

EXHIBIT INTRO 4: DA STUDENT HANDBOOK



DENTAL ASSISTING PROGRAM



STUDENT HANDBOOK

2017-2018

4000 Lancaster Drive NE
PO Box 14007
Salem, Oregon 97309-7070
www.chemeketa.edu

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities, or employment. Person having questions about opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

This Handbook is also available on the Chemeketa Community College Dental Assisting Program public website.

Dental Assistants Pledge *Dr. C. N. Johnson*

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

I will be just and generous to the members of
my profession, aiding them and lending them
encouragement to be loyal, to be just, and to
be studious.

I hereby pledge to devote my best energies to
the service of humanity in that relationship of
Life to which I consecrated myself when I
elected to become a Dental Assistant.

Dental Assistant's Creed *Juliette A. Southard*

To be loyal to my employer, my calling and myself.

To develop initiative – having the courage to assume responsibility and
the imagination to create ideas and develop them.

To be prepared to visualize, take advantage of, and fulfill the
opportunities of my calling.

To be a co-worker – creating a spirit of cooperation and friendliness
rather than one of fault-finding and criticism.

To be enthusiastic – for therein lies the easiest way to accomplishment.

To be generous, not alone of my name but of my praise and my time.

To be tolerant with my associates, for at times I too make mistakes.

To be friendly, realizing that friendship bestows and receives happiness.

To be respectful of the other person's viewpoint and condition.

To be systematic, believing that system makes for efficiency.

To know the value of time for both my employer and myself.

To safeguard my health, for good health is necessary for the
achievement of a successful career.

To be tactful – always doing the right thing at the right time.

To be courteous – for this is the badge of good breeding.

To walk on the sunny side of the street, seeing the beautiful things in
life rather than fearing the shadows.

To keep smiling always.

Dental Assisting Program subscribes to the College's Mission, Vision, Core Themes and Values in philosophy and in planning.

Chemeketa Community College

Mission (Our purpose)

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.

Vision (What is accomplished by carrying out our mission)

Chemeketa will be a catalyst for individuals, businesses, and communities to excel in diverse and changing environments.

Core Themes (Manifests essential elements of the mission and collectively encompass the mission)

Academic Quality – Quality programs, instruction, and support services are provided to students.

Access – A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.

Community Collaborations – Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.

Student Success – Students progress and complete their educational goals.

Values (How we carry out our work: desired culture: our beliefs)

Collaboration - We collaborate to ensure purposeful, effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.

Diversity - We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Equity - We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of some groups.

Innovation - We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

Stewardship - We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

DENTAL ASSISTING PROGRAM GOALS AND OUTCOMES

The Dental Assisting Program goals and outcomes are consistent with Chemeketa's mission, vision, and values.

The Program goals are for each student to:

- Successfully complete the Program
- Obtain his/her professional credentials
- Find satisfying employment in dentistry.

The program outcomes for the Dental Assisting Program at Chemeketa Community College are:

1. To perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures;
2. To manipulate dental materials to support chairside and laboratory procedures;
3. To perform basic office procedures necessary to assist in managing a dental practice;
4. To demonstrate proficiency in exposing, processing and mounting dental images;
5. To practice professional behaviors as applied to the workplace environment; and,
6. To manage asepsis, infection control and hazard control protocol to promote a safe work environment.

Through these goals and outcomes, graduates are comprehensively prepared as competent dental assistants.

WELCOME TO CHEMEKETA COMMUNITY COLLEGE

We are pleased you have chosen Chemeketa as your college, and we wish to welcome you especially to our Dental Assisting program.

Our curriculum is fully accredited by the American Dental Association Commission on Dental Education. It is based on the Commission's criteria and is the product of continuing developmental efforts by the program staff and advisory committee.

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

All of the instructors in the program are available to you in the event you need to discuss problems that may arise. In addition, a counselor is available to you in Advising and Counseling Services in Building 2. Do not hesitate to ask for assistance if you are having difficulty.

Upon satisfactory completion of the requirements in the Dental Assisting program, you will be awarded a Certificate of Completion from the college. You will also be eligible to take the Dental Assisting National Board Certification Examination. Graduates may also apply for Expanded Functions credentials.

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

Lynn George, CDA, EFDA, MS, Program Chair, Instructor
Kara Johnson, CDA, EFDA, BS, Instructor
Melissa Del Real, CDA, EFDA, Clinic Instructor
Jill Lomax, CDA, EFDA, EdM, Instructor

**DENTAL ASSISTING
CURRICULUM**

Course Number	Course Title	Credit Hours
<u>Term 1</u>		
DEN150	Dental Sciences	3
DEN151	Introductory Concepts in Dental Assisting	3
DEN153	Dental Materials 1	3
DEN156	Dental Anatomy	4
DEN165	Dental Office Emergency Management	2
MTH060	Introductory Algebra	4
<u>Term 2</u>		
DEN160	Dental Specialties	3
DEN161	Dental Assisting Practicum 1	3
DEN162	Intermediate Clinical Skills	2
DEN163	Dental Materials 2	3
DEN164	Dental Radiology 1	3
DEN170	Dental Office Management	2
PSY101	Psychology of Human Relations	4
<u>Term 3</u>		
DEN171	Dental Assisting Practicum 2	9
DEN172	Expanded Functions	3
DEN174	Dental Radiology 2	2
WR121	English Composition-Exposition	4

STUDENT INFORMATION

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

1. A change of name, address or phone number must be reported to the office of the Dental Assisting Program Chair **and** the Registrar.
2. The student should report pregnancy or other major medical conditions while enrolled in the program as there may be potential health risks in various dental settings.
3. College classes vary in length. Classes may be scheduled for the entire day from 7:30 a.m. to 5:30 p.m. All students must be prepared to remain in class for the entire length of the scheduled class time. In the event of tardiness or absence, the student will telephone the instructor for each respective class **by 7:00 a.m.**
4. The student will be expected to demonstrate professional behavior in the classroom, lab, clinic, and practicum sites. The experiences should be viewed as preparation for future employment. The student is expected to be here just as an employee would be in a job. The grade in each course will be affected by lack of professionalism. See technical standard and individual course syllabi for more information.
5. The student will be required to pass a criminal background check and a 10-panel urinalysis drug screening which fulfills the requirements of the Program. If a student does not pass the criminal background check or the drug screening, program registration will not be possible. If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Program Chair of the Dental Assisting program of the arrest. The student's status in the Program will be reviewed by the Dental Assisting Program Chair and the Health Sciences Dean's Office, and a possible outcome of the review may be the student's inability to continue in the Program.

STUDENT INFORMATION (CONTINUED)

6. The student must maintain confidentiality of all patient information, both on and off campus in verbal and written communication as required by the HIPAA Standard.
7. Students may also need to submit to a ten-panel drug screen urinalysis (UA) and/or an additional criminal background check prior to practicum placement as requested by practicum sites. If the student tests positive, continuation in the program may not be possible. The Dean of Health Sciences will make a determination whether the student may continue in the program on a case by case basis.
8. If it is not possible to be on time or present at an assigned clinical site, the student **must** notify the practicum site **and** the supervising instructor by **7:30 a.m.** or when the clinical facility opens that day. Failure to do so will result in the initiation of a Problem Solving Record (PSR).
9. Any injury sustained during clinic, class, lab or practicum on campus or off campus must be reported to the instructor and the site supervisor immediately.
10. All electronic devices (cell-phones, recording equipment, computers, etc.) must be **turned off** prior to entry into all classrooms, labs, and clinical settings.
11. Every effort should be made to schedule appointments with dentists, physicians, or other personal appointments during open time in the student's schedule. These appointments **should not** interfere with class or clinical time unless they are of an emergency nature.
12. The Dental Assisting faculty **STRONGLY RECOMMENDS** that the student does not work during the course of this program. If the student plans to work during the program, he/she should be aware that the curriculum is **VERY DEMANDING** and working too many hours may make it more difficult to successfully complete the program. If employment interferes with meeting the requirements of

STUDENT INFORMATION (CONTINUED)

the Dental Assisting program, faculty may recommend that other arrangements be considered to resolve the problem.

13. Food, drink, and gum are not permitted in the dental lab and clinic. The student will be dismissed from those areas if he/she is eating, drinking, or chewing gum.
14. Children and pets are not allowed in classrooms, labs, and clinic settings for any reason. Service animals are the only exception.
15. Campus tutors are available in the Campus Tutoring Center in Building 2, Room 210. It is the student's responsibility to seek tutorial services if he/she is having academic difficulty, or when recommended by an instructor.
16. Students are expected:
 - a. to attend all classes
 - b. to attend all labs, clinics, and practicums
 - c. to report on time to all labs, clinics, and practicums
 - d. to submit all written work on time

For students in Chemeketa Community College's Dental Assisting Program, a high positive correlation has been demonstrated between regular attendance and satisfactory grades. Absence/lateness may interfere with a student's progression in the program.

17. Students will notify their instructor if they are unable to attend lab, clinic, or practicum.
18. If a student is absent from class, lab, clinic, or practicum because of health reasons, it is the prerogative of the instructor to require the student to obtain a written health clearance from the student's health care practitioner.
19. Because employers place a high value on dependable attendance and timeliness in submitting paperwork, faculty reserve the right to report absences and repeated late submissions of required written work in any evaluation report or letter of reference requested by students/graduates for any prospective employers.

SCHOOL CLOSURE OR LATE OPENING POLICY

If the college closes or opens late due to snow or inclement weather, notification is made to the Internet site Flashalert.net at <http://flashalert.net> that contacts radio and television stations by 6:00 a.m. Students are encouraged to sign up for Chemeketa's free emergency notification system. Chemeketa uses this system to quickly notify students of emergency information, including school closures. Go to your MyChemeketa account under services, click on notifications then click emergency notifications and register.

If a college closure or late opening occurs on a scheduled practicum day, practicum will be cancelled. Note: If practicum is already in progress when Chemeketa closes due to inclement weather, it is the decision of the Dean of Health Sciences and the practicum instructor as to whether clinical continues. If a late opening occurs on a lecture and/or lab/clinic day, the phone tree will be activated to inform you when classes/lab/clinic will begin. Students need to exercise good judgment regarding their own safety before deciding to drive to or from practicum or campus when the weather is bad.

DISABILITY STATEMENT

Chemeketa offers support services for students with documented disabilities. These services include but are not limited to: academic accommodations for courses and testing, access to facilities and activities, and academic advising. Services for Deaf and hard of hearing students include sign language interpreting and adaptive equipment. Appointments are necessary for all services. Early contact is advised, as late requests may result in a delay of service.

If you have a documented disability, including learning, psychiatric, sensory, orthopedic, or other, please know that support services are available for you. The Disability Services Office is available to help you assess your needs, coordinate access to facilities and processes, and plan academic accommodations that will make classes accessible.

If you need disability-related accommodations for classes or college events, please contact the Disability Services Office at least two weeks in advance in Building 2, Room 174 (503.399.5192[voice/TTY] or email

DISABILITY STATEMENT (CONTINUED)

disability@chemeketa.edu) (See Technical Standards section for more details).

IMMUNIZATIONS

As part of the Oregon Health Authority requirements and Chemeketa's Dental Assisting policies on infectious diseases, all students are required to provide proof of immunizations as indicated in the Dental Assisting Program Admissions Letter. Each student must have received his/her first Hepatitis B injection by August 3rd. The second injection is due by September 8th, and the third injection is due February 2nd (See Immunization sheet). The recommended timeframe between the second and third injection is five (5) months. Students who have not completed their immunizations as indicated above or signed a declination form will not be allowed to participate in practicum.

STATEMENT OF INSURANCE

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

OFF- CAMPUS CLINICAL FACILITIES

Students in the Dental Assisting program are provided clinical experiences at OHSU School of Dentistry, private dental offices and clinics, and special off-campus assignments.

TRANSPORTATION

Transportation to all off campus assignments is the sole responsibility of each student, unless otherwise arranged.

PRACTICUM

The student will complete a total of 310 clinical hours in order to meet graduation requirements (70/winter, 240/spring). If the student does not complete the specified hours per term, he/she will be given an "incomplete"

and will be responsible for arranging make-up practicum hours. The student may not continue into the second practicum assignment until all hours in the first assignment are complete. Make-up time for missed practicum hours cannot occur during regularly scheduled class time. The student will not graduate unless all practicum hours are completed. Students may be required to submit to a 10-panel drug screen urinalysis (UA) at any time during the program or as requested by practicum sites.

CLASS INFORMATION

Out of class assignments: Due at the beginning of the class period. Late assignments may be accepted at a maximum of 75% credit and must be submitted before the next class period.

In-class assignments or activities: There is no make-up opportunity.

Check-offs: Arrangements for missed or late laboratory or clinical assignments/check-offs may be made with course instructors prior to the next scheduled lab or clinic session. Late check-offs may be made up for a maximum of 75% credit.

Essential Skills: Essential Skills (those skills identified by an asterisk on the check-off sheets) are areas to which particular attention should be paid during clinical practice. They must be demonstrated in a proficient and safe manner during each check-off and Capstone activity in order to successfully complete the program.

Quizzes: Scheduled and pop quizzes must be completed within the designated time frame. Individuals arriving late, yet within quiz time frame, may take quiz, but must finish within time allowed. If student arrives after quiz is over, there will be no make-up opportunity.

CLASS INFORMATION (CONTINUED)

Exams: Any exam taken outside of scheduled time (before or after) must be made by appointment with your instructor for a maximum of 90% credit. If exam is taken after scheduled exam time, the exam must be completed prior to the next scheduled class period.

Prior Arrangements: is defined as at least 48 hours in advance (weekends excluded).

Fall Capstone Final: Pass or No Pass

Eligibility: Student must be passing (see Grading Policy) all fall term courses, both lecture and lab or clinic, to be eligible to take the

Capstone Final. Students who do not meet eligibility will be awarded the course grade earned up to the Capstone Final in DEN 151.

Passing: Student must pass Capstone Final to continue on to winter term. A student who does not pass on the first attempt, will be allowed a second attempt (if eligible, see grading policy). If the second attempt occurs after faculty submits fall term grades, the student will earn an incomplete in DEN 151 and the second attempt will occur during winter term, prior to student participating in Practicum 1 clinic.

Second Attempt Grade: Student must pass on second attempt to continue in the Program. Once the second attempt is completed, DEN 151 grade will be changed from incomplete to final grade earned. See the grading policy. If the student does not pass on the second attempt, the student will earn a "D" grade in DEN 151 and will not continue on in the Program.

GRADING POLICIES

The following is the grading scale for all Dental Assisting courses:

92 – 100% = A	75 – 83% = C	Below 68% = F
84 – 91% = B	68 – 74% = D	

The grading system for Dental Assisting is based on a letter grade. The grades include didactic, laboratory, and clinical performance. All students must pass didactic, laboratory, clinical aspects of all dental assisting courses individually at 75% or higher and pass Fall Capstone Final. If any portion (didactic, laboratory, clinic or Fall Capstone Final) is not above 75% the highest possible grade earned will be a “D” and the student will not continue on in the Program.

Fall Capstone Grading Policy: A student who does not pass on the first attempt will lose 5% off of the final course grade in DEN 151. Under College policy, when an incomplete has been given, the student may not earn a grade of an A. If a student’s final grade is 79% or less, the student is only eligible for one (1) attempt, due to the 5% percentage deduction. If the student does not pass on the second attempt, the student will earn a “D” grade in DEN 151 and will not continue on in the Program.

Tracking Grades: Students are responsible for tracking their grades throughout each term. If you are experiencing difficulty in a class or if your grade average drops below 75% (C), you must meet with your instructor of the particular class(es) to determine how grade improvements can be made. You are responsible to take appropriate measures to improve your learning and/or testing skills, and instructors will be glad to refer you to various on-campus agencies and counselors who are experienced in the area in which you need assistance.

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

GRADING POLICIES (CONTINUED)

Grievance Procedures/Conflict Resolution: When a difference of opinion, values, or treatment exists, members of the Chemeketa community are encouraged to seek resolution directly with the individual. If the conflict is with an instructor, discuss the problem with the instructor outside of the classroom. When the conflict is with a service area of the college, resolution should be sought first in that area or with its supervisor.

When resolution cannot be reached by talking with the individual (or when contact with the individual would not be appropriate) contact the Dean of Health Sciences (Building 8/114C; 503 399-5041). Unbiased investigation will be used in the informal processes in an attempt to resolve issues.

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

If resolution does not occur informally, the Conflict Resolution Policy contained in the Student Rights and Responsibilities Policy (<http://www.chemeketa.edu/aboutchemeketa/collegelife/rights/rights.html>) will then be followed.

Progression in the Dental Assisting Program:

1. Students are required to maintain a “C” grade or higher in all required courses each term in order to progress to the next term.
2. The Dental Assisting faculty are committed to promoting student success. Students will meet with their faculty advisor for evaluation purposes. If problems are detected, faculty will inform students and assist them to develop a plan that identifies goals and actions for improved performance. Students are responsible for implementing the plan, including following up on referrals for help and arranging additional conferences with their advisor as needed to follow up on problems.

GRADING POLICIES (CONTINUED)

Faculty advisors inform students and document problems according to the following procedure:

Problem-Solving Record (PSR) is intended to call attention, as early as possible to a situation that, if uncorrected, could lead to academic failure or dismissal from the program. A PSR documents the problem identified by an instructor, a plan to remedy the problem, and the student-instructor conference to discuss the problem and plan. Students receive a copy of the PSR. Failure to follow the PSR plan will result in probation, or in severe cases, dismissal from the program.

- **Non-Practicum PSR**—Faculty advisor meets with a student whose classroom-related performance indicates a need for problem-solving. Examples of such performance include a cumulative grade
- average below 70, a pattern of submitting assigned work late, and repeatedly missing or arriving late for tests.
- **Practicum Performance PSR**—Faculty advisor meets with a student whose practicum performance indicates a need for problem solving. Some examples of such performance are unsafe practice, missed practicum time, and noncompliance with practicum rules.

Probation is used when a student has failed to follow a PSR plan, academic dishonesty, failure to maintain patient safety practices, or demonstration of other unprofessional or unethical behavior. Probation is notice to a student that immediate changes are needed in some behavior(s) to prevent either failure or dismissal from the program. *Subsequent occurrences of problem behavior during a probationary period will result in disciplinary action, which may include dismissal from the program.* The instructor identifying the problem behavior informs the student and schedules a three-way conference among the student, the instructor(s), and the Program Chair (PC) or PC delegate. The PR document includes the identified problem and a plan to remedy the problem; specifies the conditions for retention and progression in the Program; and documents the three way conference. Students receive a copy of the PR.

GRADE APPEALS FOR HEALTH SCIENCES STUDENTS

Students wishing to appeal a progression decision made by the faculty should submit a written statement including their concerns and proposed resolution to the Dean of Health Sciences within 10 business days. Please note, the appeal process for Health Sciences students is shorter than other Chemeketa students due to the need to begin practicum/clinical rotations at the beginning of the following term. Students who appeal the faculty's decision regarding their continuation in the program are allowed to attend theory class until the appeal is concluded. A follow up appointment should be scheduled with the Dean of Health Sciences. The Dean of Health Science's decision shall be final. Students may not attend practicum/clinical experiences while their appeal is pending.

The grade appeal form can be found in the back of the handbook.

HARRASSMENT/DISCRIMINATION POLICY

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age gender, gender identity, sexual orientation, pregnancy, whistle blowing, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College effects designed for that purpose.

Persons having questions or concerns about:

Title IX, Which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking; contact the Title IX coordinator at 503.365.4723, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600. Equal Employment Opportunity or

HARRASSMENT/DISCRIMINATION POLICY (CONTINUED)

Affirmative action should contact the Affirmative Action Office at 503.399.2537, 4000 Lancaster Dr NE, Salem OR 97305.

GRADUATION

All students in the Dental Assisting program must apply for graduation through the Registrar's Office, in January (no later than the fourth week of Winter term). All students successfully completing Spring term may participate in graduation ceremonies. Graduation Services will contact students regarding fees for caps and gowns.

UNIFORM POLICY

In accordance with CDC and OSHA guidelines as well as the Dental Assisting Policies on infectious diseases, all students utilizing the dental lab, clinic, and practicum sites will adhere to the program's uniform policies.

The student must change into and out of uniform (pants, tops, jackets and shoes) at clinic/lab location unless otherwise directed.

The student is responsible for complying with all uniform policies.

Clinic and Lab Uniforms – to be worn for all activities in 8-105 & 8-106, practicum assignments, and other off-campus clinical activities:

- Mask, protective glasses and gloves
- Scrub style pants in a solid uniform color with either elastic or drawstring waist and a short sleeve scrub style shirt. Pants should fit at the natural waistline. Pants should hang no longer than the top of the shoes and should not be rolled up or pushed up. Scrubs must be laundered and kept in good repair.
- Clothes worn under scrubs must be completely concealed.
- A long-sleeve solid lab coat must be worn over scrub style top. Lab coats must be routinely laundered and kept in good repair.
- Your personal Chemeketa student name badge.
- Solid white leather clinic shoes with white soles and closed toe and heel. Clinic shoes must be kept clean and polished.
- Plain white cotton socks will be worn and must cover the entire foot, including the heel and ankle. When seated, no skin may show on ankle or leg.
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UNIFORM POLICY (CONTINUED)

Hair

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

Hair Covers & Hair Bands

Cultural hair covers, head bands, barrettes, and clips must be in neutral colors of tan, brown or black. No hats are allowed.

Fingernails

All students utilizing the dental lab, clinic, and practicum sites will keep their fingernails clean and trimmed short, not to extend beyond the pad of the finger.

- Artificial nails, fingernail polish, and fingernail ornamentation are prohibited.
- Any person who cannot safely manipulate instruments, equipment, or safely provide patient care because of excessive nail length will not be allowed to participate in equipment use or direct patient care.

Jewelry

All students utilizing the dental lab, clinic, and practicum sites will keep jewelry to a minimum.

- **Rings** are limited to one per hand and should be secure at the base of the finger. No fingertip rings are allowed.
- **Rings** must not cause any undue hazard (i.e., large that can tear glove or be in the way when passing instruments, performing a procedure, or utilizing equipment).
- **Necklaces** will not be worn in the dental lab, clinic, or practicum sites.

UNIFORM POLICY (CONTINUED)

- **Watches** must not hang or dangle nor slide onto outside of gloves when working.
- **Wrist bracelets** will not be worn in the dental lab, clinic, or practicum sites.
- **Earrings** must be small in size. Only two pair of earrings may be worn at any time (two earrings per ear). Earrings cannot exceed the size of a dime. No hoops, ear bars, gauges, or dangles are permitted.
- **Facial jewelry** will not be worn
- **Ankle bracelets** must be concealed beneath socks.

Cosmetics

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

Tattoos

Whether your lab jacket is on or off, all visible tattoos must be concealed with skin toned coverage prior to entering lab or clinic.

Personal Hygiene

All students should maintain standard personal hygiene including daily bathing, the use of deodorant, clean clothing, clean hair, clean nails, clean teeth and fresh breath.

Allergens

Many persons are allergic to perfumes, colognes, body sprays, hairspray, scented lotions and cigarette smoke. Prior to entering the dental lab, clinic, and practicum sites, students must refrain from using these products.

Film Badges

Radiation monitoring is required to assess potential exposure to ionizing radiation. The College provides area monitoring in the dental clinic during winter and spring terms. A student who is pregnant may receive a monitoring badge provided by the College. Radiation monitoring badge service is available to all students at a cost of approximately \$260.00 for two terms. The badges must be ordered in December so that it is effective

UNIFORM POLICY (CONTINUED)

at the beginning of winter term. Students are totally responsible for the cost and care of these badges.

ACADEMIC HONESTY

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Chemeketa Community College, academic integrity is a shared endeavor characterized by academic honesty, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.

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

- presenting someone else's words, ideas, artistry, product or data as one's own
- presenting as new and original an idea or product derived from an existing source
- helping another commit an act of academic dishonesty
- knowingly or negligently allowing work to be used by others. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114)
- an act of deceit, fraud, distortion of truth or improper use of another person's effort to obtain an educational advantage
- includes, but is not limited to, unauthorized access to examination materials prior to the examination itself
- intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated
- using any work previously submitted for credit without prior permission of instructor
- intentional altering or interfering with documents or other student's work
- intentional depriving others of academic resources

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

POST-EXPOSURE EVALUATION AND FOLLOW-UP GUIDELINES

If you have sustained any injury or BBP exposure incident, these steps should be followed:

Step 1:

Report the exposure immediately to your supervisor and/or instructor.

Step 2:

Begin the post-exposure procedure:

- a. Identify source individual (if known) so that facility can follow-up with source individual protocol (obtaining consent, blood draw)
- b. Go to appropriate healthcare facility for blood draw and follow-up procedures

Step 3:

Report the incident to either Allen Bunch in Risk Management at (503) 399-8635. If not available, leave a voice mail message to file a verbal report. If you feel it is imperative to discuss the situation call (503) 399-5079 and ask that they be contacted via cell phone. Outside of office hours, call his cell number (503) 931-2802.

NOTE:

- If you are at the **OHSU School of Dentistry**, you will report to your Dental Team Coordinator – you will then be escorted to Risk Management and taken to the OHSU Medical School for the post-exposure procedure.
- If you are in your **spring term practicum rotation**, you will report to your supervisor. If your office has post-exposure facilities (i.e. Kaiser Permanente), you will be escorted to the medical facility for the post-exposure procedure. If your office does not have post-exposure facilities, you should go as soon as reasonably possible to the nearest post-exposure facility in your area.

POST-EXPOSURE EVALUATION AND FOLLOW-UP GUIDELINES (CONTINUED)

- **In Salem:**
Salem Occupational Health Clinic
1880 Lancaster Dr NE #102
Salem, Oregon 97305
(503) 362-5242 Hours: Monday-Friday, 8:00 am – 5:00 pm
(Outside of the above hours, you may go to the nearest emergency room.)
- **Outside Salem:** Nearest hospital or clinic

You need to advise the clinic that you are a Student Worker of the college and that you sustained an exposure incident. A claim will be filed on your behalf with the college's Workers Compensation carrier SAIF.

Step 4:

Contact Allen Bunch and complete the *Injury or Bloodborne Pathogen Exposure Incident Documentation* form at your earliest convenience. Allen will discuss future follow-up issues with you and complete the necessary documentation.

Step 5:

Notify the Dean's Office (503) 399-5058 after the injury/exposure has been attended to. This notification can be done at your first opportunity during regular College office hours.

HIPAA (Health Insurance Portability & Accountability Act) GUIDELINES

A general guiding principle for having and using any clinical data is that no person should be able to link the information that is recorded on a piece of paper with an actual patient. Specific implementation of the guidelines may vary, as the school must abide by the rules of a particular clinical facility, and the more stringent standard must always be followed. Each college shall reinforce the policy that no portion of the patient's medical record should ever be photocopied/photographed. Do not use a patient's name, medical record number, or social security number on any student-kept notes or homework.

1. Guidelines for student having and using patient information in clinical:
 - a. Written information with identifying patient information should remain in a secure area or not be left unattended.
 - b. Written data that contains any patient identifying information should be shredded, not disposed of in a general trash container.
 - c. The student should not remove anything from the patient's chart.
2. Violations of HIPAA regulations:

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

Confidentiality of Information/Social Media/Publication Policy

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

HIPAA and Confidentiality (CONTINUED)

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

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or shared in communication via email outside of the password protected Chemeketa email system. Chemeketa password protected email communication and eLearn communication of de-identified patient information should be for clinical education purposes only.

Each student needs to be mindful of displaying professional behavior and making appropriate decisions in both their professional and personal life. Be aware of your association with Chemeketa Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on the college's or program's behalf, unless you are authorized to do so in writing.

Consequences:

1. Violations of patient's privacy with an electronic device will be subject to HIPAA procedures/ guidelines and consequences.
2. Student who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
3. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

PROBLEM SOLVING RECORD (PSR)

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

PROBATION

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

DISMISSAL

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

1. A grade below "C" in any enrolled Program course during the program.
 - a. A grade below a "C" in a lab or clinic section for any Program course during the program. This will result in the highest course grade earned of a "D".
 - b. A grade below "C" in any didactic section of any Program course during the program. This will result in the highest course grade earned of a "D".
 - c. A "No Pass" on the Fall Capstone Final in DEN 151. (See *Fall Capstone Final under Class Information and Grading Policy.*) This will result in the highest course grade earned of a "D".
2. Failure to comply with probationary, or possibly PSR requirements.
3. Illegal acts as defined by the Oregon Board of Dentistry, in the classroom, lab, clinic, or practicum site.

DISMISSAL (CONTINUED)

4. Failure to comply with patient confidentiality as outlined in the HIPAA Standard.
5. The Program faculty, in consultation with a practicum site dentist and staff, determine the student has demonstrated unsafe practices, unprofessional and/or inappropriate behaviors, or fails to comply with responsibilities as outlined in the Practicum Handbook.
6. If a student is arrested during the time he/she is enrolled in the Program, he/she must notify the Dental Assisting Program Chair. The student's status will be reviewed and may result in dismissal.

Dismissal may occur at any time during the Program academic year; PSR or Probation may not precede dismissal. For more information, refer to the Student Rights and Responsibilities document in the College catalog.

RE-ADMISSION POLICY

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

Students begin fall term and will be required to enroll for credit in all courses to attain and demonstrate satisfactory academic and clinical skills. Students may not audit any courses.

Any student who selects the option to re-apply to the program for any reason must meet application procedures and program requirements in effect at the time of re-entry.

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

REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Dental Assisting Application Technical Standards for 2017 – 2018

Introduction

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

This statement of the Technical Standards of the Dental Assisting Program at Chemeketa Community College identifies the functional abilities deemed by the dental assisting faculty to be essential to the practice of dental assisting. Reference materials used in the development of these standards include Division 42 of the Oregon Administrative Rules of the Oregon Board of Dentistry, the Oregon Health Division, the American Dental Association Commission on Dental Accreditation, OSHA Standards, and the Centers for Disease Control and Prevention guidelines. The Technical Standards are reflected in the Dental Assisting Program's Performance-based Outcomes, which are the basis for teaching and evaluating all dental assisting students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Dental Assisting Program should contact the Office of Disability Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email disability@chemeketa.edu). Students should seek accommodation advising as soon as possible after admission to the dental assisting program so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission into the dental assisting program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of dental assisting practice for all students.

Technical Standards (Continued)

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

Standards

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

Fine Motor Skills

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

Sensory Skills

A dental assisting student must have adequate control of all sensory functions so that the student, patients, peers, and instructors/operators will be able to work and respond in ways that contribute to a safe environment and provide sound evaluation and treatment services. Must have sufficient abilities to receive directions or instructions and safely participate in the laboratory and/or clinical procedures.

Communication Skills

A dental assisting student must be able to communicate information effectively, accurately, reliably and intelligibly with individuals, groups and all members of the healthcare team using the English language. The dental assisting student must be able to provide inclusive, clear, and legible chart notations and descriptions of clinical findings as dictated by the operator. A dental assisting student is expected to participate and communicate effectively in teams during the many opportunities in the dental assisting program.

Technical Standards (Continued)

Cognitive Skills

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

Physical Endurance, Strength and Mobility

A dental assisting student must be able to tolerate physically taxing workloads that include but are not limited to sitting or standing for long periods of time in one position, or lifting at least 25 pounds with or without accommodations, to meet clinical requirements. Must also safely manipulate instruments, equipment, containers, and dental materials.

Behavioral/Professionalism Skills

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

NOTES or QUESTIONS

FORMS

INTENTIONALLY LEFT BLANK - GRADE APPEAL FORM

INTENTIONALLY LEFT BLANK – GRADE APPEAL FORM

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

Name (Please print)

Signature

Date