



# **Dental Assisting Program Handbook**

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### **West Georgia Technical College Mission Statement:**

The Mission of West Georgia Technical College, a unit of the Technical College System of Georgia, is to lead economic and workforce development by offering students aged 17 and above learning opportunities through quality technical education programs and services. These opportunities focus on the development of academic and technical competence; critical thinking skills; social, personal and intellectual values; and an understanding of society. These services of West Georgia Technical College include adult education, continuing education and corporate training as well as technical associate degree, diploma and certificate programs.

### **Dental Assisting Mission Statement:**

The mission of the Dental Assisting Certificate program is to provide instruction in dental theory, infection control, and clinical experiences for Coweta and Douglas County high school students and adult students. Graduates of the Dental Assisting program are prepared for employment as dental assistants in general and speciality dental offices and are eligible to sit for DANB's (Dental Assisting National Board) NELDA (National Entry Level Dental Assistant) exam. Graduates can also obtain their Expanded Duties Certificate once meeting the requirements.

### **Purpose:**

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 Duties; dental practice management; and dental radiology.

### **Goals:**

The goals of the Dental Assisting Program are to provide three separate technical certificates in Basic Dental Assisting, Advanced Dental Assisting, and Coronal Polishing that include instruction in dental theory, infection control, and clinical experiences to prepare the team members to meet the needs of the dental community.

### **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 Evaluating Exams, Quizzes, and Assignments:**

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
- Homework assignments (Due date determined by instructor)
- Multiple choice examinations
- Independent study papers
- Work ethics evaluation
- Competency evaluations
- Dental Film critique evaluations
- Participation

**ALL EXAMS MUST BE COMPLETED WITHIN THE CLASS TIME.**

### **Methods of Evaluations for the Clinical Evaluations:**

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

- Participation evaluations
- Homework assignments
- Independent study papers
- Clinical performance evaluations

Team members with disabilities are encouraged to contact the WGTC Disability Coordinator with any questions or concerns they may have.

**Disability Services Coordinator – [accessibilityservices@westgatech.edu](mailto:accessibilityservices@westgatech.edu)**

### **Grading:**

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

A=90 - 100

B=80 - 89

C=70 - 79

D=60 - 69

F=below 60

**\*Grades will not be rounded for any grade, including final grades.**

### **Academic Standing:**

1. Each team member must maintain a 2.0 GPA in order to maintain the HOPE grant offered in a certificate program.

2. A print out of each class can be generated at the request of a team member. Print outs should be limited to one every two weeks.
3. The program instructor will notify team members of their academic standing and academic strengthening will be provided if necessary.
4. In addition to other assignments for course DENA 1350, students will be required to maintain an 80% on all clinical check offs, 95% attendance for course DENA 1350, and obtain the Advanced Dental Assisting Certificate in order to be eligible to receive the Expanded Duties Certificate.
5. In addition to other assignments for course DENA 1390, students will be required to maintain an 80% or above on the Radiation Safety & Hygiene Exam, 95% attendance for course DENA 1390, and obtain the Advanced Dental Assisting Certificate in order to be eligible to receive the Radiation Safety and Hygiene Certificate.
6. Participation in the WGTC Dental Assisting Pinning Ceremony is dependent upon the student maintaining a 2.5 GPA for all DENA courses and having no code of conduct reprimands for WGTC or high school.

### **Academic Progress:**

Students accepted into the Dental Assisting program must pass all courses with a grade of “C” or above to progress to the next semester and remain on track. Those who receive a grade below a “C” will remove themselves from the track progression in the program; and therefore, may have to wait until the course is offered again (usually the next year) to apply to repeat the course. Admission back into the program is dependent upon space available at the time the course is offered (*See Readmission Policy*).

Students convicted of a misdemeanor, gross misdemeanor, or felony may be ineligible to take the national certification examination.

### **Remission Policy:**

\*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. Students unable to meet the academic requirements for continuation in any Health Sciences program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt at any campus.

### **The Honor System:**

It shall be the responsibility of each team member enrolled in the Dental Assisting Program to obey the honor code that prohibits lying, cheating, or stealing, and to report any incidences to the instructor. It shall further be the responsibility of each team member to abide by the student handbook and to conduct one’s self so as not to impair significantly the welfare or the education opportunities of others in the dental community. Plagiarism is not tolerated. Team members will be accountable for completing their own assignments. Team

members who choose to share assignments will receive zeros for their performance. Team members who are caught cheating or sharing assignments, exams, or journals will receive a zero.

Students enrolled in West Georgia Technical College Health Sciences programs are expected to agree to and abide by the WGTC Student Policies and Procedures located at: <https://www.westgatech.edu/?s=student+policies+and+procedures>

### **Academic Dishonesty:**

Academic Integrity is an essential component of professional behavior in Health Science programs. Academic dishonesty has many forms and may result in the dismissal of a student. WGTC Health Sciences programs follow the college's general policies on academic integrity as set forth in the WGTC catalog and student handbook.

### **Non-Academic Code of Conduct:**

Faculty of West Georgia Technical College and the Health Science programs have an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing WGTC at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by WGTC and clinical agency policies during each clinical experience.

All WGTC Health Science programs will adhere to the Non-Academic Misconduct policies as outlined in the student handbook.

You will be invited to participate in the Annual Pinning ceremony as long as you do not have a Code of Conduct violation with WGTC/High School.

2020-2021 Student Catalog and Handbook: <https://www.westgatech.edu/wp-content/uploads/2020/12/Student-Catalog-and-Handbook-AY2020-2021-January-1-2021-Revision.pdf>

### **Participation:**

1. Team members must attend all lecture, laboratory, and clinical sessions.
2. It is the student's responsibility to participate in class – both in person and online – on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. **Participation will impact your grade.** A tardy is defined as arriving to class more than 5 minutes late and/or leaving more than 5 minutes before the instructor dismisses the class. Students will be required to clock in and clock out of a Timeclock each day. This will be graded as a participation for each course specified in the syllabus. Participation will be counted as 20% of your courses weighted grades. Participation will be graded each five days totaling 100%.
3. Make-up of missed work due to an absence will only be provided with advance notice to the instructor and only with documentation that excuses the absence.
4. **Team members must personally report ALL absences or tardies to their instructor prior to the beginning of class. Team members must consult with the instructor regarding course work missed due to absences or tardies.**

5. **Failure to report absences or tardies will result in a zero for any class work, laboratory check offs, and exams given during the absence or tardy. Failure to call in an absence or tardy is considered unexcused and no makeup work will be allowed. All make-up work will be scheduled at the instructors' discretion if the absence is excused. (ex. legitimate/verifiable doctors note, obituary, or at the discretion of instructor) HAND WRITTEN NOTES (FROM PARTENTS) WILL NOT BE ACCEPTED.** Team members must notify the instructor and the clinical site if absent or tardy. NO EXCUSES ACCEPTED. Team members absent from clinical without notifying the instructor and the clinical site supervisor, **prior to your shift**, will be subject to WGTC non-academic code of conduct. The required clinical hours are considered minimal and therefore, all clinical absences will require makeup time
6. **Any Dual enrolled student who obtains ISS during instructional time; their assignments will be considered late with a 20-point deduction for each assignment.**
7. Clinical makeup hours must be scheduled at the convenience of the clinical site. Instructor must be notified of scheduled makeup dates by the student. No call/No Show will impact your grade and progression in the program.
8. Please refer to instructor's late assignment policy regarding makeup work.
9. Per WGTC Policy Children are **NOT** allowed in the classroom. Please see the Student catalog for more information.

**Student Records:**

Procedures relating to the establishment of student records are in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), as amended, with the policies of West Georgia Technical College, and with the regulations of the Department of Health, Education, and Welfare. More information can be found here: <https://www.westgatech.edu/admissions/student-consumer-information/ferpa/>

**Immunizations:**

Team members must provide proper documentation for vaccinations or declination forms. *(See program calendar for deadlines)*

1. Tuberculin Skin Test (PPD)
2. MMR (Required with documentation **or** evidence of immunity to Measles, Mumps, and Rubella) MMR's not required for students born before 1957; after 1957, two MMR's required
3. Tdap (Required with documentation)
4. Hepatitis B (Required with documentation) (Series of 3)
5. Varicella (Must have proof of immunization **or** positive varicella titer)
6. Annual Flu (Our Dental Sites DO Not Require the Flu vaccine at this time)

ALL vaccines and documentation listed above must be documented and on file for each team member by calendar deadline.

If team member does not provide documentation by calendar deadline or at all this can hinder finding a clinical site. Without a clinical site team member would not be able to complete the program.

### **Other Documentation:**

Basic Dental Assisting team members must provide a drug and background screening through Advantage Student which is an approved WGTC School of Health Science agency. Advanced Dental Assisting team members must provide a drug test only if both certificates are taken with in the same school year, starting August to July. If an Advanced student is completing in a different school year, they will be reasonable for a new background check and drug screen. This documentation must be completed by calendar deadline. Students who do not complete the screening are not allowed to participate at a clinical facility. Students who do not pass the drug screening will not be able to attend clinicals. Students are required to complete clinical courses to complete the certificate. Students who are unable to participate in clinical courses it will hinder progression in the program. (Team members are responsible for these fees)

Advanced Dental Assisting team members will be required to become a member of the American Dental Assistants Association (ADAA). The copy of the team member's Membership Card and Evidence of Insurance documentation must be turned into the instructor by calendar deadline. Students who do not become a member of the ADAA are not allowed to participate at clinical facilities such as Coweta Samaritan Dental Clinic and Rapha clinic. (Team members are responsible for these fees)

### **Protective Personnel Equipment (PPE):**

Protective Personnel Equipment consists of wearing a mask, protective eye wear, and gloves for **ALL** laboratory/clinical procedures. This is considered mandatory for each individual. Failure to wear appropriate PPE will result as a critical incident.

**\*\*Ocular infection with herpes simplex virus is especially hazardous. Hepatitis B can also be transmitted via spatter and aerosols through the eyes\*\***

### **Dress Code:**

The dental assistant will strictly follow the principles of good grooming to better prevent cross contamination in the dental environment.

**\*\*Once the dress code goes into effect, those students who do not comply will not be able to participate in class or clinic for that day. Including any exam, quiz, skills, practice, etc. and will be counted as a nonparticipation grade for that day.\*\***

### **Hands:**

1. Nails must be short and clean with smooth tips (tips should not be visible from the palm side of the hand).
2. Nail polish and or acrylic nails are not acceptable for delivering patient care due to their ability to harbor bacteria and microorganisms that may be infectious to the patient.

### **Student Identification:**

Team members at all times while on campus or at off-site clinical facilities must wear their **college name badges with picture**. Those team members who do not wear their college names badges with picture must check in as a visitor to attend classes. Team members will be restricted from attending clinical without approved identification (you will be asked to leave without your identification). Your name badge authenticates your identification as a student of record with West Georgia Technical College.

### **Clothing:**

1. Scrub uniforms will be worn for all classroom/clinical activities.
2. A long-sleeved turtleneck may be worn under scrub tops during cold weather. Men may wear white t-shirt under scrub tops, however; no graffiti please.
3. **Uniforms may not be worn over regular clothes (no jeans or garments other than underclothing is acceptable underneath uniforms).**
4. T-shirts may not be longer than the scrub tops and the sleeves should not hang below the length of the sleeve top.
5. Uniforms must be pressed and in good repair. **Not Wrinkled**
6. Clinic gowns or lab jackets must be worn for all clinical procedures
7. Socks must be solid colored and hose must be in good repair.
8. **No skin showing including but not limited to ankles.**
9. **White or Black leather** tennis shoes without bold colors are acceptable to wear when in uniform. Crocs, Sperry shoes, ballet flats, flip flops, high top tennis shoes with graffiti, rain boots, tennis shoes with perforations, or any other non-professional shoe are considered unacceptable to wear while in uniform.
10. **Hoodie sweat shirts are unacceptable uniform attire.**
11. Hats or head apparel may not be worn to class, laboratory, or clinical sites. - Surgical Caps may be worn.
12. Uniforms must be odor free and free of cigarette odors.

### **Hair: Applies to laboratory and clinical sessions:**

1. Hair must be clean and neatly groomed.
2. Long hair must be pulled up and away from the face and **OFF** the collar. Hair must be pulled back away from the sides of the face and secured. Hair below the shoulders must be pulled back in a non-swinging ponytail or braid and wisps must be secured or pinned. - Testing will involve having the individual tilt their head forward. If any hair falls toward the face or over the shoulders, it will be considered noncompliant.
3. Ribbons, scarves, combs, clips, and fancy barrettes are not acceptable as clinic attire.
4. Perm rods or rollers may not be worn to class, laboratory, or clinical.

5. Hair must be kept away from the treatment fields.
6. No hair color that is not a natural shade for hair (ex. Purple, pink, blue, green, orange, and more)

**Cosmetics:**

1. Makeup should be light and natural looking. (If it comes off on the mask, it is too heavy.)
2. Colognes, perfumes, and hairsprays should not be worn in excess.
3. Eyeliner, mascara, and eye shadow should be kept to a minimum.
4. No false eyelashes or lash extensions permitted.

**Jewelry:**

1. Watches may be worn, preferable waterproof, with a second hand.
2. **Jewelry must be removed from arms, hands, neck, and face/ears (1 pair post stud earrings on the lower ear lobes are permissible). Gauges, tongue/oral piercings and any visible facial, neck, or hand piercings must be removed while in uniform for class and clinical setting. (1 pair of earrings on the lower ear lobe is allowed 6 mm or less)”**
3. **No Permanent Jewelry allowed**
4. Rings- Only 1 ring on left hand (ring finger) (preferred no stone) ex. Wedding band.
5. Daith piercing is only approved with medical document.

**Other Dress Code Issues:**

1. Visible, exposed body piercings (other than ears) are prohibited while performing laboratory/clinical skills or while in uniform. Visible body piercings are strictly prohibited while in uniform. This includes eyebrow piercings, multiple ear piercings, tongue piercings, nose piercings, tragus, and upper ear cartilage and lip piercings. **Exposed body piercings present a potential infection control issue and may serve as a portal for the transmission of an infectious disease.**
2. Visible body tattoos must be fully covered while performing laboratory/clinical skills or while in uniform.
3. Passion marks (hickies) are discouraged and will be covered while in uniform (includes the campus and clinical site).
4. Good personal hygiene is expected for class, lab, and clinical sites at all times. Good personal hygiene includes daily bathing, use of deodorant, and proper dental hygiene. “Reasonable accommodations will be made for students with medical conditions, or cultural or religious beliefs consistent with class and clinical necessity to present a neat, clean, and professional image”
5. Please be advised that the above issues may result in a person’s inability to secure a clinical site or possibly affect their ability to secure employment.
6. Purses and bags are not allowed to be worn in clinical areas.

**Code of Conduct:**

A critical incident is defined as any action or failure to take action, which may result in, or has the potential to result in harmful effects to the well being of any individual not limited to fellow students, instructors, staff and administration, patients, clinical staff, and clinical doctors. 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. In order to protect the rights and safety of all students we ask that your activities be governed by reasonable rules of conduct. The following actions are among those that shall constitute cause for disciplinary action in the form of a written critical incident.

### **Student Grievances:**

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

### **Definitions**

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.

C. Business days: Weekdays that the college administrative offices are open.

D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the College.

E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

### **Student Grievances Procedures:**

A. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.

**B. Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if

possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.

**C. Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee with the following information:

- a. Name
- b. Date
- c. Brief description of incident being grieved
- d. Remedy requested
- e. Signed, and

- f. Informal remedy attempted by and outcome
2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
  3. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.
  4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
  5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
  6. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- D. Appeal: The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced in VI.B.3. above.
2. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:
  - a) The technical college president may review the information provided by the student and administration and make the final decision; or
  - b) The technical college president may appoint a cross-functional committee to make the final decision.
  - c) The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
4. Whichever process is chosen by the technical college president; the decision of the grievance appeal is final.

D. Retaliation against a student for filing a grievance is strictly prohibited.

**Critical Incident:**

1. Stealing or willfully destroying or damaging any property of the dental department, clinic, patient's, college or clinical personnel, instructors, or fellow students.
2. Reporting for or attempting to work (includes attending classes or clinical) 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 (See College Student Code of Conduct at [www.westgatech.edu](http://www.westgatech.edu) ).
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 the clinical facility, faculty, staff or fellow students.
7. Patient abuse, (physical, mental or verbal)

8. Sleeping while at the clinical site.
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 committed and is deemed insufficient, unsafe, or unprofessional which hinders the quality of instruction, interferes with student learning, and the delivery of patient care caused by a student of WGTC.
12. Repetitive requests to leave early from the class, laboratory or clinical site.
13. **Abandonment can be defined as leaving the classroom, laboratory, and/or the clinical site during assigned hours without intending to return. Students who are excessively tardy, absent, or leave the class, laboratory or clinical site without the knowledge or permission of the instructor and/or the site supervisor (if applicable) will be charged with abandonment.**
14. **NO SMOKING** is allowed while in uniform. If the student smells of smoke while at the clinical site, the student (if asked to leave) will be dismissed from the clinical site and must make up time that is missed.
15. Administering medications, treatments, and procedures without the approval of the clinical instructor or site supervisor.
16. Disobedience or insubordination to an instructor, a clinical instructor or a site supervisor, a clinical site staff member, and/or faculty or staff.
17. Disorderly, unethical, or indecent conduct in the classroom, laboratory, or clinical setting.
18. Possession and/or use of a beeper or cellular phone while in the classroom, laboratory, or clinical setting. Program has a **ZERO tolerance** for such incidents.
19. Discussing personal issues or problems with your classmates, patients or clinical staff.
20. Consuming food or beverages at unauthorized times or in unauthorized areas.
21. Failure to comply with the dental assisting dress code for WGTC.
22. Failure to follow the chain of command as outlined in the WGTC Student Handbook.
23. Failure to address faculty or staff by their last name
24. Failure to abide by the policies and procedures of the clinical facility (such as smoking, no name tag, 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.
25. Failure to observe the specified times for meals and/or breaks.
26. Failure to follow appropriate safety/biohazardous precautions when handling sharps, dental materials, and biohazardous waste.

**Dental Practicum I & II / Clinical Site Information:**

Each team member must secure a clinical site off-campus by due date given by instructor. Parents are not allowed to contact potential clinical sites for clinical placement of their child, nor should parents contact the clinical site regarding the student's progress, attendance, or professional/non-professional behaviors.

Each team member must have transportation to and from the clinical site. Team members are responsible for contacting the clinical site and completing the necessary paperwork on or before the calendar deadline.

Any team member who cannot personally secure a clinical site by the calendar deadline will earn a zero for dental practicum and will not receive a certificate of completion.

**Students are required to follow all medical clearance policies designated by the clinical and/or practicum sites, which may include mandatory vaccinations for influenza, hepatitis B, MMR, Tdap, and Varicella.**

Each clinical site will have requirements of students prior to the first clinical rotation. It is each student's responsibility to meet these requirements, which may exceed WGTC's requirements, and remain in compliance.

**The Facility may request the College withdraw any Student from the educational experience at the Facility whose work or conduct may have a detrimental effect on patients or personnel; and/or reserves the right not to accept any Student who has previously been discharged by the Clinical Institute for non-discriminatory reasons, including but not limited to criminal or fraudulent activity, perceived lack of competency or failure to comply with the policies, procedures and rules of the College or Facility.**

**The College may request the withdrawal from the Facility of any Student whose progress, achievement, or adjustment does not justify continuance in the educational experience at the Facility.**

### **Vaccination Statement**

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical/practicum sites. We recommend you discuss these vaccinations with your personal physician.

Students are required to follow the medical clearance policies designated by their assigned clinical/practicum sites. Please be aware that some clinical/practicum sites mandate vaccinations against specific diseases such as influenza and/or testing for specific diseases such as tuberculosis. If you elect not to be vaccinated or tested, you may not be allowed to attend those clinical/practicum sites. If you do not have all required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

Although vaccines are not required for program admission, each clinic/practicum site reserves the right to deny a student entry based on their own policies and procedures. If a student is denied entry to a clinical/practicum site based on lack of vaccinations or testing, the student may not be able to complete the clinical/practicum course. As a result, successful completion of the program may not be possible. Please see individual program materials for information regarding specific vaccine and testing requirements.

**This information is intended to give recommendations and not set specific policies on vaccinations and/or testing. West Georgia Technical College, the Nursing division, the Health Sciences division and the Technical College System of Georgia are not responsible for any adverse reactions that may occur as a result of vaccines and/or testing.**

**\*A list of potential clinical sites will be provided to each team member during orientation of DENA 1350.**

### **Class Responsibilities:**

1. Each team member will be responsible for maintaining clean classrooms and laboratory/clinic area.

2. **NO food** or carbonated beverages, juice, tea or liquid other than bottled water is permitted in the classroom area. **NO food or drink is ever allowed in the laboratory or clinical areas under any circumstance.**
3. **Smoking is prohibited while in uniform.** (Please note if the odor of cigarette smoke can be detected on you or your clothing it may affect your ability to secure a clinical site or employment.)
4. **The use of electronic equipment is prohibited during class, laboratory or clinical sessions. (Cellular phone or electronic device use is not permitted during class, lab or clinic. This includes use of such devices for speaking, listening, texting, instant messaging, and/or internet use. This does not preclude the use of computers for taking notes in class.)**

**Advisor:**

1. The dental assisting program instructor will advise each team member.
2. The instructor and team member will schedule a conference each quarter.
3. Additional conferences may be scheduled if necessary.

**Laboratory/Clinic Responsibilities:**

1. Eating, drinking, and smoking are prohibited in the laboratory and clinic areas.
2. The application of cosmetics is forbidden in the laboratory and clinic areas.
3. Personal protective equipment must be worn when working in the laboratory or clinic.
4. Hair must be pulled away from the face and off of the collar.
5. All materials, instruments, and equipment must be used under the direct supervision of the instructor/s.
6. Report all accidents to the instructor immediately.
7. Follow the manufacturer's instructions for the operation of equipment and utilization of dental materials.
8. Clean the work areas before and after each use.
9. Surface barriers must be used for all clinical and laboratory procedures.
10. Spills must be cleaned immediately following appropriate protocols.
11. Mixing bowls, spatulas, and other instruments may only be cleaned in those sinks that have a plaster trap.
12. Dispose of waste according to **OSHA** regulations.
13. Students may **NOT** walk around the laboratory/clinic areas wearing contaminated personal protective equipment PPE. Those students who do not comply will fail **(F)** the skill.
14. Cell phone/tablets is not permitted in the clinic or laboratory areas. Cell phones/ tablets must be stored away from the work area. Students may **NOT** carry a cell phone/ tablets in their lab coat or uniform pockets.
15. Students must stay on task, must not interfere with the progress of another student, and must behave in a professional manner.
16. Students must show respect to their instructor and their peers.
17. Students may **NOT** chew gum while in uniform.
18. Students may **NOT** interrupt the instructor during a check-off for another student. Failure to comply will result in a deduction of **15 points** for that check-off.
19. Students may not observe other students during check-offs for laboratory or clinical skills.
20. Students must practice each skill a minimum of **five** times prior to checking off.

21. Students who do not productively utilize the clinic/laboratory practice sessions will receive a zero for the assigned skill.
22. Students may **NOT** take pictures of patients or private information.

### **Remediation Policy:**

1. No makeup work will be excepted without proper documentation. (*see Participation policy*)
2. Those students who fail on the first attempt for any check-off will be required to schedule a make-up time outside of regular class hours with the instructor with a 15-point deduction.
3. If remediation is needed; an individualized plan will be created. The plan will outline objectives, activities/assignments, etc. and deadlines needed to complete the plan.

**All students are expected to assist with housekeeping in the laboratory and clinic areas. Housekeeping is considered a team effort. The team stays until housekeeping is complete.**

### **Physical Safety:**

1. Fire extinguishers are located in the laboratory and clinic areas. Please note their location.
2. Fire exit routes are posted by the interior doors of each laboratory and clinic area.
3. Please note the recommended fire exit routes for each area.
4. Chemical safety -Take care in the handling of corrosive, toxic, and carcinogenic substances.
5. Biohazards and bio-burden - Items brought into the laboratory can harbor blood and saliva that may be infective. Please disinfect accordingly. Please discard bio-hazardous materials according to OSHA regulations.
6. Eyewash stations are located in the clinic and laboratory classrooms.

### **Dental Equipment:**

Dental equipment is located in the clinic and laboratory class rooms. **Clinic dental equipment includes but is not limited to:** dental chairs (patient, assistant and operator); dental handpieces (high and low speed); suction, air & water lines; Midmark II sterilizer; Statim sterilizer; Ultrasonic cleaner; Ultra-violet visible curing lights; Planmeca Panorax and Cephalometric Dental Imaging System; Belmont Dental X-ray; Tuttnauer Water Distiller; computers; and Air Techniques Film Processor. **Laboratory dental equipment includes but is not limited to:** Triad 2000 visible light cure system; model trimmers; Buffalo dental vibrators; Sta-vac vacuum; Bio-star vacuum; Buffalo and Kavo laboratory handpieces; Micro Cab etcher; Work stations; Whip Mix Vacuum mixing and investing machine; Dental Lathes; and Ultra Violet Visible curing lights.

### **Equipment Usage:**

1. Do not operate any piece of equipment until you have been instructed on how to safely and properly utilize the equipment.
2. Equipment may not be operated without the permission and supervision of the Instructor.
3. Daily maintenance must be performed on all equipment used for laboratory and clinical procedures.
4. Equipment must be operated per the manufacturer's directions.
5. Electrical equipment such as model trimmers, vibrators, lathes, etc.; must always be operated with dry hands.

6. Personal Protection Equipment (PPE) is mandatory while using clinic and/or laboratory equipment.
7. Equipment must be cleaned, disinfected, and returned to storage after use.
8. Other instruments and equipment can cause injury. Injuries of any kind that occur in the laboratory must be reported to the instructor immediately. A first-aid kit is available in the classroom. An incident report must be filed immediately with the instructor.

**Any damaged or lost equipment due to misuse may result in points deducted from the student's Work Ethics and further action may be taken.**

**Instrument Usage:**

1. Instruments must ONLY be used for their intended purpose. Do not use hand instruments to pry models apart or to remove Provisionals.
2. Instruments must be cleaned, disinfected, and/or sterilized after use.
3. Instruments which are damaged due to misuse must be replaced.

**Typodont/Manikin Usage:**

1. Manikins must be stored inside the manufacturer's box and wrapped in bubble wrap if appropriate.
2. Manikins must be cleaned after each use.
3. The student is responsible for all prepped teeth and non-prepped teeth issued for usage. Any lost or damaged manikin or teeth resulting from the student must be replaced.
4. Students are not permitted to remove manikins from the campus.

**Dexter (X-ray Manikin) Usage:**

1. Students may use Dexter to expose radiographs under the direct supervision of the instructor.
2. No more than one student at a time may expose radiographs on Dexter.
3. Care should be used when opening and closing Dexter's mouth.
4. Please do not remove Dexter from the x-ray chair without the permission of the instructor.

**Dental Materials and Supplies:**

1. Students must avoid committing cross-contamination when handling dental materials and supplies.
2. Students must conserve dental materials and supplies.
3. Students may not dispense dental materials or supplies without the instructor's permission.
4. For all remixes, the student **MUST** dispense and mix the dental materials under the **DIRECT** supervision of the instructor.
5. Students must comply with CDC recommendations and OSHA regulations when using dental materials and supplies.

**Radiology Laboratory/Clinical Criteria:**

1. Students must schedule an appointment with Dentrix to utilize the x-ray room for all radiographic exposures. Appointments will not exceed 20 minutes per student.
2. Personal Protective Equipment must be worn during all radiographic exposures.
3. No more than one student is permitted in the x-ray room at a time when exposing radiographs.
4. All safety measures must be exercised for both the patient and the dental auxiliary.
5. Barriers must be placed on the x-ray tube head, control box, and activation switch during radiographic exposures.

6. Proper sterilization and disinfection techniques of the XCP film holders, dental chair, x-ray unit, film processor, digital x-ray sensor, and darkroom surfaces must be maintained.
7. Students must practice appropriate patient management techniques and must behave professionally and ethically during all film exposures and processing procedures.
8. Students may not assist other students during radiographic exposures.
9. Students may not practice radiographic exposures on other students.
10. Patients must remove any removable prosthesis (dentures, partials, retainers, or flippers), glasses, bobby pins, or jewelry during radiographic exposures.
11. Students must utilize laboratory/clinic sessions productively.
12. Each student is responsible for setting up and breaking down the x-ray room for radiographic exposures.
13. Student must score 100% on the Dexis exam prior to exposing digital films.
14. Student is responsible for maintaining the film processor for manually exposed films.
15. All retakes must be done with the approval of and under the direct supervision of the instructor.
16. Students will be required to wear a Radiation Dosimeter for course DENA1390. The instructor will place the order for the dosimeter on behalf of the students.  
**Failure to return a dosimeter on the date given by the instructor will result in a 5-point deduction of students' final grade for DENA 1390.**

**FAILURE TO USE A LEAD APRON DURING A RADIOGRAPHIC SURVEY ON ANY PATIENT/MANIKIN WILL RESULT IN AN "F" FOR THAT RADIOGRAPHIC SURVEY.**

**Communicable Disease Policy:**

If a student has a known communicable disease, they will not be allowed to attend classes until written permission from a physician is submitted to the instructor. The instructor will confer with the college Infection Control Coordinator for disposition. If necessary, the Dean of Health Sciences will contact the local health department or the appropriate official for advice. The Director of Health Services for the appropriate health institution will be notified of the communicable disease and the precaution being taken.

If a student comes to class or clinical assignment ill, especially in the case of an elevated temperature, he/she will be asked by the instructor to leave class to prevent the spread of the suspected infectious condition. Assistance may be obtained from appropriate officials when making this decision. Any time missed will be made up according to the policy of the missed course(s).

The college follows the Technical College System of Georgia Exposure Control policy on occupational exposure to blood and airborne pathogens. A copy of this plan is available online and can be given to the student at the student's request in writing. Information is given to the students on the available HBV vaccine. They are asked to sign a designated form if they choose not to have the vaccine. If they choose to have the vaccine, they are responsible for providing the institution with a copy of completed vaccine dates.

**Note:** The Dental Assisting program faculty and staff adhere to any additional infection control policies of the clinical education settings to which the students are assigned. Infection control personnel in all clinical education settings are most helpful to the instructional staff to ensure both the student and patient have the needed precautionary measures met. Several of the sites require the students to complete their introduction to infection control measures during the student's orientation to clinic. In addition, to protect the patient, the students sign

a release to allow the college to notify the clinical sites in writing that they meet all immunizations requirements before they report for clinical assignments.

**Corrective Action/Academic Counseling Policy:**

As a student begins his/her career path to the Dental Assisting profession, he/she is expected to understand and display professional conduct. Professionalism, as well as competent and safe practice, is essential attributes demonstrated by every successful DA. During the entire course of the Dental Assisting program, instructors will teach these concepts to enable the student to learn these essential skills.

Unprofessional conduct, (i.e. disruptive talking in the classroom, disruptive or abusive behavior in the clinical setting, not conforming to standard classroom/clinical etiquette, etc.) will warrant immediate corrective action, which can include possible dismissal from the classroom/clinical setting and/or suspension/dismissal from the Dental Assisting program. Dismissal from the classroom/clinical setting due to unprofessional conduct will be considered an absence and the absentee policy will be enforced.

The standard corrective action form will be filled out with the desired action, nature or offense, disciplinary action taking place, and a student action plan for corrective behavior. The progression of correction typically follows:

- • First offense—oral warning
- • Second offense—written warning
- • Third offense—academic probation, suspension, or dismissal from the program (depending on severity of offense)

*This is the typical order of progression, however, a more serious action may be taken initially, based on the severity of the offense and/or resulting harm.*

**Policy for Pregnant Students Who Are Exposed to Ionizing Radiation In The Course Of Their Education**

This policy has been adopted for those students who may become pregnant while enrolled in a program in which they are exposed to ionizing radiation. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy. It describes the procedure for voluntary declaration of pregnancy or undeclaration of pregnancy. It promotes the health and safety of students and includes the embryo/fetus dose limits for both the term of pregnancy and monthly dose limits. Students are made aware of the policy during their first semester. Students must request the Pregnancy Policy Acknowledgement form from their instructor to complete and return to instructor.

**DENTAL ASSISTING PROGRAM POLICY STATEMENT**

I have read and understand the dental assisting program policies. I agree to adhere to the program policies. Failure to comply with program policies will adversely affect my academic standing and can result in my dismissal from the program.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature  
*(If under 18 years of age OR enrolled in High School)*

\_\_\_\_\_

Date