https://www.sdccd.edu/students/titleix.aspx>

STUDENT EXPENSES (ESTIMATE)

This list is intended as a guide to help the student plan a budget. Every attempt has been made to keep expenses to a minimum. The cost may vary due to inflation or changes in the dental industry. When possible, students will be informed of changes to expenses however it is the student's responsibility to confirm all fees. The following expenses should be anticipated for the two-semester program. All textbooks purchased during the summer session will be used throughout the program. In addition to textbooks, course packets/booklets are required for all courses and vary in price. Students should consult the Mesa College web site/College Catalog or Campus Store for more information.

Estimated Enrollment Fees (Subject to Change)

| | | |
|--|-------------------|-------------------------------------|
| Residents | \$46.00 per unit | (Fall \$621.00 and Spring \$690.00) |
| Nonresidents Tuition in addition to unit fee | \$245.00 per unit | |

Estimated Expenses (Subject to Change)

| | |
|--|--------|
| Car Parking Permit (40.00 per semester) | 40.00 |
| Associated Student Body (8.00 per semester optional) | 16.00 |
| Student Representation Fee (1.00 per semester) | 2.00 |
| Health Fees (\$20.00 per semester - required) | 40.00 |
| Text books, eBooks and Course packets | 400.00 |
| Uniforms (Scrubs, Lab jacket, Shoes, Socks, T-shirt) | 400.00 |
| Protective Eyewear | 15.00 |
| Professional Liability Insurance (Fee to be announced) | TBA |
| X-ray Dosimeter Usage (\$42.50 per semester) | 85.00 |
| Typodont Model "blue teeth" (3 Sets) | 60.00 |
| Miscellaneous expenses | 100.00 |
| Basic Life Support Course (Health Professional "CPR" course) | 65.00 |

| | |
|--|-------|
| Radiography Patient Service Fee (4 patients) | 80.00 |
|--|-------|

The service fee described above, is intended to be paid by the student's patients participating in the radiography service.

In addition the student should plan for expenses associated with licensing/certification examinations. It is the student's responsibility to verify information with the licensing/credentialing agency.

| | |
|--|--------|
| CA RDA Exam Fees | 159.00 |
| Live Scan Fingerprinting | 80.00 |
| CDA Exam Fee | 425.00 |
| Postage for sending applications (RDA and CDA) | 20.00 |

CALIFORNIA DENTAL ASSISTING CERTIFICATIONS ("Board approved" courses and certifications)

Upon successful completion of all requirements as defined by the Dental Board of California (DBC), and successful completion of the Mesa College Dental Assisting Program, the following certifications are issued to graduates. NOTE: Students are required to provide patients (human), other than classmates for the clinical examinations for all certification courses. Patients must meet specific medical and dental health standards. These standards will be discussed in class. Specific dates and times will be announced in each class with advanced notice in order for the student to prepare for these requirements. Patients may be required to pay a fee for services received during the certification process. Certifications may have specific requirements in order to be valid in California (see note below). Faculty teaching the specific certification course will discuss these requirements in class.

X-Ray Certification

Certification is available through the Dental Assisting Program upon completion of the Dental Assisting Radiology courses (DENA 129, 129L, 139, 083B*) and the dental assisting program. A certificate will be issued to each student satisfying the requirements. A minimum of four (4) patients are required for this course*. A patient fee is required.

*DENA 83B has an additional requirement for a variety of dental x-rays to be taken on a patient of record at the DCP dental office.

Coronal Polishing Certification

Coronal Polishing is offered in the Dental Assisting Program (DENA 082 and 082L). BLS certification is required. Upon satisfactory completion of the certification requirements, courses DENA 082, 082L and the program students will be issued a certificate in Coronal Polishing. Three (3) patients are required for this course*. No patient fee.

Pit & Fissure Sealant Certification

Pit and Fissure Sealant application is offered in the Dental Assisting Program (DENA 062 and 062L). Coronal Polishing and BLS certification is a prerequisite. Upon satisfactory completion of the certification requirements and the program students will be issued a certificate in Pit and Fissure application. Four (4) patients are required for this course*. No patient fee.

* The number of patients listed is the minimum number required by the DBC. Additional patients may be required and is determined by the course instructor for each student on a case-by-case basis.

NOTE: According to the California Dental Practice Act, a dental assistant may not perform coronal polishing or pit and fissure sealant application unless he/she holds a valid California Registered Dental Assistant license. Therefore once a student graduates from the program, they must discontinue performing all RDA duties, including coronal polishing and pit and fissure sealant application until they receive a pocket license from the Dental Board of California verifying licensure as a Registered Dental Assistant with certification in the procedures.

As of 2009, the Dental Board of California requires all dental assistants working for 120 days, consecutively to complete an 8-hour infection control course within a year of employment and have a certificate for a 2-hour course in the Dental Practice Act of California and be certified in Basic Life Support for the Healthcare Provider. In addition these courses are also required for application to the RDA examinations. These courses are offered as part of the Mesa College Dental Assisting Program.

Infection Control Certificate

This certificate will be presented to students completing all infection control laboratory, preclinical and clinical evaluations and written examinations as well as successful completion of the program.

Dental Practice Act of California Certificate

This certificate will be presented to students completing all lecture course hours as well as successful completion of the program.

Basic Life Support for Healthcare Provider Certification

Students will be required to obtain or renew CPR certification at the Basic Life Support Healthcare Provider level (BLS for Healthcare Provider). Certification may be obtained through the dental assisting program (to be announced) or through an independent institution of the student's choosing. Programs must be a "hands-on" course in accordance with the curriculum of the American Heart Association or the American Red Cross. Students must be certified prior to clinical courses and assignment in directed clinical practice. Fees are required.

Students should retain all original certificates in their personal files and make copies of the certificates for use during employment, application for additional licensure or education in the dental field. Records are maintained for a minimum of five years in the Dental Assisting Program Office.

License and Certification

Students are encouraged to apply for the California RDA license and Dental Assisting National Board CDA credential. Information will be presented in the spring semester regarding the application process.

Registered Dental Assistant (RDA) Licensure (California)

Application for licensure through education is available to students who have successfully completed the Dental Assisting Program. Application will be made to the Dental Board of California (DBC) with verification of required courses by the program director. Applicants must pass a written examination administered by the DBC. Applicants must also complete live scan fingerprinting. Fees are required.

Certified Dental Assistant (CDA) – National Certification

Students who complete the program are eligible to apply for the Certified Dental Assistant exam. Application will be made to the Dental Assisting National Board (DANB) through Pathway I. Certification is recognized in most states and Canada. Fees are required

UNIFORMS – INFORMATION AND EXAMPLES

The uniform for the dental assisting program serves two purposes - a professional look that is common in the dental setting and as safety attire. Uniforms for the dental assisting program consist of a basic scrub top and pants, a “warm-up” style lab jacket/coat, crew socks and all leather/artificial leather, closed toe and heel shoes (see examples). For the scrubs and lab coat - only these styles are acceptable. Information regarding the uniform will be presented in the introductory course.

Students may choose from the following solid colors for the scrub top, pants and lab coat (warm up jacket): Black, Burgundy/Wine or Dark Gray with NO additional color including piping/decorations. Students may choose to wear only one of the colors or combine the colors. Students shall purchase a minimum of 2 sets of the uniform. You will be wearing the uniform 5 days a week, so if finances permit purchase 3 or more of the uniform. The lab coat (warm up jacket) shall have a crew neck and ribbed, knit cuffs. Sleeves shall be long enough for cuffs to cover wrists.

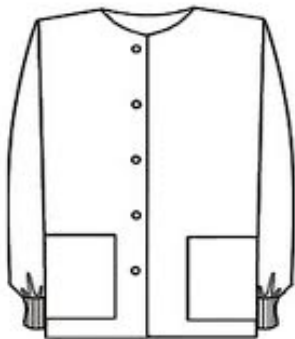
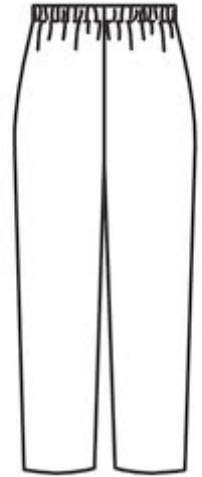
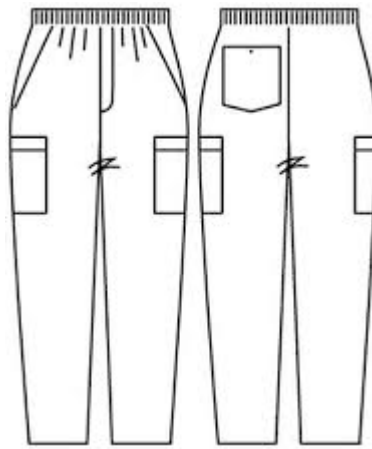
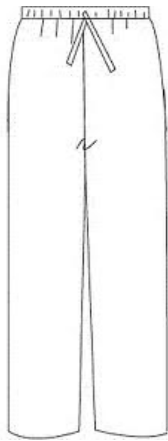
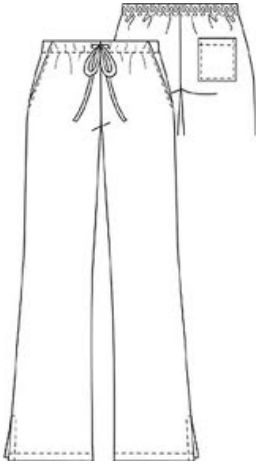
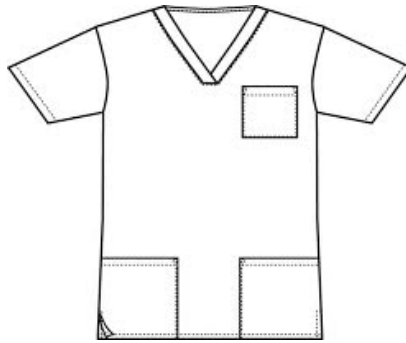
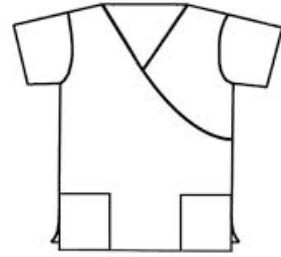
Socks shall be crew style and any color or patterns. Crew means fitting to the calf of your leg (NO golf socks or ankle socks). Students shall avoid patterns that are typically considered “offensive” to the general public.

Shoes – All black, leather/artificial leather (No mesh or canvas), closed toe and heel style and black laces. NO to the following: “basketball shoes”, high tops, running shoes with mesh, rocking or spring coiled shoes, platforms, patent leather, rawhide leather, canvas or boots. No colors on shoe top, sole or laces – ALL black. A very small logo is acceptable.

Fitting of the uniform – Uniforms should fit loosely (NOT baggy). You must be able to move in your uniform without showing your behind, undergarments or stomach. Also your uniform should not be so baggy as to fall off your body or “catch” onto equipment. Uniform pants should be high enough at the waist area to cover your behind and undergarments when standing, bending over and sitting. The pants should not be so tight as to see the outline of your body. The pants should not drag on the floor. NO roll ups or cuffs. Hem your pants to the appropriate length.

T-shirt – Students are required to wear a crew neck or turtle neck shirt under their scrub top. The shirt shall be black, dark gray or white. The material shall be a smooth cotton knit. No ribbed material is allowed. The t-shirt may be short or long sleeved.

Safety glasses: Students must provide safety glasses, also known as protective eyewear. Please purchase safety glasses according to the pictures. Safety glasses must have clear lenses, cover the entire eye area and have side shields. Safety glasses must be worn over prescription glasses. Do not purchase “goggles” that would be used in a chemistry class. Goggles do not meet dental industry standards.





SAFETY GLASSES



**SAN DIEGO MESA COLLEGE
DENTAL ASSISTING PROGRAM**

PREGNANCY DISCLOSURE - MEMO OF UNDERSTANDING

INFORMATION WILL BE KEPT CONFIDENTIAL*

Date: _____

I, _____ fully understand that should I become
Student's name (print)

pregnant or think I maybe pregnant during the duration of this course, I am to disclose, my pregnancy to the Program Director and faculty of the dental assisting program. I understand that my disclosure allows for reasonable support from the dental assisting program to maximize safety for the developing child and me. I must also obtain permission from my physician to fully participate in the laboratory and clinical courses of the program. *I also understand that my pregnancy will be kept confidential amongst the Program Director and Dental Assisting Program Faculty.

Student's Signature: _____

Student, please be informed:

In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a "W" shall be assigned and the district will work with the student to ensure that the "W" is not considered in progress probation and dismissal calculations.

**SAN DIEGO MESA COLLEGE
DENTAL ASSISTING PROGRAM**

PREGNANCY RELEASE FORM

Date: _____

I, _____ have been informed and give consent for
Physician's name (print)

_____ to fully participate in the Dental Assisting
Student's name (print)
Program at San Diego Mesa College including all laboratory and clinical courses* during the course of her pregnancy.

*Dental radiography courses: The laboratory and clinical courses include exposing dental radiographs/digital image receptors on manikins and human patients, processing film and attending class in a room adjacent to the x-ray equipment. The program complies with all industry standard dental radiation safety protocols including, personal dosimeters for both body and fetal monitoring, PPE and protective devices such as a lead equivalent apron for the student. All students and faculty leave the room during x-ray exposures. No student is ever present in the room when dental x-rays are activated.

*Laboratory courses: The laboratory courses include working with manikins and human patients with various dental materials and equipment as would be utilized in a dental office or clinic. The program complies with all industry safety standards for dental healthcare workers such as PPE and protective devices.

Attention Physician: If you require restrictions of the student's activities, please attach a letter stating your recommendations. Reasonable efforts will be made to accommodate the student.

Physician's Signature Date: _____

Student's Signature Date: _____

The Pregnancy Release Form will be placed in the student's record. The following faculty have been notified of the completion and acceptance of the form:

Program Director's Signature Date: _____

Faculty's Signature Date: _____

Faculty's Signature Date: _____

Faculty's Signature Date: _____

**SAN DIEGO MESA COLLEGE
DENTAL ASSISTING PROGRAM**

**POLICY MANUAL 2019-2020
ACKNOWLEDGEMENT FORM**

DIRECTIONS: Read, sign and return the signed page to the Course Instructor (Due date to be announced).

THIS IS TO VERIFY THAT I HAVE RECEIVED, READ AND AGREE TO THE FOLLOWING POLICIES FOUND IN THE MANUALS FOR THE ACADEMIC YEAR, 2019 – 2020:

- SAN DIEGO MESA COLLEGE ALLIED HEALTH DEPARTMENT POLICY MANUAL
- SAN DIEGO MESA COLLEGE DENTAL ASSISTING PROGRAM POLICY MANUAL.

I UNDERSTAND THAT THESE POLICIES GOVERN MY ATTENDANCE IN THE PROGRAM AND THEY ARE WRITTEN IN ACCORDANCE WITH PUBLISHED COLLEGE POLICIES.

I ALSO UNDERSTAND THAT THESE POLICY MANUALS ARE TESTABLE INFORMATION AT ANY TIME WHILE I AM ENROLLED IN THE DENTAL ASSISTING PROGRAM.

DATE: _____

(Name: print)

(Signature)