

Dental Assisting Program Manual

Middle Georgia Technical College Dental
Assisting Program

D Wrenn
2008

ACADEMIC AND CLINICAL MANUAL

DENTAL ASSISTING

**Middle Georgia Technical College
80 Cohen Walker Dr.
Warner Robins, Ga. 31088**

Dental Assisting Mission Statement

The mission of the Dental Assisting program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of dental assisting.

Middle Georgia Technical College reserves the right of final interpretation of the following policies and procedures. This manual is subject to change without prior notice. However, all revisions will be conveyed to students.

TABLE OF CONTENTS

Title page	1
Table of contents.....	2
Preface.....	3
Introduction	4
Philosophy.....	5
Purpose	6
Goals.....	7
Objectives	8
Program Overview	9
Description of Curriculum.....	13
Course Sequence.....	14
Practicum Education.....	15
Clinical Policies Form	20
Attendance Policy Form.....	23
Responsibilities of Dental Assistants.....	26
Requirements for Graduation.....	27
Career Opportunities in Dental Assisting	29
Professional Organization.....	30
Code of Ethics	31
Policies and Procedures.....	32
Lab Management Plan.....	40
Laboratory Safety Guidelines	41
Housekeeping Measures.....	44
Acknowledgement Form for Lab Policies	47
Pregnancy Policy.....	48
Radiation Health Risks to Pregnant Women	49
Waiver of Liability	50
Hepatitis B Information	51
Hepatitis B Declination.....	53
Exposure Determination.....	54
Ionization Radiation Policy	58
OTC Patient Rights Policy	60
Consent Agreement.....	61
Infection/Hazard Control Policy.....	62
Code of Conduct.....	64
Complaints Policy.....	70
Acknowledgment of policy.....	71

PREFACE

This manual addresses the general policies and procedures of the Dental Assisting Program at Middle Georgia Technical College. It is essential that all Dental Assisting students have a thorough understanding of the curriculum, policies, and procedures for successful completion of the required competencies. This manual has been prepared to assist you in this endeavor.

We are committed to you, as a student, and to your education. If we can be of any assistance, please feel free to contact us at any time.

Debbie Wrenn, CDA, EFDA
Dental Assisting Program Chair

DENTAL ASSISTING

INTRODUCTION

The information and guidelines contained in this manual are written specifically for students in the Dental Assisting Program. They are based on recommendations of the Georgia Department of Technical and Adult Education, the American Dental Association Commission on Dental Accreditation and Middle Georgia Technical College's Dental Assisting Advisory Committee. Since our profession is ever changing with increased awareness and knowledge, so will our policies and procedures change. This ensures fulfillment of the programs objectives and assures the student of quality and up-to-date education.

Policies and procedures that are not specific to Dental Assisting students, but relate to all MGTC students, may be found in the Middle Georgia Technical College Catalog and Handbook.

DENTAL ASSISTING PROGRAM

The basic beliefs, attitudes, and concepts that are the foundation of the Dental Assisting program are expressed in the following statements.

Dental Assisting is a program of study, which is compatible with the policies of the Georgia Board of Technical and Adult Education and encourages each Dental Assisting program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Dental Assisting program is founded on the value attributed to individual students, the dental assisting profession, and technical education.

The Dental Assisting program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of dental assisting and are well prepared for employment and subsequent upward mobility.

The Dental Assisting program provides the student with the knowledge and skills to become a qualified dental assistant. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to do the work requirement. This field has presently experienced rapid expansion and the trend is expected to continue for the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources

and organizes instruction in a manner, which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field, which requires attention to current curriculum and up-to-date instructional equipment. The Dental Assisting program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the dental assisting field.

DENTAL ASSISTING PROGRAM

The purpose of the Dental Assisting program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of dental assisting.

The Dental Assisting program provides educational opportunities regardless of race, color, national origin, religion, sex., age, handicapping condition, academic disadvantage, or economic disadvantage.

The Dental Assisting program is intended to produce graduates who are prepared for employment as dental assistants. Program graduates are to be competent in the general areas of communications, mathematics, and interpersonal relationships.

Program graduates are to be competent in the technical areas of preventive dentistry; four-handed dentistry; chairside assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical specialties, and expanded functions; dental practice management; and dental radiology.

DENTAL ASSISTING PROGRAM GOALS

The goals of the Dental Assisting program are to:

1. Provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment that encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.
3. Provide education that develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality dental assisting education in an atmosphere that fosters interest in and enthusiasm for learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent employees in the field of dental assisting.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.
8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, -or economic disadvantage.

9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Dental Assisting program graduates.

DENTAL ASSISTING PROGRAM OBJECTIVES

The objectives of the Dental Assisting program are to:

1. Provide current curriculum, instructional materials, and equipment, which teach knowledge, skills, and attitudes, appropriate to industry needs.
2. Provide educational facilities that foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills, which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere that promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits. Provide admissions, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
8. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
9. Promote good public relations via contacts and regular communications with business, industry, and the public sector.

10. Promote faculty and student rapport and communications to enhance student success in the program.

DENTAL ASSISTING PROGRAM OVERVIEW

Introduction:

The Dental Assisting program is a sequence of courses that prepare students for positions in Dental offices, schools, clinics and state and federal positions. Learning opportunities develop academic, technical and professional knowledge, and skills required for job acquisition, retention and advancement. The program emphasized a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Dental Assisting diploma, have qualifications of a dental assistant and are eligible to sit for a national certifying examination for dental assistants, once accreditation is granted. Middle Georgia Technical College has been granted accreditation from the American Dental Association Commission on Dental Accreditation. The Dental Assisting program is four quarters in length. The Dental Assisting program is available only to full time day students.

The didactic portion of the curriculum is conducted at Middle Georgia Technical College. Licensed dentist in Houston, Peach, Pulaski and Dooley Counties provides the Clinical or Practicum education experiences. These clinical sites allow the students to perform most types of dental assisting procedures under the supervision of a licensed dentist.

Methods of Instruction:

Methods of instruction vary with the subject and course and include but are not limited to:

- Discussion
- Demonstrating
- Peer teaching
- Simulation
- Brainstorming
- Guest speakers
- Role-playing

- Audio-visual materials
- Problem solving

Methods of Evaluation and Testing:

Evaluation and testing is an integral component of an educational program. Methods of evaluation and testing will vary with each Dental Assisting course. Methods for didactic evaluation **and** testing will include but are not limited to:

- Quizzes
- Essay test
- Homework assignments
- Multiple-choice examinations
- Independent study papers
- Work ethic evaluation

Methods of evaluations for the clinical (psychomotor) and professional conduct aspects of the curriculum will include but are not limited to:

- Participation evaluations
- Homework assignments
- Independent study papers
- Competency evaluations
- Film critique evaluations
- Clinical performance evaluations

Methods and forms for the evaluation process in the clinical area are provided in each course's syllabus, which will be given to each student prior to the beginning of that course.

Grading:

Grading is in accordance with the current Middle Georgia Technical Institute policy. The grading scale is:

A=90-100

B=80-89

C=70-79

D=60-69

F=below 60

Technical competency is required all of students in the program.

Therefore, the student must receive no less than a final grade of "C" in any academic or clinical course to be able to progress to the next level of dental assisting courses.

Academic Standards:

Students are required to achieve a grade of "C" in all courses assigned to the Dental Assisting curriculum. If a final grade of lower than a "C" is earned in any required course, the student will be dismissed from the program. The student may re-apply to the program and enter when the sequence of courses needed is offered. (This is usually a year). Students who drop or are dismissed from the program will be assisted through referral for educational counseling and guidance to redirect their program of study.

A grade of "I" (incomplete) will be recorded in the event that a student has not completed course objectives by the last day of the quarter. The incomplete course work must be completed by mid-term of the following quarter. If the work is not completed by this date, a grade of "F" will be assigned and the student will be dropped from the program.

Because of the progressive nature of the curriculum, the student must proceed through the courses as they are listed. No dental assisting course may be taken until the student is accepted into the program; however, core courses may be taken at any time prior to entering as a full-time Dental Assisting student.

Academic Guidance and Student Counseling

Academic guidance is provided at any time that it is needed. Middle Georgia Technical College staff and faculty do counseling and guidance. Students are encouraged to utilize the resources available from the Middle Georgia Technical College faculty and staff. Middle Georgia Technical College faculty does counseling concerning grades. Students are highly encouraged to ask and seek guidance and counseling whenever necessary.

Library:

Middle Georgia Technical College maintains a library with numerous resources for Dental Assisting students. The library is intended to encourage students to do additional research and other independent studies. Resources found in the library include:

- Books
- Periodicals
- Audio-visuals
- Newspapers

Some resources of information are maintained in the Program Director's office. Resources found in the Program Director's office include:

Textbooks

- Professional scopes of practice
- Dental Assisting Program State Standards and Guides
- Periodicals

DENTAL ASSISTING

DESCRIPTION OF CURRICULUM

The Dental Assisting curriculum follows recommendations and standards established by the Georgia Department of Technical and Adult Education and the American Dental Association Commission on Dental Accreditation. The curriculum provides the student with the opportunity to gain the knowledge and skills, which are needed by dental assistants.

The course of study is four quarters in length and provides both classroom and supervised clinical experience. Upon successful completion of the curriculum, Middle Georgia Technical College awards the student a diploma. Upon graduation, the graduate Dental Assistant will be eligible to take the national certifying examination given by the Dental Assisting National Board Association. Middle Georgia Technical College's Dental Assisting program has been awarded accreditation.

A course syllabus with descriptions and specific objectives for each study course is given to each Dental Assisting student at the beginning of each quarter.

DENTAL ASSISTING DIPLOMA COURSE SEQUENCE

ENG 101 English	5
MAT 101 Basic Mathematics	3
PSY 101 Basic Psychology	5
DEN 101 Basic Human Biology	3
SCT I 00 Introduction to Microcomputers	3
AHS 104 Introduction to Health Care	
DEN 105 Microbiology & Infection Control	3
DEN 106 Oral Anatomy	5
DEN134 Dental Assisting I	7
DEN 102 Head and Neck Anatomy	2
DEN 103 Preventive Dentistry	4
DEN 139 Dental Radiology	5
DEN 135 Dental Assisting II	7
DEN 146 Dental Practicum 1	2
DEN 107 Oral Pathology and Therapeutics	4
DEN 137 Dental Assisting-Expanded Functions	4
DEN 140 Dental Practice Management	5
DEN 136 Dental Assisting III	4
DEN 147 Dental Practicum II	2
DEN 109 Dental Assisting National Board Review	3
DEN 138 Scopes of Professional Practice	2
DEN 148 Dental Practicum III	8
TOTAL CREDITS	91

DENTAL ASSISTING

PRACTICUM EDUCATION

Practicum Education Course:

Practicum education is divided into three separate courses. Progression from one course to the next is based on completion of each course requirement and objective. A course syllabus, which contains the course objectives, is given at the beginning of each quarter. Students are also given practicum information packets at the beginning of each practicum education course. These packets contain requirements for course completion and all necessary documentation forms. Practicum education courses are related to previous clinical and didactic instructions.

Practicum Education Courses include:

DEN 146	Dental Practicum I	6 hours per week
DEN 147	Dental Practicum II	6 hours per week

DEN 148 Dental Practicum III, 24 hours per week.

Practicum Assignments:

Dental Assisting students will rotate through the practicum sites on a quarterly basis. Practicum assignments are made during daytime office hours, Monday through Friday. Students are responsible for their own transportation to their assigned practicum site. Practicum assignment schedules will be given out at the beginning of each quarter. Students may not choose which practicum site they wish to attend. The student is required to adhere to his or her assigned schedule at all times. No personal adjustments will be made to this schedule, unless it is an extreme emergency. Change in practicum sites must be requested in writing to the course instructor. Only this instructor can approve changes in the schedule.

Student Requirement for Practicum Education:

Students are required to maintain a journal of all experiences during each 10-week practicum course. The journal describes the procedures observed, procedures performed, office set-up, and the student's personal comments. The students must be able to relate the knowledge learned at MGTC to the experiences in the office setting or clinical site. Students must also maintain time sheets signed by the dentist or office manager to attest to the hours of attendance. The required amount of hours will vary from quarter to quarter. Clinical hours may be made up at the discretion of the Dental Assisting Program Director and at the convenience of the participating practicum site. All clinical hours must be completed prior to mid-term of the following quarter. Any incomplete hours will result in an "I" (incomplete) in the practicum course until hours are completed. If the hours are not completed prior to mid-term of the following quarter, the student will earn a "F" which will result in a termination of the program or the inability to graduate.

Clinical Attendance:

Students are expected to be present and on time for all clinical assignments. Any absences from clinical sites will affect the student's clinical education and may affect their grade. In the case of illness or other emergency, the student must personally notify the clinical instructor and practicum office at least one hour prior to the scheduled clinical time. Failure to notify appropriate personnel will result in an unexcused absence. More than two unexcused absences will result in disciplinary action and may result in termination from the program. If course requirements have not been met, clinical time missed must be made up prior to the end of the quarter in order for the student not to receive an "I" (incomplete) for the course. (See Above).

Exception to Clinical Attendance Policy:

Assignments to Jury or Military Duty will be excused and will not be considered an absence for grading purposes.

The student who is admitted to the hospital by a physician for an illness or accident must notify the Dental Assisting instructor as soon as possible. The Dental Assisting Department will work with the student to meet missed clinical education requirements. This could result in a delayed

graduation date depending on the length of time a student is hospitalized or unable to perform school requirements.

The death of an immediate family member such as a parent, spouse, child, or sibling, will excuse a student for three (3) consecutive clinical days. Any other funerals will be considered excused only when prior approval and arrangements have been made with Dental Assisting instructors.

Clinical Professional Image Requirements:

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

The Dental Assisting Student represents Middle Georgia Technical College at all times while in uniform. For this reason, students are expected to present a professional attitude and appearance at all times. It is required that each student practice good hygiene. All students are required to follow the dress code. Any student with inappropriate dress will be dismissed from the clinical site. Time will be made up according to the policy that has been previously described.

If at any time the student's appearance is not deemed appropriate, the student will be counseled by a Dental Assisting instructor to correct this inadequacy.

Dress Code/ Uniform Policy:

The complete uniform consists of a blue top; blue pants, white crew socks or hose, white lab coat with Dental Assisting patch, clean and white clinical shoes, identification badge, and radiation monitoring badge.

- Under garments must be worn.
- A wrist watch with a second hand, wedding band, and small non-dangling earrings are the only appropriate jewelry items. The

student will wear only one or two earrings per ear. **NO** visible facial or oral piercing will be permitted.

- Hair should be neat. Long hair must be worn off the collar, bangs, or any loose hair will be clipped back and away from the face. Hairstyles must be professional with no extreme styles. **NO** caps or head coverings except for religious observance. Male students should not wear hair in unprofessional styles, braids or unkempt hair styles are not acceptable.
- Fingernails should be kept neat, clean, and short. No more than slightly visible when looking from the palm of the hand. Only clear fingernail polish is acceptable.
- No visible body art is permitted. If student has tattoos they must be concealed while in uniform.
- Conservative make-up is allowed. Excessive perfumes/colognes must not be worn.
- Male students must abide by the clinical sites dress code concerning beards and mustaches.
- Male students should wear plain white T-shirts under uniform top.
- Students must wear Middle Georgia Technical College nametag.
- Radiation monitoring badges must be worn at all times. They must be removed prior to leaving the facility for lunch and at the end of the day. If a student arrives at a clinical site without their radiation-monitoring badge they must leave and acquire it. Time missed during this must be made-up. If the student has lost or misplaced their badge, clinical time missed due to this, will be counted as an absence and also must be made-up. Students are responsible for any fees incurred to replace a missing or lost badge.
- Uniforms are not to be worn for any activity other than lab, clinical, or other school related functions approved by the instructor.

- Any student found in violation of the above policies will be sent home and counted absent.

Clinical Policies:

Listed below are the clinical policies set forth by the Middle Georgia Technical College Dental Assisting Program. Each clinical facility may have their own policies, which must also be abided by.

- No personal phone calls
- No gum chewing
- Do not leave your clinical site without permission of the office manager or dentist.
- Be on time for all clinicals
- Clinical time must be made up if the student is absent.
- Do not do anything you have not been instructed to perform.
- Do not give any kind of medication.
- If you injury yourself or a patient in any way, you are to notify your instructor and the dentist immediately.
- Do not assume anything.
- Speak in a clear, soft voice; a loud manner is irritating to patients and staff.
- You must wear you name tag.
- You must wear you radiation monitoring badge. If you forgot it, you must leave the clinical site and retrieve it. Time lost during

this must be made-up. If this **is** a consistent occurrence, your clinical grade will be affected.

- Students are to receive no compensation from the clinical site or staff.
- Absolutely do not discuss patients, employers, or any institutional business with coworkers, friends, or family. You must maintain patient confidentiality at all times. A breach of confidentiality will automatically result in a failing grade and possible legal **action**.
- If a student is suspected of drinking or smells of alcohol or using any drugs, the student will be subjected to a blood/urine test at their expense.
- It is the student's responsibility to request make-up time. If, at the end of the quarter, clinical time has not been made-up, the student will receive an "I" (incomplete) and will not be allowed to graduate until the clinical time has been made-up in its entirety, at the convenience of the clinical site. All missed clinical hours not completed by the mid-term of the following quarter will result in the student receiving an "F" for that clinical course.

Every Dental Assisting Student will read, understand, abide by, and sign a Dental Assisting Program Policy form, which will be kept in their student file.

Every Dental Assisting Student will read, understand, abide by, and sign a Uniform Policy sheet, which will be kept in their student file.

Every Dental Assisting Student will read, understand, abide by, and sign an Attendance Policy sheet, which will be kept in their student file.

Every Dental Assisting Student will read, understand, abide by, and sign a Clinical Policy sheet, which will be kept in their student file-

Failure or refusal to do any of the above will result in inability to participate in clinical education, which in turn will result in inability to graduate from the Dental Assisting Program.

Miscellaneous:

- Students may not chew gum in the clinical area.
- Eating and drinking are restricted to the appropriate areas of each clinical site.
- Students may not use the telephone at the clinical site for personal business.

Lunch/Break

- a. The student is permitted one (1) fifteen-minute break during mid morning afternoon during clinical hours. The dentist at the clinical site must first approve this time.
 - b. Students will receive one (1) 60-minute lunch break if clinical hours exceed five (5) hours. Lunchtime must coincide with the clinical site's lunch time.
- The student is considered a guest of each clinical site and must act accordingly. Students must stay in assigned areas unless approved by the dentist. Students may not sit in the lounge areas, waiting rooms, or any areas where patients see them, unless approved by the dentist
 - Students are required to know and adhere to all policy and procedures of clinical facilities.
 - Until a competency has been achieved, all clinical assignments must be done under direct supervision and with the help of office staff and the dentist.
 - Regardless of student's level of competency, all radiographs requiring repeats must be done only with help and guidance of office staff and the dentist.
 - If at any time a student's conduct becomes unprofessional, the dentist, office manager, or clinical instructor may send the student

home. The student may return only after approval of the Dental Assisting Program Director and the dentist at the clinical site.

DENTAL ASSISTING PROGRAM POLICY

I realize that the policies and regulations of the Dental Assisting program, as well as the Middle Georgia Technical College policies and regulations, as outlined in the Dental Assisting Academic and Clinical manual, apply to me the entire time I am enrolled in the program.

I realize that I must meet all requirements in order to remain in good standing in the Dental Assisting program.

I also realize that upon acceptance to Middle Georgia Technical College's Dental Assisting program, I automatically become a member of the **HONOR SYSTEM**. I understand that I am expected to display personal and professional integrity both as a classroom student and as a dental assisting student. I pledge to do my own work as required and to do my best to learn and perform safe dental assisting care. I realize that this includes neither giving nor receiving information on test questions and either copying or allowing others to copy my assignments.

I have received a copy of the Dental Assisting Academic and Clinical Manual. A dental assisting instructor has reviewed this manual with me and I have been given the opportunity to ask questions and understand the policies and regulations set forth in the handbook.

Student's Signature: _____ Date _____

Dental Assisting Instructor's Signature: _____ Date _____

DENTAL ASSISTING PROGRAM
ATTENDANCE POLICY

All students must be aware of the importance of the clinical site. This is a simulated job environment and should be treated as such. Attendance every day at the assigned time is expected. Three tardies count as one absence.

In the event that I will be late or absent from my clinical site, I will call the designated site and speak with the office manager or the person in charge. I will call at **least one hour** before my assigned arrival. I will also call my instructor 1 hour prior to the time that I should arrive at my site. Except in the case of a severe emergency, I will make these calls personally, Failure to do so will result in an absence for clinicals which can affect your grade in this class.

I have read the policies and understand the importance of timely attendance. By my signature, I agree to the policies set here. In the event that I am absent from clinical, I must have a documented excuse, which is a signed medical excuse from a physician. I will be responsible for all make-up work, time, and any assignments missed. I further understand that I am to inform my instructor of any change in- my physical condition, any illness, or exposure to any contagious diseases.

Student Dental Assistant: _____ Date _____

Witness: _____ Date _____

Instructor _____ Date _____

DENTAL ASSISTING PROGRAM
CLINICAL POLICIES

1. No personal phone calls.
2. No gum chewing, eating, drinking, etc.
3. Fingernails are to be short and well manicured; no nail polishes
4. Hair is to be combed and neat. Keep hair away from face.
5. Wear appropriate underwear: no bikini underwear.
6. Your uniform must be complete, clean, and **wrinkle free**.
7. Shoes are to be clean and polished.
8. Do not leave your clinical site without the permission of the office manager.
9. Be on time for all clinicals.
10. Clinical time must be made up if the student is absent or tardy.
11. Do not do anything you have not been instructed to perform.
12. Do not give any kind of medication.
13. If you injure yourself or a patient in any way, you are to notify your instructor and the dentist immediately.
14. Do not assume anything.
15. Speak in a clear, soft voice; a loud manner is irritating to patients and staff.
16. You must wear your nametag.
17. You must wear your radiation-monitoring badge. If you forgot it, you must leave the clinical site and retrieve it. Time lost during this must be made-up. If this is a consistent occurrence, your clinical grade will be affected.
18. Your clinical time does not include lunchtime.
19. Students are to receive no compensation from the clinical site or staff.
20. Absolutely do not discuss patients, employers, or any institutional business with co-workers, friends, or family. You must maintain patient confidentiality at all times. A breach of confidentiality will automatically result in a failing grade and possible legal action.
21. If a student is suspected of drinking or smells of alcohol or using any drugs, the student will be subjected to a blood/urine test at their expense.

22. It is the student's responsibility to request make-up time. Make-up credit does not remove the absence. If, at the end of the quarter, clinical time has not been made-up, the student will receive an "I" (incomplete) and will not be allowed to graduate until the clinical time has been made-up in its entirety, at the convenience of the clinical site.

I fully understand all the above rules and agree to abide by them as stated.

Student:

Date:

Dental Assisting Instructor

Date:

RESPONSIBILITIES OF STUDENT DENTAL ASSISTANTS

- The student dental assistant should follow through on all tasks designated to him or her by the dentist on staff.
- The student Dental Assistant should never discuss or criticize a dentist. The student Dental Assistant should never express to the patient a preference for the services of any dentist.
- The student Dental Assistant should never interpret radiographs or diagnose a patient's condition.
- The student Dental Assistant should always give the dentist the proper amount of respect and consideration.
- The student Dental Assistant should always be conscious of the responsibility of his/her chosen profession,
- The student Dental Assistant should treat every patient with respect, empathy, honesty, and professionalism.
- The student Dental Assistant should be aware of the obligation of patient confidentiality. The obligation of patient confidentiality goes beyond the period of dental services. Nothing observed or learned concerning a patient during a procedure should be divulged, unless in an extreme situation. The patient's condition and/or diagnosis should not be discussed with other students, peers, family members, friends, or other persons, unless those involved will be subsequently treating the patient and have the "Right to Know".
- The student Dental Assistant should recognize **and** appreciate the contributions of all members of the dental profession.
- The student Dental Assistant should not participate in gossip and/or adverse criticism of others.
- The student Dental Assistant should support and participate in their professional organization.
- The student Dental Assistant should promote the profession of Dental Assisting, whenever possible.

DENTAL ASSISTING REQUIREMENTS FOR GRADUATION

Graduation from the Dental Assisting program is dependent upon fulfilling the requirements established by the Georgia Board of Technical and Adult Education and the Commission on Dental Accreditation. The course study is four quarters in length. Middle Georgia Technical College grants each Dental Assisting graduate a diploma certifying satisfactory completion of program requirements.

Several agencies have had input into the development of terminal competencies for the Dental Assisting program. These agencies include the:

- Georgia Department of Technical and Adult Education
- American Dental Association Commission on Dental Accreditation
- American Dental Assistant Association
- Middle Georgia Technical College Advisory Committee

Progression and Terminal Competencies:

The Dental Assisting program has specific profession requirements. Cognitive (classroom or acquired knowledge) and psychomotor aspects (clinical or motor skills) of the curriculum are integrated. Students must master specific cognitive prerequisites prior to the initiation of each phase of clinical education (psychomotor aspect). Professional conduct (affective aspects) is another element of the curriculum that is evaluated for course progression. Progression requirements include:

- Student completed didactic requirements
- Student participates in laboratory practice
- Student demonstrates mastery of lab requirements
- Student observes procedures at clinical education site

- Student performs procedures under direct supervision of licensed dentist at clinical site
- Student masters competency requirements
- Student demonstrates continued competency
- Student maintains a passing grade of "C" in all courses

Remediation Process:

Failure of any competency or recheck (continues competency) evaluation will result in the student returning to the classroom for remediation in that specific examination, then to the lab for practice, then to the clinic for participation. The student may then be evaluated for competency on that exam. The student will receive a successful or unsuccessful grade. Failure to demonstrate competency after three (3) attempts will result in the student to be referred to counseling for continuation in the Dental Assisting Program.

Terminal Competencies:

Terminal competencies required for graduation will consist of all competencies required for each specific course. Refer to each course syllabus for these competencies.

CAREER OPPORTUNITIES IN DENTAL ASSISTING

A career in dental assisting includes the following opportunities:

- Assist a dentist in general restorative dentistry
- Assist in various specialty practices
- Assist in a hospital operating room
- Manage a dental business office
- Teach in a college or technical institute
- Work in a major dental manufacturing or insurance company
- Work in a state or federal government dental clinic
- Work as a sales representative for dental equipment or supply company
- Serve in the Armed Forces
- Work in research and development in a dental school or other agency

DENTAL ASSISTING PROFESSIONAL ORGANIZATION

Introduction:

There is one organization that has been established for individuals practicing in the field of Dental Assisting. Membership in this organization is voluntary; however, students are encouraged to join and become actively involved.

American Dental Assistants Association (ADAA):

The ADAA is the profession's national organization and membership is open to any interested Dental Assistant or student Dental Assistant. There is a membership fee which includes reduced home study courses, on-line employment service on the Internet, member discounts on educational seminars from ADAA, credit card programs, discounts for business, professional liability insurance, and *The Dental Assistant Journal*. By joining the ADAA, you also become a member of a state and local organization, if one exists. There is a separate fee for state dues. This amount may be paid with your ADAA dues.

For over 70 years, the ADAA has represented Dental Assistants. Membership is solely dental care professionals and educators who understand the profession and job related needs. Because the ADAA exists only to work in building the careers of Dental Assistants, they have developed some of the best programs in the field to help its members in continuing education, personal finances, and professional respect.

Students holding full or part time student status in a course lasting at least three months may apply for ADAA Student Membership. Students will receive a year subscription to *The Dental Assistant Journal*, a student gold pin, and a certificate of membership, to the ADAA, as a student, that is suitable for framing.

DENTAL ASSISTING

CODE OF ETHICS

A student enrolled in the Middle Georgia Technical College Dental Assisting Program is expected to:

- Assume a professional manner in attire and conduct at all times.
- Establish a positive rapport with dentists and their office staff.
- Respect patient confidentiality.
- Strive to increased efficiency and quality through organization.
- Be willing to accept responsibility for one's own work and results.
- Establish rapport and trust with patient through kindness and empathy.
- Follow clinical procedures and guidelines.
- Achieve the highest degree of honesty and integrity.
- Maintain adaptability in action and attitude.
- Establish a sense of fraternity with fellow students.
- Show respect and consideration for the patient, regardless of race, religion, age or handicap.

- At all times, remember the patient's needs and welfare comes first.
- Strive to expand on the knowledge you possess.

POLICIES AND PROCEDURES FOR STUDENTS

DENTAL ASSISTING PROGRAM

Health and Safety Introduction:

Introduction in Dental Assisting safety and other facets of occupational safety is an integral part of the instructional content of the program. The guidelines for Health and Safety for each clinical affiliate, as well as, specific Middle Georgia Technical College Dental Assisting guidelines must be followed.

Radiation Monitoring Film Badge:

Film badges must be worn at all times while the student is in the clinical area and at all clinical/practicum sites. Students without film badges will not be allowed in the clinical laboratory. Badges are to worn on the outside of the laboratory jacket, shirt, or waist of pants. Badges must be visible at all times. Film badges will be turned into the instructor on a routine basis, so that they may be monitored for radiation exposure.

Holding intraoral film for a patient during radiation exposure:

Students may not hold any intraoral film for a patient during radiation exposure. Film holding devices are to be utilized at all times.

Needle Sticks:

Recapping of contaminated needles or other sharps is prohibited. When recapping of contaminated needles is determined to be necessary for a

specific procedure it is to be accomplished through the use of resheathing devices, self-sheathing needles or syringes, the College's pathogens coordinator or faculty member has approved forceps or other one-handed method of recapping.

Any student who is stuck by a dirty needle at the clinical site must:

- Report the incident to the supervising dentist
- Follow the office's procedure regarding needle sticks, including filing an incident report.
- A copy of the incident report should be forwarded to Middle Georgia Technical College to be placed in the student's permanent record.
- Report the incident to Middle Georgia Technical College's Infection Control Coordinator and the Dental Assisting Program Director.
- Follow guidelines and instructions in Middle Georgia Technical College's Exposure Control Plan.

Communicable Disease

It is the right of all students to have access to clinical, as well as, didactic education, in order to fulfill the terminal competencies as required for graduation. However, there may be times when the student comes in contact with, or are carrying a communicable disease, which may be hazardous to self, peers, patients, or others.

Upon contracting an illness or communicable disease, the student must notify Middle Georgia Technical College faculty before practicing in the clinical area or reporting to the classroom. Attendance in the classroom and/or clinical area will not be permitted until the student has returned to normal health. Students may be administratively withdrawn from clinical courses based on their health status. Please refer to Middle Georgia

Technical College's Catalog and Handbook for the College's fall policy on communicable diseases.

Depending on the severity of the disease, the student may be required to see a physician and provide a written consent from the physician before returning to the classroom or clinical area.

Any student withholding information concerning their health status, as it applies to communicable diseases while enrolled in the program, may be dismissed for unethical behavior.

Hepatitis B Vaccine Policy:

All students enrolled in the Dental Assisting program are **strongly** encouraged to receive the Hepatitis B vaccination. This is NOT mandatory. The vaccine will be at the student's expense. Students who cannot or do not wish to be vaccinated must sign a waiver. This waiver will be kept in the student's file. Any student declining vaccination will be counseled on the benefits and safety of the vaccine.

Students should receive the first vaccine dose prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential.

Tuberculin Skin Test:

All students enrolled in the Dental Assisting program will have a tuberculin skin test performed prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential. Exceptions to this policy will apply if the student has documentation of a previous positive reaction or after documented completion of appropriate preventive therapy or adequate therapy. The tuberculin skin test may be done at the County Health Department or at your private physician's office. Each student is responsible for the cost of this test. A copy of the results is to be mailed or delivered to the Dental Assisting Program Director. Any student failing to receive this test prior to the designated time period must wait until the test is completed prior to participating in the clinical portion of the program.

A physician prior to further contact must clear any student who exhibits a first time positive reaction to the skin test with students or patients/clients. Clearance must be documented in writing. Students with documented, active TB disease should also consider having HIV antibody testing. If active tuberculosis is diagnosed through further testing, appropriate therapy should be initiated according to CDCP guidelines or established medical protocol. Any student with a positive skin test, upon repeat testing or exhibiting signs and symptoms of TB is not to have patient or peer contact until such time as he or she is cleared by a physician after further testing and/or by initiation of appropriate therapy.

Students with a **documented** history of a positive skin test (PPD) or adequate treatment of latent infection or active diseases are to be exempt from further testing unless signs and symptoms of TB disease develop.

Miscellaneous Transportation:

Transportation to class and clinical facilities is the responsibility of the student.

Supervision of Students:

Students may not perform any tasks or examinations on patients unless under direct supervision of a licensed dentist. Students who have not mastered a particular skill, as demonstrated by a successful competency evaluation will be prohibited from performing that skill. The parameter of direct supervision are: 1) a dentist performs a clinical examination and then prescribes or orders procedures and/or radiographs to be completed, 2) a dentist reviews and approves the procedures and/or radiographs prior to dismissal of the patient.

Repeat Radiation

Any radiographic procedure attempted by the student dental assistant that requires an additional exposure to correct a deficiency, must be recorded (see repeat radiograph documentation form). The repeat radiograph must be done with the assistance of a licensed dental professional or an office staff member that has received approval from the dentist on staff.

Work Related

Students must be aware that while they may be employed in area dental offices or facilities they are not under the auspices of Middle Georgia Technical College. This means the student cannot **fulfill** any school-related requirements while being a paid staff member of that office or facility. Additionally, the student must have the employing facility furnish the appropriate radiation-monitoring device to be worn only during paid working hours. This is to eliminate any possible error in educationally related exposures.

This statement is not to deter the student from employment in their field of study, just to inform the student that during the hours of employment they are not considered a student of the Dental Assisting program at Middle Georgia Technical College,

Liability insurance purchased through Middle Georgia Technical College will not cover a student while they are a paid employee of a dental office. A separate policy, which Middle Georgia Technical College does not offer will be needed for this situation.

Liability Insurance:

All students enrolled in the Dental Assisting Program are required to have medical liability coverage. The insurance must be purchased through Middle Georgia Technical College at the business office. You **must** bring a receipt as proof of enrollment. This will be kept in your file located in the Program Chair's office. This liability insurance does not cover the student for outside employment. Medical liability insurance will be purchased once a year and is required to be in effect for the whole time you are a student in the Dental Assisting Program at Middle Georgia Technical College. Any student who drops out of or is terminated from the program must re-establish liability insurance prior to re-entrance of the program.

Physical and Mental Requirements

According to the nature of the work required in the Dental Assisting program offered at Middle Georgia Technical College, the student must be able to:

- Reach, manipulate and operate equipment necessary for the Dental Assistant. Maintain correct posture positions while assisting the dentist
- Visually assess patient's conditions
- Clearly communicate both verbally and in writing, with patient, family members, other allied health personnel; disseminate information relevant to patient care and work duties; and hear to accurately gather information relevant to patient and work duties.

Student Grievance/Discrimination Complaints/Disciplinary Appeals:

If a Dental Assisting student has a grievance or complaint to file concerning actions that have taken place at Middle Georgia Technical College, they must first go to the Dental Assisting Program Director and then to the Allied Health Department Chairperson followed by the Director of Allied Health. If resolution is not achieved, the grievance or complaint will be brought to first the Dean of Instruction, second to the Vice President of Instruction, and finally to the President of the Institution.

Members of the general public, parents, or students who, after informally attempting to have concerns resolved, wish to file formal complaints concerning the above shall follow the established procedure that is found in the Middle Georgia Technical College Catalog.

Disciplinary Procedures:

Dental Assisting students enrolled at Middle Georgia Technical College will be subject to the disciplinary actions as found in the Middle Georgia Technical College Catalog and Handbook. In addition to those inappropriate behaviors listed in that handbook, Dental Assisting students may also be subject to disciplinary action if appropriate professional behavior is not adhered to. The following is a list of items that may result in disciplinary actions and possible termination. These items include, but are not limited to:

- Breach of patient confidentiality
- Insubordination
- Improper classroom or clinical conduct

- Failure to follow clinical conduct
- Any act of carelessness regarding patient care or equipment
- Not adhering to Radiation Protection Policy
- Failure to adhere to Lab Management Policy
- Any unsafe conduct that may result in injury to any person
- Non-compliance to wearing of Personal Protection Equipment while in the lab or clinic

Classroom and Lab Management Policy

- All lab experience will be done under supervision
- All radiation exposures will be conducted only on manikins when there is not a licensed dentist in the laboratory
- All radiation exposures on live patients will only be allowed once a clinical exam has been performed by a licensed dentist and a Radiation Prescription form has been completed and acknowledged by the instructor.
- No student will be allowed to work in the laboratory, dark room or clinical exam room without approval from the instructor.
- No horseplay during lab time
- All students must comply with Middle Georgia Technical College's Standard Operating Guidelines concerning the wearing of Personal Protection Equipment during clinic and lab times. Non-compliance will result in disciplinary actions.

Students **MUST** wear radiation monitoring film badges during clinic hours.

It is everyone's responsibility to learn locations of all fire extinguishers, pull boxes; evacuation routes, medical emergency kit, and chemical spill kit. A lab and classroom safety seminar will take place at the beginning of the program, but the student will be responsible to memorize the locations of the above.

Exercise caution when using glass, needles, and other breakable or sharp items.

Report any mishap, injury, or accident to the instructor **immediately**

- Use good judgment when mixing and using supplies, **DO NOT WASTE MATERIALS/SUPPLIES**
- If you are unsure of anything...ASK FIRST!

If a piece of equipment is malfunctioning DO NOT attempt to fix it yourself, tell the instructor immediately Place your name on all laboratory work prior to storage Respect the work, space and time of other students

Make-up Work and Incompletes:

All incomplete academic work must be completed before the end of the quarter in which it was incomplete. Test make-up will be done at the end of the quarter, after the final exam is taken, or at the discretion of the instructor.

All clinical time missed will be made up prior to the end of the quarter. It is the student's responsibility to request make-up time. If, at the end of the quarter, clinical time still has not been made-up, the student will receive an "I" (incomplete) and will not be allowed to graduate until the clinical time has been completed in its entirety, at the convenience of the clinical site. For more information, please refer to the Clinical Attendance Policy in this manual.

Middle Georgia Technical College
Dental Assisting Program
Lab Management Plan

General laboratory rules and safety guidelines will be provided to the students during the Dental Assisting Student Orientation. A Dental Assisting Instructor first demonstrates all laboratory procedures will be. Following this each student will have the opportunity to perform and practice the demonstrated skill/procedure under the direct supervision of a Dental Assisting Instructor. Each student will be evaluated on his or her performance of each skill/procedure. Students will be given the opportunity to review and practice each competency prior to evaluation. Once a student has successfully shown competency of a certain skill/procedure, they will be allowed to perform this without the direct supervision of a Dental Assisting Instructor, but will be required to gain approval prior to beginning. No student will be allowed to expose radiographs without prior permission and supervision of a Dental Assisting Instructor or a licensed dentist on the premises.

Students will follow all lab safety rules and guidelines, which are stated in the Academic and Clinical Manual that is given to each dental assisting student at their orientation.

Students will not be allowed to practice procedures requiring exposure to blood or body fluids without an instructor present.

Students will not be allowed to expose any radiographs on manikins or live works patients without the approval and supervision of a Dental Assisting Instructor and/or a licensed dentist on the premises.

Students will not be allowed to utilize any laboratory equipment or supplies without the approval of a Dental Assisting Instructor.

Students will be allowed to use the computers in the laboratory at any time without prior approval of a Dental Assisting Instructor.

Frequently used supplies will be stored in locked cabinets beneath and above the lab counters. Equipment requiring electricity will be placed on the counter near the outlets. All cabinets will be labeled according to their supplies. All anesthetic needles, syringes, and carpules will be kept in a locked cabinet, except when in use at which time they will be placed in a secure location near an instructor. All needles and syringes will be accounted for prior to the ending of the laboratory experience.

Dental Assisting Instructors and students are classified as Category I, Category II, and Category III, depending on the task involved, per the Middle Georgia Technical College

Exposure Control Plan: Please refer to the Dental Assisting Category Listings located in the Dental Assisting Academic and Clinical Manual.

All universal precautions will be implemented at all times in the laboratory.

All personal protective wear required for specific tasks will be worn at all times in the laboratory.

DENTAL ASSISTING

LABORATORY SAFETY GUIDELINES

- Each student will be given a copy of the laboratory policies and guidelines at the beginning of each quarter that requires lab time.
- Each student must sign a laboratory policy and guideline and housekeeping measures form stating they are aware of, fully understand, and will abide by these policies and guidelines.

- Each student must sign a Release and Waiver of Liability prior to working in the lab.
- Students will not be allowed in the laboratory without an instructor when performing any procedure that involves blood or body fluids.
- Students will not be allowed to expose any dental radiographs without approval of an instructor.
- Students may never practice exposing radiographs on each other.
- The students, using the approved surface disinfectant, will clean the laboratory/clinical area after each use.
- Students will be prohibited from eating, drinking, smoking, applying lip balm, or inserting contact lenses in areas in which chemicals are used.
- Students must be properly attired while in the laboratory.
- Proper hand washing will be enforced before and after all procedures.
- Gloves will be worn when potential contact with any blood or body fluids is possible. Other personal protective equipment (gowns, eyewear, and masks) will be made available when splashing of blood and/or body fluids is anticipated.
- All lab equipment and facilities will be kept clean and orderly at all times.
- Proper disposal of hazardous or infectious material will be followed. (See Housekeeping Measures)
- All sharps will be disposed of in agency-approved puncture-resistant containers.
- Before the use of any lab equipment, the instructor will provide a thorough demonstration and allow each student an opportunity perform a return demonstration.

- All students will be knowledgeable of the use and location of the First Aid Kit.
- All students will be knowledgeable of the use and location of the Mercury Spill Kit.
- All students will be knowledgeable of the use and location of the Chemical Spill Kit.
- Students will keep chemicals away from open flames and heat sources.
- Students will avoid mixing chemicals unless consequences are known
- Students will keep containers tightly covered.
- All chemicals in the lab will be labeled with a MSDS.
- A chemical inventory of every product used in the lab that contains chemicals, including amalgam, disinfectants, and impression material, will be maintained and on file in the laboratory
- All students will be knowledgeable of the location of the MSDS file.
- All students will be knowledgeable of the meaning of each MSDS label.
- All students will be instructed in the proper use of the Emergency Eye Wash station.
- All students will be instructed in the proper use of the exhaust system in the laboratory.
- A fire extinguisher will be maintained in the lab at all times.
- Students will be instructed in the Fire and Tornado warning systems and the proper exit route.

DENTAL ASSISTING **HOUSEKEEPING MEASURES**

The laboratory and clinical area is to be maintained in a clean and sanitary condition. The housekeeping measures are to be followed as the basic means for achieving disinfections and sterilization.

The housekeeping measures serve to protect the faculty and students of Middle Georgia Technical College as well as patients or clients during contact with faculty and students. These measures will be reviewed on at least an annual basis for their effectiveness and for changes to meet current guidelines.

1. Schedule-All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or O.P.I.M. (other potentially infectious material)

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after the completion of a procedure or when they are overtly contaminated with blood or O.P.I.M.

Equipment and instruments (dental handpieces, needle holders, forceps, lights and X-ray heads, etc.) that may have become contaminated with blood or O.P.I.M. shall be decontaminated with an appropriate disinfectant or sterilant after the completion of the procedure.

Protective coverings such as plastic wrap or imperviously backed absorbent paper shall be removed and replaced as soon as possible if they are overtly contaminated with blood or O.P.I.M. or at the end of a procedure.

All pails, bins, cans, and similar receptacles intended for reuse which have a likelihood for becoming contaminated with blood or O.P.I.M. shall be inspected and decontaminated as soon as feasible when visibly contaminated and when emptied for disposal purposes.

Broken glassware that may be contaminated shall not be picked up directly by the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs or forceps

.2. Disinfectants-Following the initial cleanup, one of the following shall be used for cleaning blood or O.P.I.M.

.a. Chemical germicides that are approved as hospital disinfectants and are tuberculocidal when used in recommended dilutions.

b. Products registered by the U.S.E.P.A. as being effective against HIV with an accepted "HIV label".

c. A solution of 5.25% sodium hypochlorite (household bleach) diluted with water between 1:10 to 1:100 strength. This solution should be mixed fresh on a daily basis.

3. Reusable instruments and other devices that will be used on other patients or clients should be cleaned and disinfected and/or sterilized upon completion of the procedure. Reusable sharps shall not be stored or processed in a manner that requires the faculty member or student to reach by hand into the container where the sharps have been placed.

a. Cleaning is accomplished by washing the instruments and brushing their surfaces to loosen any embedded materials. This cleaning process requires the use of

- gloves and eye protection by the faculty member or student.
- b. Disinfection of instruments should be accomplished by soaking them in an approved disinfectant. They should soak for the minimum time specified by the manufacturer of the solution. The solution should be changed at the frequency recommended by the manufacturer to assure the effectiveness of the disinfection process. The faculty member or student shall wear gloves (protective eyewear if there is a chance of splashing the solution) when performing this type of task as a means of proper exposure control.
 - c. Sterilization of instruments should be accomplished by soaking in an approved liquid sterilizing solution or by autoclaving.
 - d. To assure the proper functioning of the autoclave, it will be tested with a biological indicator on a weekly basis. A copy of the performance of the indicator will be kept on file for a minimum of two years.
4. Disposal-Materials and items to be discarded upon completion of the procedure and have been contaminated with blood or O.P.I.M. shall be placed in appropriate waste containers.
- a. Sharps shall be placed in an approved, puncture-resistant container that is labeled with the international biohazard symbol and color-coded.
 - b. Materials (other than sharps) that are contaminated with blood or O.P.I.M. shall be placed in an appropriate medical waste container that is labeled with the international biohazard symbol and color-coded.
 - c. Materials (other than sharps) not contaminated with blood or O.P.I.M. shall be placed in a general waste container.
5. Food, Drinks, Etc.-Eating, drinking, smoking, applying cosmetics or lip

balm, and handling contact lenses are prohibited in work areas where Category I procedures are performed. Food and drink shall not be kept in refrigerators, freezers, shelves, and cabinets or on counter tops or bench tops where blood and/or O.P.I.M. are present.

DENTAL ASSISTING

ACKNOWLEDGMENT FORM

LAB POLICIES, GUIDELINES AND HOUSEKEEPING MEASURES

As a student Dental Assistant at Middle Georgia Technical College, I have read and fully understand all rules, regulations and procedures stated in the laboratory policy, guidelines and housekeeping measures. By signing this form, I indicated that I will abide by any rules and guidelines set forth in these standards. If I fail to adhere to any of the listed rules, regulations and procedures, disciplinary actions may result.

Student Dental Assistant: _____ Date _____

Dental Assisting Instructor: _____ Date _____

DENTAL ASSISTING
PREGNANCY POLICY

- Any suspected or known pregnancy should be immediately reported to the Dental Assisting Program Director; however, the program honors the student's right of self disclosure.
- The Allied Health Director and the Dental Assisting Program Director will discuss with the pregnant student the effects of irradiation in utero, inclusive of radiation protective procedures.
- The pregnant student will acknowledge, by signature, comprehension of said information as identified in policy #2 (above).
- The pregnant student must make an immediate decision concerning her program status. The alternatives are outlined in "Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy."
- The decision must be submitted to the Dental Assisting Program Director in writing.

- All self-disclosed pregnant students must sign a Pregnancy release form.
- All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy.

DENTAL ASSISTING

PREGNANCY POLICY AKNOWLEDGEMENT FORM

This form states that I have reviewed and fully understand Middle Georgia Technical College's Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy. It is my responsibility to report any suspected or known pregnancy to the Dental Assisting Program Director; however, the program honors the student's right of self-disclosure. In the case that I am pregnant, the Allied Health Director and the Dental Assisting Program Director will discuss the effects of irradiation in utero with me. It will be my responsibility to make a decision about my future in the Dental Assisting Program.

Student Dental Assistant: _____ Date _____

Dental Assisting Instructor: _____

In the event that I am pregnant and decide to continue with my schooling at Middle Georgia Technical College in the Dental Assisting Program, I waive and release all liability from Middle Georgia Technical College concerning the use of ionizing radiation and its effects on my fetus.

Student Dental Assistant: _____ Date _____

Dental Assisting Instructor: _____ Date _____

**DENTAL ASSISTING
Middle Georgia Technical College**

**RELEASE, WAIVER OF LIABILITY, AND
COVENANT NOT TO SUE**

READ CAREFULLY BEFORE SIGNING

The undersigned hereby acknowledges that participation in laboratory and/or clinical skill activities involves inherent risks of physical injury, illness, or **loss** of personal property and assumes all such risks. The undersigned hereby agrees that for the sole consideration of Middle Georgia Technical College allowing the undersigned to participate in these activities and skills for which or in connection with which the College has sponsored or made available any equipment, facilities, grounds, or personnel for such programs or activities or to the undersigned while participating in any laboratory/clinical skills, the undersigned does hereby release and forever discharge Middle Georgia Technical College and the Georgia Board of Technical and Adult Education, its members individually, and its officers, agents, and employees from any and all claims, demands, rights, and causes of action of whatsoever kind of nature, arising from and **by** reason of any and all known and unknown foreseen and unforeseen bodily and personal injuries, including death, damage to property, and the consequences thereof, resulting from my participation in or growing out of or connected with such activities and/or clinical skills.

I understand that the acceptance of this **RELEASE AND WAIVER OF LIABILITY AND COVENANT NOT TO SUE** by the Georgia Board of Technical and Adult Education shall not constitute a waiver, in whole or in part, of sovereign immunity **by** said Board, its members, officers, agents and employees.

I hereby certify that I am at least 16 years of age and have read and understand the above before signing.

IN WITNESS WHEREOF, I have hereunto set my hand this day of

DENTAL ASSISTING

HEPATITIS B INFORMATION

The following information is of vital importance to you. Please read the information carefully. If you have any questions, please contact your instructor.

Health care workers who come in contact with blood and body fluids are at risk for acquiring Hepatitis B. This includes physicians, dentists, nurses, lab technicians, dental hygienists, dental assistants, emergency medical technicians and other personnel involved in health care occupations.

What is Hepatitis B?

It is an inflammation of the liver caused by the Hepatitis B virus. A case of Hepatitis B can be a symptomatic, similar to a mild case of the flu, or may be more severe, requiring extended bed rest or hospitalization. The long-term consequences can include chronic active hepatitis, cirrhosis, and liver cancer that may lead to death.

What is the relative risk of health care workers contracting Hepatitis B?

Health care workers are at 20 times greater risk of contracting the virus than is the general public. Every year, in fact, approximately 18,000 health

care professionals contract Hepatitis B. It is 100 times more contagious than A-IDS.

Who, specifically, is at risk for contracting Hepatitis B?

Everyone who has contact with potentially infected blood or body fluids is at risk. The Hepatitis B surface antigen is found in blood, saliva, urine, semen, vaginal secretions, and possibly other body fluids. Moreover, the virus can survive for days on environmental surfaces, and every contact with the virus is capable of causing infection.

What are the consequences of Hepatitis B?

Short-term consequences of Hepatitis B include an average of seven weeks lost from work, and the risk of permanent liver damage. Long-term consequences include chronic active hepatitis, and cirrhosis of the liver. Every year approximately 5,000 Americans, including 300 health care workers, die of Hepatitis or its complications.

While this disease is harmful and can be deadly, it can also be prevented. For most individuals, the Hepatitis B vaccine has proven to be highly effective. However, there are some individuals who are hypersensitive to yeast or other components of the vaccine. Nevertheless, if you cannot or do not wish to be vaccinated, you must sign a waiver to release Middle Georgia Technical College from any liability arising from failure to receive the vaccine. All of us at Middle Georgia Technical College highly recommended that any student in a medical professional program be vaccinated against the Hepatitis B virus.

Middle Georgia Technical College
Dental Assisting Program
Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been counseled on the importance of being vaccinated with the hepatitis B vaccine and strongly encouraged by the Dental Assisting Program Faculty to receive this vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

Student _____ Date _____

Instructor _____ Date _____

DENTAL ASSISTING
EXPOSURE Determination

DENTAL ASSISTING - To evaluate a student or employee's chances of having an occupational exposure to blood-borne pathogens, an exposure determination is made. An occupational exposure is any reasonably anticipated eye, mucosa, skin, parenteral (cut, needle-stick, puncture, and so on), or any contact with blood, or saliva that may be a result of employment or educational tasks. The determination is made based on three categories:

CATEGORY I TASK LISTING - Requires Universal Precautions following and all Personal Protective Equipment (PPE) to be utilized. Please refer to Middle Georgia Technical College's Exposure Control Plan if you are unsure of required PPE. This task listing includes all tasks that involve exposure to blood, bodily fluids such as saliva, and body tissues. The list below includes but is not limited to all dental assisting tasks that fall into Category 1.

1. Suctioning Oropharynx
2. Performing CPR- adult, child, infant
3. Autoclaving/ Sterilizing/ Disinfecting Instruments
4. Handling and disposing of sharps/ disposable needles
5. Assisting Dentist or Hygienist with all intraoral procedures
6. Exposing and developing intraoral radiographs

7. Taking alginate impressions
8. Applying pit and fissure sealants
9. Removing sutures
10. Placing and removing of periodontal dressings
11. Applying topical fluoride
12. Sterilizing and Disinfecting treatment rooms 1 3 Rebonding and removing ortho brackets
13. Removing dry socket medication
14. Removing excess cement
15. Removing and cementing temporary crowns and bridges
16. Applying topical anesthetic
17. Placing and removing rubber dams

The use of gloves is required for all faculty members and students involved in the performance of a Category I task. Personnel shall wash their hands after the removal of gloves and at the end of the procedure. Gloves punctured or when their ability to function as barrier protection is compromised should be removed immediately. Gloves shall not be washed or decontaminated for reuse and shall be changed.

A variety of types of gloves are available, especially for those with a latex sensitivity or allergy.

- Masks and eye protection (goggles, or glasses with solid side shields or chin length face shields) are required if there is a potential for splashes, spills, spray, splatter or aerosolizing of blood or other potentially infectious body materials (O.P.I.M.) and contamination of mucosal membranes, eyes, mouth, or nose is likely. The National College of Occupational Safety and Health must approve masks used for airborne pathogen protection for this purpose. Approved masks include: HEPA respirators and N-95 respirators.
- Lab coat, gown, apron or other protective clothing is required if there is a likelihood for soiling-of clothing, to be worn outside the work-site, with blood or O.P.I.M. The type and characteristics of the protective clothing will depend upon the task and the degree of exposure anticipated. The protective clothing selected shall form an effective barrier for the faculty member or student,
- Resuscitation equipment (pocket masks, BVMS, or other ventilator devices) shall be immediately available at the laboratory and work-

site and used where the need for emergency resuscitation is likely to occur.

CATEGORY II TASK LISTING - Requires Universal Precaution following and all Personal Protective Equipment (PPE) utilized. The PPE requirements will vary with the task, procedure, or activity. Please refer to Ogeechee Technical College's Exposure Control Plan if you are uncertain about required PPE. This task listing includes tasks that involve no exposure to blood, body fluids such as saliva, or body tissues, but occasionally may involve unplanned tasks from Category 1. The list below includes but is not limited to all dental assisting tasks that fall into Category II.

1. Monitoring patients under nitrous oxide
2. Fabricating (extraorally) temporary crowns and bridges
3. Packaging, transferring and receiving laboratory cases
4. Exposing extraoral radiographs
5. Performing vital signs
6. Taking a medical/ health history
7. Assisting with exams
8. Providing post-operative instructions
9. Fabricating mouth guards, bleaching trays, and custom trays
10. Providing home care instructions

The use of gloves is recommended for all faculty members and students in performing Category III tasks and the College must make them available. Mask and eye protection is required if there is the potential for splashes, spill, spray, spatter, or aerosolizing of blood or O.P.I.M. and contamination of mucosal membranes, eyes, mouth or nose is likely. Although it may be unlikely in the performance of a Category III task, these items are to be made available to faculty members and students. Masks used to prevent transmission of airborne pathogens must be of a type approved by the National College of Occupational Safety and

Health, such as HEPA or N-95 approved types.

- Lab coats, gowns, apron, or other protective clothing is required if there is likelihood for soiling of clothing, to be worn away from the

work-site, with blood or other O.P.I.M. The type and characteristics of the protective clothing will depend upon the task and the degree of exposure potential determined by the faculty member of the College infection control coordinator.

- Resuscitation equipment shall be readily available and used where the need for emergency resuscitation is likely to occur.

CATEGORY III TASK LISTING - Requires no special precautions to be utilized. This task listing includes all tasks that involve no exposure to blood, body fluids such as saliva, or body tissues. The list below includes but is not limited to all dental assisting tasks that fall into Category III.

1. Front office duties/tasks; answering telephone, scheduling appointments, computer information input, insurance generating, general mail duties.

All students in Middle Georgia Technical College's Dental Assisting Program will be familiar with the above information and will implement all necessary precautions to protect themselves and others from an occupational exposure. Failure to comply with this may result in termination from the Dental Assisting Program.

IONIZATION RADIATION POLICY

1. The radiograph machines may not be operated without the direct supervision of a dental assisting program instructor.
2. Radiograph machines are to be turned off when not in use.
3. All patients will wear a lead apron with a cervical collar during any exposure of radiographs.
4. Students are not allowed to stay in the treatment room or hold radiographs for patients while exposing radiographs.
5. The student must never stand in the direct line of the radiographic beam when exposing radiographs.
6. No student is allowed in the treatment area, while exposing radiographs, without his/her radiation monitoring film badge.
7. Radiographs are to be exposed only on those patients who have authorization from a licensed dentist. The patient must also sign an authorization form giving the student permission to expose dental radiographs on him/her.
8. The mA dial and kVp dial are to be checked prior to exposing radiographs to assure that excess radiation is avoided.

9. Film holding devices are to be used to reduce radiation exposure to patient's hands and/or fingers.
10. Any re-takes must be done under the direct supervision and with the assistance of a dental assisting program instructor.
11. The maximum number of retakes per FMX is four (4). Only one (1) Retake per area is allowed.
12. Any patient having gone through whole body radiation or who has had a Full Mouth Series of radiographs done within the past three to five years, will be denied as a patient.
13. Bitewing radiographs may be done annually, as long as the patient has authorization from a licensed dentist.
14. Proper developing techniques will reduce the number of retakes, so students must follow developing techniques as directed.
15. Students must utilize sterile technique when exposing and developing radiographs on patients.
16. Barriers and the required personal protection equipment will be utilized during the radiographic process.
17. Patient's charts will be recorded with the type and amount of radiographs. The mA and kVp setting and the name of the student dental assistant who exposed the radiographs will also be entered in the patient's chart.
18. Students must receive all film from the instructor.
19. The instructor will maintain a record of all exposures done, including retakes.
20. The instructor will maintain records on equipment repair.
21. Pregnant students or faculty must be out of the range of scatter radiation before exposing radiographs.

22. All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women who are exposed to Radiation during Pregnancy prior to DEN 139.
23. Pregnant students must sign a waiver stating that the effects of irradiation in utero have been discussed and are understood.
24. When changing the solutions in the automatic processor, the plug must be removed from the electrical outlet.
25. The processing technique must avoid cross-contamination as much as feasible.

Middle Georgia Technical College
Dental Assisting Program
Patient Rights Policy

Middle Georgia Technical College assures all patients the following standard of care when seeking services in our facility:

- Considerate, respectful, and confidential treatment.
- Completion of treatment.
- Referral to your general dentist for follow-up treatment and/or referral.
- Referral to specialist and current information about your condition.
- Upon written request, information and copies of radiographs will be forwarded to your dentist outlining treatment received at Middle Georgia Technical College
- Advance information pertaining to the cost of treatment.

It is the intent of Middle Georgia Technical College's Dental Assisting Program to provide you with the best possible care. Please keep in mind that this is an educational institution, where students are still learning, and appointments may be longer than what you have experienced when visiting your private dental office.

Fees will be charged for services provided and are based on covering the expenses of supplies needed to provide service. Fees are small but must be collected before (when) services are performed.

For comprehensive dental care, you must follow-up with a visit to your dentist for a complete dental exam.

Treatment Procedures

Patient Education

Bitewing radiographs

Nutritional Counseling

Full mouth series

Intraoral Examination

Panoramic radiograph

Impressions

CONSENT AGREEMENT

As a patient at the Middle Georgia Technical College Dental Assisting Program, I hereby consent to dental examinations, study models or casts, x-rays, patient education and nutritional counseling. I agree that all dental records are the property of Middle Georgia Technical College Dental Assisting Program and may be used for teaching purposes or in scientific publications. If for some reason I cannot complete treatment procedures, I agree to notify the clinic within 24 hours of my appointment(s).

Patient under 18 years of age must have the signature of a parent or guardian.

I give permission for release of my records to and from my dentist and/or physician.

I also agree to make payment services in accordance with the recommended treatment plan.

Patient _____ Date _____

Dental Assisting Student _____ Date _____

Faculty/Instructor _____ Date _____

DENTAL ASSISTING PROGRAM
INFECTION/HAZARD CONTROL POLICY

1. A thorough medical history will be taken on each patient prior to performing any procedures on the patient. All patients over the age of 18 will have blood pressure and pulse rate taken. If a medical history has already been taken, the history will be reviewed prior to each appointment, and updated as needed.
2. Scrub uniforms will be worn during the treatment of patients in the clinic. Each student is expected to wear a lab coat over scrub uniforms when not in the clinic treating patients.
3. Masks, gloves and protective glasses will be worn by all students and faculty. When using equipment that generates a high concentration of aerosols protective face shields must be worn. All patients must wear protective glasses for all clinical procedures.
4. In order to decrease the oral microbial count, the patient should rinse with an antiseptic mouth rinse prior to patient treatment.
5. Hand washing will be performed prior to donning gloves. A three (3) minute scrub including nails is required. If a glove becomes punctured or torn, rewash hands and put on a new pair of gloves. A new pair of gloves will be worn for each patient. Contaminated hands must never go into a drawer or cabinet. Sterile cotton pliers can be used if something is needed from the cabinet

6. All forms to be written on must be written on with pen or pencil covered with barrier protection or with over-gloves worn by the operator.
7. Purge water lines for one minute to flush the lines prior to patient treatment. This includes all water lines that run to hand pieces and air/water syringes.
8. Decontamination of environmental surfaces will be accomplished by use of selected disinfectant. The spray-wipe-spray technique will be used.
9. Disposable plastic covers are to be placed over the headrest and top portion of the chair. Barrier protection is to be used to cover light handles, hand pieces, air/water syringe, and other surfaces that the operator's hands come in contact with. Disposable items are to be discarded after use.
10. After completion of treatment, remove debris from instruments prior to sterilization in the ultrasonic cleaner. Heavy rubber (utility gloves), protective eyewear and mask should be worn.
11. After instruments have been removed from the ultrasonic cleaner, they are to be dried and then packed in autoclave bags to be sterilized.
12. Sterilization will be performed by the clinical assistant using the autoclaves.
13. All impressions, bite registrations, etc. will be disinfected prior to taking them to the laboratory for the fabrication of study models.
14. All patient's and operator safety glasses are to be disinfected after each use by wrapping them for 10 minutes in a Sporacidin towel and then rinsing.
15. All slow speed hand pieces are to be autoclaved.

16. Any needles or sharps must be discarded in puncture proof boxes that are designated for sharps. Never recap needles.
17. A quart of disinfectant solution will be run through the suction hose at the end of each clinical day.
18. All cold sterilization solution is to be changed as directed by manufacturer. All cold sterilization is to be run through a unit's suction hose to be disposed of.

CODE of CONDUCT

A critical incident is defined as any action or failure to take action, which may result in the, or has the potential to result in harmful effects to the well being of any individual. Such incidents should be recorded and reported following the normal chain of command immediately. Each critical incident should be taken very seriously and will be evaluated on an individual basis by a committee composed of, but not limited to, Director of Instruction, Program Chairperson and the instructor of record.

In order that the rights and safety of all students are protected we ask that your activities be governed by reasonable rules of conduct. The following acts are among those that shall constitute cause for disciplinary action in the form of a written critical incident and /dismissal from the Dental Assisting Program at Middle Georgia Technical College.

Each component of the Code of Conduct will be assigned a Grade Grade II or I. A Grade I incident will constitute immediate dismissal from the clinical /classroom setting for the remainder of the quarter in which the incident occurred. Grade II incidents will constitute of one written warning and 5 points off the total grade. A second Grade II of the same nature will constitute immediate dismissal from the clinical /classroom setting for the remainder of the quarter. If the student is removed from one class or clinical setting, he/she will not be able to complete the next level of study. If an off-site site supervisor contacts the Dental Assisting Program Chair with complaints that are covered within the guidelines of

Grade I or Grade II, disciplinary actions will also occur. This communication can take place by phone, personal contact and/ or written form. The off-site supervisor must provide written documentation to substantiate the initial complaint and submit it to the program chairperson.

Grade I

1. Stealing or willfully destroying or damaging any property of the dental department, clinic, patients, personnel, instructors, or fellow students.
2. Reporting for or attempting to work while under the influence of alcohol, drugs or narcotics or physical condition making it unsafe or unsatisfactory to continue clinical practice.
3. Patient neglect: not reporting to the dental office, clinical site or classroom while assigned to those areas for didactic instructions.
4. Altering, falsifying or making a willful misstatement of facts on any patient chart or any student record.
5. Submitting work that is not your own, or submitting work that was previously submitted for another course requirement.
6. Speaking negatively, gossiping or making libelous statements about facility, faculty, staff or fellow students.
7. Patient abuse, (physical, mental or verbal)
8. Sleeping in clinicals
9. Violating patient rights as defined by law. (i.e., Confidentiality)
10. Failure to report any activity or incident that adversely affects the patient, such as failure to remove any potential hazard that may issue harm to the patient, including, but not limited to, disregarding standard OSHA guidelines.
11. Any act that is deemed insufficient in the clinical instructor's view, which hinders the quality of the patient care, rendered by a student of MGTC.
12. Abandonment—leaving the clinical site during assigned clinical hours without the clinical instructor's permission/ knowledge.
13. **NO SMOKING** is allowed while on clinical time. If the student smells of smoke while at clinicals, the student will be dismissed from the clinical site and must make up time that is missed.
14. Administering medications, treatments, and procedures without the approval of the clinical instructor or site supervisor

15. Disobedience or insubordination to a clinical instructor or site supervisor, faculty or staff.
16. Disorderly, unethical or indecent conduct in the classroom or clinical setting
17. Possession of a beeper or cellular phone in a clinical setting.

Grade II

1. Discussing personal problems with patients
2. Abandonment—excessive tardiness (defined as 3 tardies) or failure to inform clinical instructor/site supervisor of tardiness or absence by telephone at least one hour prior to the beginning of the clinical or class setting. Two days in any quarter of failing to inform in the correct procedure constitutes immediate dismissal from the clinical portion of the program, a Grade I critical incident.
3. Consuming food or beverages at unauthorized times or in unauthorized areas.
4. Failure to abide by the clinical uniform standard for MGTC.
5. Failure to follow the chain of command as outlined in the MGTC Student Handbook.
6. Failure to address faculty or staff by their last name
7. Failure to abide by the policies and procedures of the clinical facility (such as smoking, no name tag, no dosimeter, proper and complete PPE) Failure to have these items will result in being sent home and the day will be counted as an absent day.
8. Taking more time than the specified time for meals or breaks
9. The omission or commission of any act deemed clinically unsafe, unethical or unprofessional by the clinical instructor or site supervisor. (See clinical manual for policy and procedures)

Critical Incident Report
Middle Georgia Technical College
Dental Assisting Program

Student name _____ Date _____

Describe critical incident, where and when it occurred

Grade I _____ Grade II _____ 1st offense _____ 2nd offense _____

Student
comments _____

Action taken _____

Student signature_____

Instructor signature_____

Date_____

COMMISSION ON DENTAL ACCREDITATION

COMPLAINTS

In compliance with the Commission on Dental Accreditation it is required that a Commission-accredited educational program provide required notice of opportunity and procedure to file complaints with the Commission.

Students, faculty, constituted dental societies, state board of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation regarding any accredited dental, allied dental or advanced dental education program. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education program but does not intervene on behalf of individuals, or act as a court of appeal for treatment received by patients or individuals in the matter 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 1-800-624-8099 extension 4653.

01-08 dgw

Acknowledgment of Clinical Manual

Date _____

I realize that the policies and regulations of the Dental Assisting program, as well as the Middle Georgia Technical College policies and regulations, as outlined in the MGTC Catalog, and the Dental Assisting Academic and Clinical Manual, apply to me the entire time I am enrolled in the program.

I realize that I must meet all requirements in order to remain in good standing in the Dental Assisting Program.

I also realize that upon acceptance to the Middle Georgia Technical College's Dental Assisting Program, I automatically become a member of the **HONOR SYSTEM**. I understand that I am expected to display personal and professional integrity both as a classroom student and as a dental assistant. I pledge to do my own work as required and to do my best to learn and perform safe dental assisting care. I realize that this includes neither giving nor receiving information on test questions and neither copying or allowing others to copy my assignments.

I have received a copy of the Dental Assisting Academic and Clinical Manual. A dental assisting instructor has reviewed this manual with me and I have been given opportunity to ask questions and understand the policies and regulations set forth in the handbook.

Student Signature

Dental Assisting Instructor Signature