MONTGOMERY COMMUNITY COLLEGE

DA

DENTAL ASSISTING

STUDENT HANDBOOK
WELCOME

The Dental Assisting Faculty at Montgomery Community College welcomes you to a new and exciting experience in Dental Assisting. The faculty wishes to guide you in preparing to care for individuals of all ages, diverse personalities and cultural backgrounds, along with a variety of dental conditions; in addition, we look forward to leading you as you become a professional, proficient, and caring dental assistant.

Upon graduating from the program you will be privileged to share in a challenging and satisfying dental career under the supervision of a licensed dentist.

The Montgomery Community College Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) (www.ada.org), 211 East Chicago Avenue Chicago, IL 60611.

We hope you will find your education rewarding and challenging. We are happy you have chosen to attend MCC.

Philosophy

The Montgomery Community College Dental Assisting Program operates within the framework and philosophy of the college. The faculty believes that the teaching/learning paradigm is an interactive process and that instruction should be presented in a supportive educational environment to engender the student’s personal and professional development. The program provides an environment to support lifelong learning and to develop skills and attitudes which foster the team concept, thus helping students meet the changing needs of today’s world.
Dental Assisting Education

The Dental Assisting educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Dental Assisting is based on theories and principles from various disciplines. The responsibility of learning belongs to the student as the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plans learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive and critical thinking skills in a responsible manner.

The Dental Assistant must be committed to professional growth, continuous learning, and self-development both as a member within the discipline of Dental Assisting and the dental team. Essential knowledge includes understanding of legal parameters governing dental assisting practices; the importance of dental research; roles of professional dental assisting organizations; political, economic, and societal influences which impact dental assisting; lines of authority and communication within the work setting and the ability to make sound decisions and utilize critical thinking skills.

Dental Assistant II & Certified Dental Assistant

DA II is one who has successfully completed:
1) an ADA-accredited dental assisting program and has a current certification in CPR; or
2) one academic year or longer in an ADA-accredited dental hygiene program and has current certification in CPR

CDA is one who has
1) successfully completed the certification examination administered by the Dental Assisting National Board (DANB), and
2) a current certification in CPR

To remain currently certified, the CDA must complete a specified number of continuing education hours and pay a renewal fee each year.

Information pertaining to Dentistry/Dental Assisting in the state of North Carolina can be obtained at www.ncidentalboard.org including expanded functions for dental assistants.

Students/Graduates may be eligible for the Dental Assisting National Board exam through DANB. Qualifications can be found at www.danb.org
I solemnly pledge that, in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner whom I serve.

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

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

Dr. C. N. Johnson
ADAA Principles of Ethics and Professional Conduct

- Abide by the Bylaws of the Association
- Maintain loyalty to the Association
- Pursue the objectives of the Association
- Hold in confidence the information entrusted to me by the Association
- Serve all members of the Association in an impartial manner
- Recognize and follow all laws and regulations relating to activities of the Association
- Maintain respect for the members and the employees of the Association
- Exercise and insist on sound business principles in the conduct of the affairs of the Association
- Use legal and ethical means to influence legislation or regulation affecting members of the Association
- Issue no false or misleading statements to fellow members or to the public
- Refrain from disseminating malicious information concerning the Association or any member or employee of the American Dental Assistants Association
- Maintain high standards of personal conduct and integrity
- To not imply Association endorsement of personal opinions or positions
- Cooperate in a reasonable and proper manner with staff and members
- Accept no personal compensation from fellow members, except as approved by the Association
- Promote and maintain the highest standards or performance in service to the Association
- Assure public confidence in the integrity and service of the Association

Program Goals

1. To provide didactic and experiential learning environments that will enable students to gain the knowledge and skills necessary to:
   - Assist chairside in four-handed dentistry procedures in a clinical practice developing entry level skills for the practice of dental assisting
   - Perform a variety of clinical supportive treatments and dental laboratory procedures
   - Use critical thinking to solve problems and communicate effectively with patients and dental team members
   - Provide support functions and dental emergency care
   - Maintain principles of appropriate safety management and practices
   - Demonstrate professional and ethical behavior as a member of a dental team
   - Master competencies necessary for successful completion of the Dental Assisting Program and to prepare for the Dental Assisting National Board certification
   - Initiate and develop a desire for life-long learning
   - Inspire and promote dental team concept
2. To maintain accreditation by the Commission on Dental Accreditation of the American Dental Association as a benchmark of program quality.

Dental Assisting Curriculum

<table>
<thead>
<tr>
<th>FALL</th>
<th>PREFIX</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>DEN 100</td>
<td>Basic Orofacial Anatomy</td>
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<tr>
<td>DEN 101</td>
<td>Preclinical Procedures</td>
<td>7</td>
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<td>DEN 102</td>
<td>Dental Materials</td>
<td>4</td>
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<td>DEN 111</td>
<td>Infection/Hazard Control</td>
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<tr>
<td>BIO 106</td>
<td>Anatomy/Physiology/Micro</td>
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<td><strong>Total 18</strong></td>
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<tr>
<td>DEN 103</td>
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<td>DEN 104</td>
<td>Dental Health Education</td>
<td>3</td>
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<tr>
<td>DEN 106</td>
<td>Clinical Practice I</td>
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<tr>
<td>DEN 112</td>
<td>Dental Radiography</td>
<td>3</td>
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<tr>
<td>ENG 111</td>
<td>Writing &amp; Inquiry</td>
<td>3</td>
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<tr>
<td>CIS 111</td>
<td>Basic PC Literacy</td>
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<td>DEN 107</td>
<td>Clinical Practice II</td>
<td>5</td>
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<tr>
<td>PSY 150</td>
<td>General Psychology</td>
<td>3</td>
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<td></td>
<td><strong>Total 10</strong></td>
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</table>

47 Total Credits
According to the nature of work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student should be able to meet the following behaviors through natural abilities or the use of assistive devices.

<table>
<thead>
<tr>
<th>Standard of Practice</th>
<th>Examples of Necessary Behaviors (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds.</td>
<td>Establish rapport with classmates, faculty, patients, families and colleagues</td>
</tr>
<tr>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures and oral health instruction as well as document treatment procedures and client responses</td>
</tr>
<tr>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematic skills</td>
</tr>
<tr>
<td>Physical abilities sufficient to move around rooms in the dental environment and maneuver in limited spaces and reach equipment</td>
<td>Move around clinical operatories, sterilization room and other treatment areas. Position self-chairside in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment. Transfer patients from wheel chairs to dental chairs and back</td>
</tr>
<tr>
<td>Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, client and co-workers</td>
<td>Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids chairside mannequins, small equipment, etc.</td>
</tr>
<tr>
<td>Auditory ability sufficient to monitor and assess health records</td>
<td>Hears patients; cries of distress; sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs</td>
</tr>
</tbody>
</table>
### Standard of Practice

<table>
<thead>
<tr>
<th></th>
<th>Examples of Necessary Behaviors (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual ability</td>
<td>Observes patient responses such as skin color and facial expression. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Read records. Notes color changes in dental materials, which indicate reactions occurring.</td>
</tr>
<tr>
<td>Assessment, performance</td>
<td>Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions. Perform selective coronal polishing; placement of x-rays and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement.</td>
</tr>
<tr>
<td>of dental procedures</td>
<td></td>
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<tr>
<td>and maintenance of</td>
<td></td>
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<tr>
<td>environmental safety</td>
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### Dental Assisting Profession

**http://dentalassistant.org**

The Dental Assisting profession is a vital component in the dental healthcare delivery team. The US Department of Labor’s Occupational Outlook Handbook lists Dental Assisting as the fifth highest profession that is expected to grow at a faster than average pace through the year 2016 (www.bls.gov).

The Dental Assistant position is highly technical skilled work responsible for working under the supervision of dentists with a wide range of task in the dental office, ranging from patient care to administrative duties to laboratory functions. Work involves assisting a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive, and other dental procedures during examination and treatment of patients. (January 2013, some information retrieved from www.ada.org.)

The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, responsibilities may include:

- assisting the dentist during a variety of treatment procedures
- taking and developing dental radiographs (x-rays)
- asking about the patient's medical history and taking blood pressure and pulse
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during and after dental treatment
- providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- teaching patients appropriate oral hygiene strategies to maintain oral health;
· (e.g., tooth brushing, flossing and nutritional counseling)
· taking impressions of patients' teeth for study casts (models of teeth)
· performing office management tasks that often require the use of a personal computer
· communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
· helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery
· expanded functions for dental assistants in North Carolina can be found at
· www.ncdentalboard.org
Program Guidelines and Policies

The Dental Assisting Program has established policies and guidelines which apply to all students. Students are expected to adhere to the policies and guidelines set forth throughout enrollment in the program.

Each student will receive a copy of the Dental Assisting Handbook and Lab Manual at the beginning of the fall semester. It is the responsibility of the student to read and understand the information. Students will be required to sign an agreement stating he/she has received a copy, read and understands the information provided in the program handbook and lab manual. Students will be given the opportunity to ask questions during the first week of class to allow for clarification on policies and guidelines. Students are encouraged to ask questions throughout the program should they be unclear on any policy.

The program handbook and all manuals can be found on Blackboard.

MEDICAL HEALTH FORM

The Dental Assisting Program requires students to provide a medical history form completed by a licensed physician to the program head prior to entering the program. The forms are provided by the Admissions Office/Department Head during orientation. Students are made aware of the due date during the mandatory orientation session.

Students are required to complete a portion of the medical form and the attending physician or medical personnel must complete the remaining portion.

The form must include all required vaccination dates or titer information. In addition, a TB and serology test results are required. Students are required to provide proof of a completed series of Hepatitis B and Varicella vaccine or titer results. All vaccines must be completed prior to entering the program with the exception of Hepatitis B.

Hepatitis B vaccine requires three injections, the initial injection, followed by the second injection, one month later, and the third six months following the first injection. Students may enter the clinical portion of the program with two of the three injections provided they received the first two injections within the timeframe stated above and the third injection as soon as the medical timeframe is reached.

A student that receives the first injection and postpones the second injection, therefore, delaying the third injection may not be allowed to enter the clinical site, as it is important that a student receive the third injection as soon as the medical timeframe is reached.

Due to clinical site requirements, a student that declines the Hepatitis B Vaccine may not be able to complete the clinical requirements of the program. A student that declines the vaccine must sign a declination form and therefore must understand clinical sites are not
required to accept students without the vaccination. Students are encouraged to discuss any concerns about receiving the vaccination with their physician.

The dental assisting program does not require that a seroconversion test be performed for Hepatitis B vaccine, however, it is strongly suggested that it be discussed with a physician.

**CPR**

Students are required to hold a current CPR Healthcare Provider certification prior to entering the Dental Assisting Program. The expiration date of the card must extend throughout the program or the student must re-certify prior to the expiration date to avoid dismissal from the program.

**LIABILITY INSURANCE**

According to policy, students enrolled in allied health programs are required to purchase liability insurance each semester. The fee is charged at registration. This is not a health insurance policy, but rather a form of malpractice insurance.

**ACCIDENT INSURANCE**

All MCC students are required to purchase accident insurance each semester. The fee will be paid at the time of registration. The policy covers school-related activities only.

"MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities."

While in clinical/co-op activities, students are covered through their accident insurance and malpractice insurance . . .

However, if the student is exposed to TB, AIDS, or any other disease, illness or injury, the College is not liable nor will the student's MCC insurance pay . . . the student must pay for test, x-rays, etc. required as a result of the exposure.

**Infection Control**

The dental assisting program has established infection control guidelines to protect the student, instructors and patients from disease transmission and are provided in specific program courses.

Students will obtain knowledge and develop skills to deliver patient care safely through classroom instruction and laboratory experiences. A dental assisting student is at an increased risk for exposure to a variety of diseases including Hepatitis B & C, HIV/AIDS
and tuberculosis. Because of these risks, students are expected to follow all infection/hazard control guidelines established by OSHA, OSAP, CDC and MCC.

Infection Control policies can be found in the Dental Assisting Infection Control Manual and in the Bloodborne Pathogens Manual. Students can access the manuals on the program website and in DEN 111 Infection Control course blackboard site. Printed copies are available in the dental assisting lab.

Should a student contract a communicable disease (measles, mumps, chicken pox, impetigo, any form of hepatitis, strep throat, herpetic conjunctivitis, exudative lesions or weeping dermatitis, TB, etc.) the student may have to abstain from attending classes/labs/clinics until the course of the disease is complete and is no longer transmissible. This could result in the need for withdrawal from the program depending on the length of absence. The student must submit a written release from a physician in order to return to the program and resume patient care. If a student is aware that he/she is a carrier of an infectious disease the department head must be informed as soon as the student becomes aware of the infection.

**EXPOSURE CONTROL**

Specific exposure control procedures and policies are provided in the Infection Control & Bloodborne Pathogens manual provided for each student at the beginning of the fall semester. A copy of the manual can be found in the dental assisting lab and is available to students at all times, in addition students may access each manual on the program website. Policies are enforced in all labs and clinical sites. It is the student’s responsibility to read and become familiar with the protocols and abide by all requirements. Failure to comply will result in course grades being adversely affected or dismissal from the program.

Students are responsible for reporting all injuries, needle stick punctures, etc. to the dentist/clinical instructor and program head immediately in order for appropriate measures to be taken.

**SYLLABI**

Syllabi will be provided for students at the beginning of the semester. A copy of all syllabi are available for students through blackboard. Students are encouraged to print a copy to use as reference throughout the semester.

Each syllabi will be reviewed at the beginning of the course. Students should share questions or concerns about the content or requirements for the course with the instructor. Questions/concerns will be addressed throughout the first week of the course and throughout the semester as needed.
ATTENDANCE

Montgomery Community College Dental Assisting Program is committed to the principle that attendance is an essential part of its educational process. While urging regular class attendance, the program at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward his/her studies. Students are required to be in class, with class materials, and ready to start on time.

The nature of the Dental Assisting program necessitates the student’s regular attendance, so that he/she may obtain maximum benefit from the course, and ultimately from the program.

The Dental Assisting Program attendance policy requires students to attend 90% of class meetings, labs and clinical practicum in order to pass a course, when absences total more than 10 percent of any course, a student will be dropped from the program. This policy supersedes the MCC catalog.

The drop may be considered for submission to and waived by the Vice President of Instruction, however, the student must provide proper written documentation to the department head and the VP.

Daily attendance is critical for students to progress successfully through the Dental Assisting Program. The student should be aware that absentees may result in poor/failing grades or being dropped from the program.

The Dental Assisting program allows students 5 minutes past the scheduled class time to be counted present for a class.

Should a student arrive past the 5 minutes they will be allowed to attend class, however, they will be counted absent. The classroom door will be shut at the 5 minute timeframe. If the student is late, he/she will only be allowed to enter class at break, unless contact has been made with the instructor prior to class starting. In addition, arriving late to and leaving early from class is rude, disruptive, and highly unprofessional. The program attendance policy does not include a tardy policy, students are counted present or absent.

Should a student be absent for lecture or lab it will be his/her responsibility to notify the instructor at 910-576-6222 x 241 or at mcallister1@montgomery.edu. It is the responsibility of the student, not a classmate, to contact the instructor.

When a student is absent it is the responsibility of the student to obtain missing assignments including lecture notes and lab information. It is the student’s responsibility to schedule any missed test with the appropriate instructor, provided guidelines for taking a test has been met.

In some cases student activities will begin at the beginning of class which will add points to the final grade. If a student arrives later than the scheduled start time they will not be able to participate in the graded activity and will miss added points.
Tests will be timed, if a student arrives to class late without an excused absence, the student will not be allowed to take a test. Should a student arrive late with an excused absence (written documentation) he/she will be allowed to take the test, however, they will only be allotted the remaining amount of time. All tests must be turned in at the same time. The instructor will determine if provided written documentation constitutes an excused absence. In most cases, a medical note will only be acceptable.

When a student continues to arrive late for class it will be addressed by the instructor. When a student reaches the allotted number of absences they will be dropped from the course. Any student dropped from (1) one DEN or BIO 106 course will be dropped from the program. Courses are required in a specific sequence to progress through the program.

Attendance must be established as a top priority by each student.

Court appearances will not be considered as an excused absence, unless they pertain to jury duty or legal issues which are out of the control of a student, (watch out for speeding tickets on hwy. 134 & 24/27). Determination will be made by the department head with proper written documentation.

**ABSENCES AND TESTS**

1. A student who arrives to class on the day of an announced test/quiz (found on syllabus) with an unexcused absence will not be allowed to take the test and will receive a zero (0) for the test.

2. Should a student be absence on the day of an announced test/quiz (found on syllabus), and provides acceptable written documentation for the absence will be allowed to take the test or quiz on the first day they return to class, regardless of the course schedule for that day. The student must meet with the instructor the first day of returning to class to schedule a time for make-up test/exam.

It is the responsibility of the student to obtain material covered during his/her excused absence and be prepared for any announced tests on the day of his/her return to class.

**Cheating Policy**

Cheating in didactic courses and shortcutting or omitting clinical procedures or radiographs is considered academic dishonesty. The Dental Assisting faculty emphasizes that attitudes and actions demonstrate the student’s ethics. The policy for cheating is:

Any student that chooses to cheat in any course in the Dental Assisting curriculum will be given an “F” in the course and dismissed from the program. Cheating is defined as any
practice that gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during tests/quizzes/exams or on required work; the improper use of books, notes, or other sources of information; altering of any grade or academic record; omitting or shortcutting clinical procedures or plagiarizing.

Plagiarism includes submitting as one’s own work or creation of any kind that which is wholly or in part created by another. All sources, including internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or it is considered plagiarism even if the quote is correctly cited. Rearranging parts of an author’s sentences or substituting a few words in NOT paraphrasing and also constitutes plagiarism.

Should a faculty member observe cheating on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating that he/she will receive a grade of “F” on the assignment and in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position.

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Head and VP of Instruction within three weekdays from the time the incident occurred.

Students caught cheating will be dismissed from the program. Should a student wish to enter the program a second time they will be required to reapply to the program and repeat all courses in the dental assisting program. Should a student be dismissed for academic issues and the student chooses to reapply to the DA program they will not be considered for readmission until after June 1st. of the following academic year. A student may enter the program only twice.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health care personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty’s responsibility to declare prospective graduates to be reliable, competent and ethical.

**Test and Quiz Policy**

To reduce the temptation to talk during classes or obtain information unethically during testing, the following procedures will be followed in all dental courses.

1. On test or quiz days, the student will be allowed to have only the items they need, ie pencil, scrap paper, etc.
2. Student’s will be arranged as per the instructor’s direction should the instructor deem it necessary.
3. No communication, verbal or otherwise, will be tolerated once the test or quiz has been distributed. Any talking will be viewed as cheating. The offender will be asked to leave the room and the policy for cheating will be enforced. Therefore, if something is needed, the instructor, not a fellow student, should be consulted.
4. Many times tests/quizzes will be graded by the student following the test. The student must remove all writing instruments from the desk, except a highlighter. Should a student grade a tests/quizzes incorrectly the points per question graded incorrectly will be doubled and deducted from the tests/quiz.

**STUDENT CODE:** Please reference the Student Handbook for information pgs. 10-16.

**GRADES/Progression**

All courses required in the dental assisting curriculum must be taken in the sequence outlined in the dental assisting curriculum, although related courses may be taken prior to entering the program.

A GPA of 2.0 is required to remain in the Dental Assisting Program with a grade of “C” or higher in each DEN course and BIO 106. Students must meet course requirements in didactic, lab and clinical courses to continue in the dental assisting program. Students not meeting the academic requirements will be dismissed from the program.

A didactic grade of 78 or higher must be achieved for each DEN course with a grade of 86 or higher in all laboratory portions of courses prior to being averaged with didactic grades for a final course grade. All DEN and BIO courses must have a final grade of C or higher to remain in the program.

Students that receive a grade of “D” in ENG 111, PSY 150, and CIS 111 should realize the impact and affect it will have on the students GPA.

Students have access to grades at all times through blackboard. Grades will be uploaded into BB gradebook within 5 working days. Should a student not be progressing successfully it is recommended an appointment be scheduled with the instructor/department head. Students are encouraged to seek advising at any time during the semester to discuss their academic status. Office hours will be posted each semester on the classroom door. Academic counseling is also available through Counseling and Career Services.

It is ultimately the responsibility of the student to monitor his/her grades and contact the instructor at the first sign of difficulty in a course.

The student is responsible for all course work assignments and deadlines. The student will be held responsible for late or missed assignments. Each instructor will determine assignments, test, deadlines and additional policies for his/her own course. It is the student’s responsibility to contact the instructor with regards to these matters.
Grading Scale: Clinical Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>100</td>
<td>93</td>
<td>A</td>
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<tr>
<td>92</td>
<td>86</td>
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<td>85</td>
<td>78</td>
<td>C</td>
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<tr>
<td>77</td>
<td>0</td>
<td>F</td>
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### STUDY TIME

Developing good study skills is a necessity for most students. **Reading** assignments, and note taking skills is vital to successfully completing the program.

In addition to class time, students should expect to spend approximately two-four hours each day on assignments. The understanding and comprehension of dentistry is primarily supported through **reading** assignments found in the course syllabus. Students will benefit in preparing for class ahead of time as dental assisting builds upon each lecture and lab.

The Dental Assisting Program is intense and requires complete commitment on the part of students; therefore students are advised to monitor the number of hours they work outside of the program. If a student must work, it is suggested that a maximum of 20 hours per week be scheduled. It is imperative that time be allowed for **reading** and homework assignments. While the decision to be employed during the dental assisting program is the student’s choice, it is the policy of the program that exceptions cannot be made for incomplete coursework or lack of attendance due to work schedules.

Additional resources may be available through textbooks that accompany assignments, it is suggested that students utilize these tools to assist them in understanding the dental assisting materials.

Due to online and hybrid classes it is suggested that students have access to a computer that is easily accessible in order to complete assigned course work on time. The college provides computer availability to students in the CATS lab. Students should check the CATS lab for operational hours at the beginning of the semester.

Students are encouraged to attend open lab to study or practice skills that may be causing difficulty. However, an instructor may not be available. It is in the student’s best interest to check with an instructor in advance.

### Assignments

All assignments will be assigned a due date and can be found on the course syllabi. If an assignment is not turned in on the specific due date the student will receive a grade of zero for the assignment. Assignments include, but are not limited to, essays, projects, worksheets, etc. Assignments can be found in the course syllabus and include a percentage that counts toward final course grades. Students must turn in assignments as required (hardcopy, email or blackboard). Students must have permission to submit an assignment in any other form other than it is assigned.
Extra Credit

Extra credit assignments cannot be made up. No extra credit will be given the last three weeks of the semester. Extra credit is offered at the discretion of the instructor when an assignment or activity will enhance the students’ education. Extra credit is not given on an individual basis.

Homework

All homework will be assigned a due date. If a student is absent, homework may not be made up and a student will not receive credit for the assignment. Exception to the policy will be a written medical note from a physician of a student being sick and the assignment will be due on the date the student returns. If a student is present in class and homework is not turned in on the due date, the student will receive a grade of zero for the assignment.

ONLINE COURSES

The Dental Assisting curriculum conducts online and hybrid courses. Therefore, it is advisable that students have access to a computer. If one is not available students are expected to use the CATS lab to complete their assignments. Refer to the syllabus and polices on hybrid and online courses. Cheating policy is expected to be adhered to when taking test/quizzes in hybrid/online courses.

All courses will be available as a supplement through Blackboard.

Blackboard can be accessed from the college website at www.montgomery.edu or https://www.google.com/a/student.montgomery.edu/

ATTITUDE

A cheerful, positive, dedicated dental assistant is an asset to the dental team. All personal problems should be left outside the doors of Montgomery Community College and clinical sites. Personal problems should be discussed with a counselor. If a student has a personal problem which jeopardizes their ability to provide competent dental care to their patient or practice on a mannequin they should notify the instructor and a determination should be made to whether the student may be dismissed from the program. Academic problems are discussed with the instructor or department head. All faculty are concerned with the welfare of students and are open to helping students be successful.

Open communication between a student and a peer, instructor and /or patients is essential for clear understanding, conflict resolution and harmonious relationships. Although confronting someone with a problem may be difficult, often the problem will be more easily resolved when discussed closer to the time of its occurrence rather than after a
significant period of time has elapsed, allowing the problem to be amplified into an unmanageable and unfortunate disagreement with unnecessarily producing hurt feelings as well as hostility.

Professional behavior is expected throughout the program; the following examples in the way of attitude is unacceptable whether they be verbal or non-verbal:

Negative comments/actions toward the profession, program, instructors, classmates or college.

Negative attitude toward classwork or hands on tasks.

Negative and/or unprofessional attitude may constitute probation or dismissal from the program.

CONDUCT AND APPEARANCE

The public expects competence and integrity from health care providers, anything less than the highest standard can result in the loss of confidence in the student, the college and the profession. Failure to meet guidelines will result in loss of professional responsibility points when applicable, placed on probation or dismissed.

- Personal conduct and appearance of students in the Dental Assisting program is important as it makes an impression on patients, health care professionals and the community.

1. Lecture-Attire in lecture classes should be neat and clean
   a. Shorts and jeans are acceptable as long as they are in good taste; shorts allowing visible buttocks or excessive holey jeans are not acceptable
   b. Shoes must be worn at all times
   c. Bare midriffs and skimpy clothing is not allowed
   d. Male students must wear clothing that covers the chest
   e. Female students must wear clothing that covers visible cleavage
   f. No T-shirts with large arm holes
   g. No translucent shirts
   h. Undergarments must not be visible
   i. Visible tattoos must be covered
   j. No visible or intraoral piercings
   k. Eating during class is not acceptable; however students may have drinks in the classroom in a closed container
2. Lab/Clinic-
   a. Students must wear scrubs when working in the lab; scrubs must be clean, wrinkle free; pants cannot be touching floor; if an undershirt is worn, it must be solid white or black. Undergarments must not be visible through the student’s scrubs.
   b. The student’s lab jacket must be worn at all times unless the instructor has indicated otherwise.
   c. Disposable lab jackets are available to protect scrubs
   d. Hair must be secured away from the face and of a natural color
   e. For safety purposes, bracelets, necklaces, dangling earrings are not to be worn.
   f. Protective lenses with side shields must be worn at all times in the dental lab
   g. Flat comfortable full coverage, closed toed shoes are required; boots are not acceptable; shoes must be solid white or black; socks must be white or black and must cover the ankle. Flat canvas shoes are not acceptable.
   h. Name tag; radiation badge during DEN 112, DEN 106, DEN 107 and open lab
   i. Jewelry is not acceptable with the exception of one pair of stud earrings; one per ear. No hoops or dangling earrings.
   j. No visible or intraoral piercings
   k. Fingernails should be well manicured, short and clean. No nail polish with the exception of clear. No artificial fingernails. Fingernails are not to be longer than the end of the finger pad
   l. No strong perfume or cologne is to be worn during lab or clinical
   m. All PPE’s must be worn when working intraorally
   n. Eating or drinking is not allowed in the dental lab
   o. A plaque-free, healthy mouth should be maintained. Each student should receive regular dental care
   p. Tobacco or food odors on hands can offensive to patients. Hands should be washed thoroughly with microbial soap. Breath odors may be minimized by effective oral hygiene, avoiding certain foods, smoking and using mouthwash as needed. MCC is a tobacco free campus.
   q. Should a faculty member suspect recent ingestion of alcohol or drugs, the student will be required to submit to immediate testing and possible dismissal from the program, the policy includes class.
   r. Refer to lab manual for a complete list of requirements

- Students should present themselves with proper personal hygiene including clean hair, nails and clothes/shoes.

- Dentistry is a health care profession and it is important to set an example for the public and encourage the practices of good oral health. Students are expected to
seek routine dental cleanings and dental care. Program Head and Clinical sites reserve the right not to assign/accept a student in a site based on poor oral hygiene as they are setting an example for the site and to the patients.

- Students are required to wear scrubs while in lab and during clinical rotations. Requirements for scrubs will be discussed at the beginning of the fall and spring semester. Requirements can be found in the lab manual and DEN 106/107 syllabus.

- Students are expected to show respect to all classmates and instructors verbally and non-verbally.

- Visible tattoos must be covered during class, lab, or clinical sessions, including hands, fingers, forearm, face, neck, etc. Students must be prepared to wear specific types of clothing or purchase and use tattoo “make up” if necessary.

- Visible body piercings cannot be worn during class, lab, or clinical sessions, spacers are acceptable, bandaids, etc are not to be worn to cover the piercing as opposed to removing it. In addition, piercing such as tongue and lip rings; balls and nose rings, etc. are not acceptable during class or lab.

- Cell phones must not be on the student during lab sessions. However, if a student chooses to use a cell phone, I-pad, or lap top during class to access Blackboard or other websites that are pertinent to class it is acceptable. Students using electronic devices for other purposes during class time will be counted absent for the class and be placed on probation or dismissed.

- Students are advised to be mindful of postings on Facebook pages as this may adversely affect clinical site assignments and employment with potential employers. In addition, faculty ask that current students not make friend request to instructors on Facebook. The Dental Assisting Program operates a Facebook page through the college. Students are encouraged to join and become an activity member by way of social media for the program through the program page.

- Chewing gum is considered unprofessional in the field of dentistry and is unacceptable during class, lab or clinical sessions.

In addition to the requirements above students are expected to conduct him/herself on a professional level during the course of instruction by refraining from casual conversation with classmates during instruction by faculty or while classmates are speaking and remain respectful of all faculty, staff, students, patients and guest lecturers. Students are encouraged to be engaged in the topic being discussed by adding to the conversation or by way of asking questions to the instructor.
CLASSROOM GUIDELINES

1. All classes will begin at the time stated on the course schedule/syllabus.

2. Students are expected to report on time and ready to begin class.

3. Students should prepare for class. This includes having textbooks, notebooks, writing instruments, dentoform (teeth) etc. available.

   If a student must leave after class begins to retrieve needed items they will be counted absent.

4. Students are expected to be responsible adults. This includes purchasing and having available classroom/lab necessities; paper, pencils, pens, etc.

5. Students are expected to participate in class discussion but should refrain from conversations that may interfere with the learning process of other students

   Side conversation during lecture/ laboratory instruction is not acceptable.

6. All tests and examinations are to be completed in the classroom in the presence of the instructor or proctor.

7. Students should be neatly and properly dressed when attending class/ lab.

8. Students are expected to participate in keeping all classrooms and laboratories neat, clean, and in order.

9. Food is not permitted in the dental classroom except during breaks, neither food nor drinks are allowed at any time in the dental laboratory. Students may have drinks in the classroom if the drink is covered with a lid.

   Snacks and lunch should be eaten during the appropriate time not during class.
   If a student insists on eating during class or lab they will be asked to leave the classroom or lab and will be counted absence.

10. Students should not leave class or lab except during scheduled breaks. All cellular phones and pagers should be turned off prior to students enter the classroom or laboratory. If a student is expecting a call that is of a serious matter please notify the instructor prior to the beginning of class. This is considered an exception not an everyday occurrence.

11. Students that choose to sleep during class time may do so; however they will be counted absent.
12. Students are encouraged to ask questions during class, however when a student needs one on one help with a specific topic or concept it is advisable they contact an instructor following class time.

13. Faculty office and desk is off limits, unless faculty is present

14. Copiers may not be used by any student. Copiers in the library are available to students.

**ETHICS AND PROFESSIONALISM**

Students are expected to conduct themselves on a professional level at all times. The student must adhere to and abide by the code of ethics of his/her professional organization. The specific codes are included in this document and will be discussed at the beginning of the fall semester. This includes, but is not limited to, putting a patient’s health/life at risk due to serious violations of safety and infection control exposure control procedures.

In addition, students are expected to conduct him/herself on a professional level during the course of instruction by refraining from casual conversations with classmates, and remaining respectful of all faculty, staff, classmates, patients and guest lecturers.

Students are to respect others when they are receiving one-on-one instruction, students should not interrupt, however in most circumstances it will benefit others to listen and watch. At the appropriate time the instructor will acknowledge the student’s question and will work with them at the appropriate time.

**CONFIDENTIALITY**

Confidentiality is a duty owed to all by the health care provider. It is a legal right of the health care consumer to expect that information regarding his/her health record and treatment will not be shared with others, unless the individual provides written permission.

Professional confidentiality toward classmates, patients, instructors, dentist, dental staff and all others is expected of all dental assisting students.

It is expected that students in the Dental Assisting program at MCC will work to insure this patient right.

*This policy is enforced as the Dental Assisting curriculum prepares individuals for a career where safety and well-being of the public are dependent upon the knowledge and ethical responsibility of the health care provider.*
GRADUATION Ceremony

MCC holds its annual graduation ceremony in May, students who successfully complete Spring Semester of the Dental Assisting Program are eligible to participate in the cap and gown ceremony. However, to receive a diploma in Dental Assisting the student must successfully complete the Summer Semester.

Patient Procurement

Individual courses require that a student obtain patients to fulfill specific requirements. The instructor will inform students of patient requirements at the beginning of the course.

Pregnancy

Pregnancy is not viewed as a disability or hindrance to completing the Dental Assisting Program. The faculty, however, recognizes that pregnancy poses certain considerations pertaining to the general welfare of the expectant mother and unborn child.

In order to promote the wellbeing of the pregnant student and to assist her, the faculty has established the following guidelines for the pregnant student.

1. Notify the program head as soon as determination of pregnancy is made
2. Notify the program head of any limitations and or complications that the pregnancy may be posing. A statement from the obstetrician must be submitted giving permission to continue the course of study in the program and specifying any limitations.
3. Comply with guidelines specified by the faculty concerning radiation and nitrous oxide exposure.

In the event that the delivery is anticipated before completion of the program, the student should, in addition to the above.

1. Make an appointment with the program head to discuss academic plans after delivery and to clarify readmission procedures, if necessary.

   If the student’s intent is to return within a short period after deliver, the student must:

2. Submit a statement from the obstetrician verifying physical ability to return, if the anticipated return date is prior to 4 weeks postpartum.
Drug and Alcohol Policy

Students should be familiar with the college policy on drug and alcohol use. The policy can be found in the student code section of the college handbook on page 13. In addition, the dental assisting program requires that students sign a drug and alcohol use policy that will be in effect throughout the program. The agreement can be found at the end of this document.

DISHONESTY/ CHEATING/ ENDANGERMENT

Dishonesty of any kind is considered a serious violation and will not be tolerated. Any student caught lying, cheating, taking and/or using other student’s work, falsifying or attempting to falsify records or documents, etc. maybe dismissed from the program. In addition, any action of the student that results in a dangerous situation for patients, students or faculty members may also result in disciplinary action/dismissal. Refer to the Student Handbook for college policies. Students will be required to read, sign and abide by the Academic Dishonesty and Endangerment Policy found at the end of this document.

Health care depends upon the development of professional ethics by potential health care providers. Attitudes and personal actions demonstrate a person’s ethical convictions such as work ethics. Cheating is considered academic dishonesty and represents unethical behavior.

Examples including but not limited to:

- Making unauthorized changes on skill sheets/falsifying or attempting to falsify any document(s)
- Substituting another students radiographs as your own
- Failing to submit laboratory work or projects that are not the student’s original work
- Using notes, markings, wandering eyes, signals or any type of technology to obtain answers during test, quizzes or laboratory activities.
- Any student who chooses to cheat will be dismissed immediately from the dental assisting program

This policy is enforced as the Dental Assisting curriculum prepares individuals for a career where safety and well-being of the public are dependent upon the knowledge and ethical responsibility of the health care provider.

WITHDRAWAL

Students may withdraw at any time during a semester/session prior to the 75% point of the term. A student who wishes to withdraw from any course should complete an official
withdrawal form in Student Services. Failure to officially withdraw may result in a grade of “F” for the course which remains on the students’ transcript and will effect overall GPA.

A student may be advised to withdraw if the instructor(s) feels that the student will not be successful due to but not limited to: unsatisfactory theory grades; inability to perform laboratory task, lack of interest; health concerns, etc.

**Probation**

Should a faculty member determine a student is not capable of providing care to patients or is a threat to the health and safety of the patients, faculty, staff or students, the student may be place on probation or dismissed. A student may be placed on probation or dismissed for reasons that include but are not limited to the following; unethical behavior, unprofessional behavior, unsatisfactory aseptic technique, unsatisfactory class, lab/clinical performance, incomplete or inaccurate written documentation, or substandard care as it relates to the patient’s medical history or medications. In addition, forgery, stealing, drug or alcohol abuse, HIPPA violations, compromising the health and safety of a patient, classmate, faculty, etc. (this is not a conclusive list)

The student will be advised of the probation or dismissal. In all cases the faculty member who recommends probation or dismissal shall devise a written document for the student. The document will include the conditions, length of probation and the deficiencies that must be corrected or the reason for dismissal. Probation may be in effect for the semester or throughout the program.

**DISMISSAL**

Reasons for student dismissal from the program include but are not limited to the following

1. Problems in physical or emotional health that impairs the ability to provide safe care to patients including classmates, which do not respond to appropriate treatment and/or counseling within a reasonable period of time. As dentistry is a highly technical skilled profession uncontrollable “shaky hands” may be considered a physical impairment.

2. Any student whose behavior causes concern as to alcohol or drug abuse will be requested to submit to immediate drug screening at their own expense. Failure to comply or evidence of drug or alcohol in the screening test will result in immediate dismissal from the dental assisting program. Indulging in alcoholic beverages or abuse/misuse of any drug or medication (including legal/prescribed drugs) that interferes with the ability to function in a safe and responsible manner.

3. Incident of unsafe practice, regardless of whether or not patient injury occurred. Creating dangerous situation for others.
4. Disregard/failure to follow infection control procedures and policies; including failure to inform program head of a contagious disease or failure to inform dentist/program head of an exposure.

5. Any student causing potential danger to themselves, an instructor, classmate or property.

6. CPR certification expiration which is not renewed prior to expiration date.

7. Attitude or behavior not conducive to the learning process and/or inappropriate for the dental profession, including but not limited to:
   a. Class disruption that interferes with the learning process of other students.
   b. Inability to communicate appropriately with instructors, classmate or dental office person.
   c. Failing to follow proper chain of command in any of the educational settings:
      - Instructor
      - Program Head
      - Dean of Public Health Services
      - Vice President of Instruction
      - President
   d. Any incident of unsafe practice (not using proper PPE’s, etc.) or gross unprofessional conduct in any of the educational settings, including on campus dental lab facility.
   e. Lack of cooperation, inability to work with or get along with others, including classmates, faculty or staff members, etc.
   f. Failure to follow program guidelines
   g. Lack of interest in Dental Assisting or the profession
   h. Lack of being a team player
   i. Inappropriate lab/clinic attire or appearance; inappropriate classroom behavior

8. Exceeds the number of acceptable absences

9. Failure to meet satisfactory progression in the theory, lab or clinical components of any dental courses (the student must earn a “C” or better in the theory component, laboratory, and clinical components to continue in the Dental Assisting Program). However, an 86% (B) proficiency in the laboratory portion of all courses is required to successfully complete the course. BIO 106 must be completed with a grade of “C” or higher. Please note in lab manual dismissal based on skill sheets not being available.

10. Cheating, lying, falsifying records/Documents or attempting to falsify records or documents.
11. Actively performing hands on task for another student

12. Plagiarism

13. Submitting another’s work as your own in lab activities/written work

14. Misuse of electronic devices

15. A request from a clinical site that a student be removed during an assignment. Dismissal will be at the discretion of the program head based on the circumstances.

16. Confidentiality is a right of all including classmates patients, dentist and dental staff, on and off campus. Students not observing and protecting this right will be dismissed.

17. Performing illegal functions in dental assisting lab or clinical sites, including legal expanded functions in which students have not been trained. Failure to comply with standards of the NC Dental Practice Act.

18. Violation of policy (ies) so noted in the MCC catalog or DA handbooks

19. Students who do not submit required paperwork within the specified time frame and are not meeting course requirements

20. Removal of patient records and/or radiographs from the dental lab/clinical sites

21. Failure to meet probation requirements
   (this is not a conclusive list)

**ADVERSE WEATHER POLICY**

**Blackboard Connect Five:** Students are encouraged to complete the Blackboard Connect Five (5) included in the information packet received at orientation. BB Connect Five will notify students of inclement weather and college emergencies.

Students should refer to the college student handbook for further information regarding closings

The College does not operate on decisions made by the Montgomery County School system. For more information consult the Student Handbook.

When classes are on a delayed schedule students should report to class that would normally begin with the college opening.
**Counseling Center**

Students should be aware that personal problems may be disruptive to the learning process in the form of inability to concentrate, skipped classes, lack of enthusiasm and motivation.

Realizing the need for possible professional intervention MCC has established a Counseling Center that is available to provide counseling to those students in need of assistance.

Any student, who feels the necessity to seek these services or needs further information, may contact Director of Counseling Services, Natalie Winfree in Building 100, 910-576-6222 ext 210 or winfreen@montgomery.edu

**ACCESSIBILITY STATEMENT**

If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Director of Counseling Services, Natalie Winfree in Building 100, 910-576-6222 ext. 210 or winfreen@montgomery.edu as soon as possible. It is important to request accommodations and/or make your disability known in a timely manner in order to consider your request and recommend reasonable accommodations.

**DENTAL ASSISTING CLUB:**

The dental assisting club is an organized club through the Student Government Association (SGA). The club is managed by the students with a president, vice-president, secretary, and treasurer. SGA meetings are scheduled by the college and the president of the club should attend the meetings in order to keep the class informed of any pertinent information. The club arranges fundraisers and participates in college activities to promote their club and the program. It is not mandatory that students participate in the club, however in order to have a vote on disbursing funds you must be an active member. The Dental Assisting Program Head serves as club advisor.

**Important Websites**


North Carolina Dental Assistants Society (NCDAA)
http://www.ncdentalassistant.org/
https://www.facebook.com/groups/477533752306258/
NCDAA represents dental assistants, business and office personnel and Educators throughout North Carolina. Membership in our national organization the American Dental Assistants Association (ADAA) includes membership in our state (NCDAA) and local organizations.

American Dental Assistants Association
http://dentalassistant.org/
The American Dental Assistants Association is the oldest, largest group representing professional dental assistants. Its members include clinical personnel—those working chairside with the dentist—as well as those on the administrative side: the receptionist, office manager, practice manager and those working behind the scenes in dental product sales, insurance and, of course, educators. Student membership is available at a reduced fee. Scholarships are available.

Students are required to join the ADAA at the beginning of the fall semester.

Sandhills Dental Assistants Society
A local organization of ADAA which holds monthly meetings at MCC. Students are welcome and encouraged to attend meetings as this will enhance their education and allow them to meet other professionals in the work field. Students will be given the opportunity to drop a quiz grade of their choice for each meeting they attend.

Dental Assisting National Board
www.danb.org
DANB is the nationally recognized certification organization for dental assistants.

The Toothful Exchange
http://www.the-toothful-exchange.com/
Website created by Rick Foster, DDS to help dental assisting/hygiene students to sit and learn or refresh some of the things they may have learned during their education.

MCC is a SMOKE FREE FACILITY
Refer to Board Policy 414.00 for complete information
Montgomery Community College Dental Assisting Program

DENTAL ASSISTING HANDBOOK AGREEMENT

I, ________________________________ (student name) received a copy of the Dental Assisting Handbook at the mandatory orientation and or during the first day/week of enrollment in the program. I have read and understand all policies and guidelines set forth by the Dental Assisting program. I understand that the Dental Assisting program reserves the right to revise or change course requirements/guidelines in accordance with applicable state laws, ADA Accreditation and/ or college requirements and at the discretion of the dental faculty. Should changes be made I will receive a copy of the change which will require my signature at the time it is presented. Furthermore, I understand that I may access the program handbook online through the college blackboard system in DEN 101.

By accepting admission into the dental program I agree to abide by the Dental Assisting program requirements/guidelines and procedures as set forth in the Dental Assisting Handbook and manuals, including specific course syllabus. I understand that I am bound by such requirements and procedures regardless of whether they were established before or after the date of my enrollment in the Dental Assisting program. I understand that changes made after the publication date of this handbook will be posted in a revised document as an addendum to the current document.

I further understand that failure to comply with and follow the policies and guidelines may result in dismissal from the Dental Assisting program. All policies and guidelines will be effective throughout the duration of the program.

Please sign and return to Dental Assisting Program Head

Student Signature________________________________________Date_____________

Program Head ____________________________________________Date ___________
MONTGOMERY COMMUNITY COLLEGE
DENTAL ASSISTING ACADEMIC DISHONESTY
AND ENDANGERMENT POLICY

Cheating is considered academic dishonesty. It represents unethical behavior and cannot be tolerated. Incidents which result in the endangerment of a patient, student or faculty member’s health are equally serious. The following critical incidents are considered by the dental faculty to be a serious nature and can result in dismissal from the Dental Assisting Program. This list provides examples of violations of this policy and should not be considered all-inclusive.

1. Unnecessary ionizing radiation exposure to patient, classmate or faculty member. This includes the unauthorized retaking of radiographs.

2. Leaving a dental clinic patient unattended without authorization

3. Failure to report medical/dental conditions which endanger a patient, student or faculty member

4. Falsifying or attempting to falsify records/(documents/grades/skill sheets/evaluation, etc) of any kind

5. Forging instructor/skill sheet or clinical site evaluation/timesheet signature

6. Removal of records from the dental program files or clinical area

7. Breach of aseptic technique, compromising the health of a dental patient/faculty/classmates etc.

8. Plagiarism/copyrights

9. Using notes, signals, wandering eyes, any type of technology to obtain answers during a test or exam

10. Submitting work not created by the individual student.

11. Failure to abide by the standards set in the Code of Ethics for Dental Assisting Students

12. Code of Ethics can be found on page 27 of the Modern Dental Assisting Textbook and on the ADAA website at www.dentalassistant.org

13. Refer to handbook for further information

I have read and understand the Academic Dishonesty and Endangerment Policy.
Please sign and return to the lead instructor

Signature______________________ Date __________________
Drug and Alcohol Agreement
Dental Assisting Program
Montgomery Community College

I understand and agree that if an instructor or extramural site staff member or dentist has reasonable cause to suspect the use or influence of alcohol, drugs or any other mind altering chemicals while in the Dental Assisting program and while participating in clinical rotations, the instructor reserves the right to require a drug test by a medical professional at the expense of the student. If alcohol can be detected on the student appropriate action will be taken immediately.

I further understand that if the medical professional (instructor, dentist if alcohol) deems the student is under the influence of alcohol, drugs or any other mind altering chemicals the student will be dismissed from the program immediately. I understand that my signature on this document represents that I understand and agree to be tested and to pay any medical cost associated with testing or cost that may be involved with this policy.

Although prescription drugs are necessary at times I understand any drug that causes a student to possibly endanger themselves, faculty member or a patient may result in dismissal from the program or removal from the clinical site. I understand it is necessary to demonstrate the effects of a prescribed drug are no longer causing a potential danger or are no longer being used. I also understand that removal from a clinical site may adversely affect the required attendance policy of the program which may result in dismissal from the program.

Student Signature ___________________________ Date ________________________

Program Head Signature ___________________________ Date ________________________
Required notice of opportunity and procedure to file complaints with the Commission of Dental Accreditation of the American Dental Association.

The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. Complaints must be received by the commission no later than September 4, 2014. Complaints must be signed. The Commission will remove signatures prior to forwarding the complaint to the Dental Assisting Program Coordinator.

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.
Portions of this handbook have been used or edited from the program handbook at Cape Fear Community College Dental Assisting Program.