



**Martin  
Community  
College**

## **Dental Assisting Program Handbook**

**2019-2020**



*The Martin Community College Dental Assisting Program offers students a quality dental assisting education encompassing a broad scope of patient care, education and service to the community in a learner-focused environment. The aspects of the Dental Assisting Program are continually assessed to provide on-going excellence and continuing improvement.*

- MCC Dental Assisting Mission Statement

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## **Martin Community College Open Door Policy**

Martin Community College is an equal opportunity institution and maintains an “open door” policy for eligible applicants and serves all students regardless of race, color, creed, sex, age, handicap, religion, or national origin.

### **Student-Right-To-Know**

Martin Community College’s Performance Measures, as published by the North Carolina Community College System, are available on the website and in the Career Catalog.

### **Globalization & Diversity Mission Statement**

Creating and maintaining a quality educational environment that is reflective of the diverse global society in which we live is an ultimate endeavor of Martin Community College and its Board of Trustees. Achievement of this goal requires an academic environment that promotes and supports the diversity and multiculturalism of the student body, faculty, staff, and administration. Both the appreciative inquiry and pluralistic approach will be integral parts of the College’s commitment to diversity as it strives to meet the changing needs of the community and global societies.

### **Licensing of Graduates**

Martin Community College is an education institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

### **Changes in Regulations**

Martin Community College reserves the right to make changes in the regulations, courses, tuition, fees, and other matters of policy and procedures as deemed necessary.

### **Accreditation**

- Martin Community College is accredited by the *Southern Association of Colleges and Schools Commission on Colleges* to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Martin Community College.
- The Dental Assisting Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the US Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Ave, Chicago, IL 60611. Preliminary accreditation was approved on July 27, 2001.

## **I. Program Overview**

Martin Community College's Dental Assisting Program began in 2001 with just five enrolled students. Since then, the program has grown as many improvements have taken place within dentistry and specifically in the dental assisting profession. What has stayed constant over the years is the quality education that each cohort of 12 students receive when enrolled in the 12 month program. Proudly, the MCC DA Program's reputation is stellar within the dental community and our graduates are highly sought after.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures. Coursework includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

The Dental Assisting Program is a full-time curriculum with entry in the Fall Semester only. Students should complete the program and obtain a Dental Assisting Diploma in three consecutive semesters. Graduates may be eligible to take the Dental Assisting National Board Examination (DANB) to become Certified Dental Assistants (CDAII). As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

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

*The Martin Community College Dental Assisting Program offers students a quality dental assisting education encompassing a broad scope of patient care, education and service to the community in a learner-focused environment. The aspects of the Dental Assisting Program are continually assessed to provide on-going excellence and continuing improvement.*

### **Program Goals:**

1. Provide Dental Assisting students with the knowledge and job skills required for entry level employment in the dental field.
2. Prepare students with appropriate knowledge to function competently in all areas of dental assisting, including appropriate infection control practices as mandated by OSHA.
3. Certify Dental Assisting students for performing radiography procedures within the State of North Carolina.
4. Prepare Dental Assisting students with academic knowledge and skill competence to pass the Dental Assisting National Board Examination.
5. Engage Dental Assisting students in the promotion of dental health ideals through service to the community.

## II. Dental Assisting Curriculum

### Fall Semester

Course	Course Title	Credit	Class	Lab	Shp./cli.
DEN 100	Basic Orofacial Anatomy	2	2		
DEN 101	PreClinical Procedures	7	4	6	
DEN 102	Dental Materials	4	2	4	
DEN 111	Infection Control	2	2		
DEN 112	Dental Radiography	3	2	3	
<b>Semester Totals:</b>		<b>18</b>	<b>12</b>	<b>13</b>	<b>0</b>

### Spring Semester

Course	Course Title	Credit	Class	Lab	Shp./cli.
DEN 103	Dental Science	2	2		
DEN 104	Dental Health Education	3	2	2	
DEN 106	Clinical Practice I	6	2		12
ACA 115 or ACA 122	Success & Study Skills or College Transfer Success	1	2		
BIO 163	Basic Anatomy & Physiology	5	4	2	
ENG 102 or ENG 111 <i>and</i> ENG 114 or ENG 111 <i>and</i> ENG 115	Applied Communications II <i>or</i> Writing & Inquiry <i>and</i> Professional Research & Reporting <i>or</i> Writing & Inquiry <i>and</i> Oral Communications	3  3  3  3	3  3  3		
<b>Semester Totals:</b>		<b>15</b>	<b>10</b>	<b>4</b>	<b>12</b>

### Summer Semester

Course	Course Title	Credit	Class	Lab	Shp./cli.
DEN 105	Practice Management	2	2		
DEN 107	Clinical Practice II	5	1		12
PSY 118 or PSY 150	Interpersonal Psychology or General Psychology	3  3	3  3		
<b>Semester Totals:</b>		<b>10</b>	<b>6</b>		<b>12</b>

### III. Outcomes and Assessments Policy/Plan

Martin Community College Dental Assisting Program reflects on learning outcomes and assessment, teaching methodologies, and content on an annual basis in order to improve the quality of teaching, learning, and student success.

The Commission on Dental Accreditation (CODA) Standards which state:

The program must demonstrate its effectiveness through a formal and ongoing planning and outcomes assessment process that is systematically documented and annually evaluated. This process must include the following:

- a. Dental Assisting program goals that include, but are not limited to student outcomes that are consistent with the goals of the sponsoring institution and appropriate to dental assisting education;
- b. Time-table for implementation that indicates roles and responsibilities of all participants;
- c. Methods to assess goals and provide outcomes that include, but are not limited to, measures of student achievement;
- d. Review and analysis of compiled data obtained from assessment methods, and related conclusions;
- e. Findings and conclusions are used for program improvement, and for revisions to the overall planning and outcomes assessment process.

### IV. Admissions Procedures

The Martin Community College Dental Assisting Program will admit a maximum of 12 students each Fall Semester with admission being selective. In addition, applicants **MUST** complete all of Phase I by MARCH 15 to be considered for the Dental Assisting Program.

#### PHASE I – APPLICATION FILE

- Completed MCC Application
- High School Transcript or GED Scores
- College Transcript(s)
- Placement Test Scores (if applicable)

Complete **ALL** of the following by **March 15<sup>th</sup>**:

1. Submit an Application for Admission to Martin Community College on the MCC website: [www.martincc.edu](http://www.martincc.edu) . When prompted to choose an intended major, choose General Occupational Technology (Dental Assisting).
2. Submit official copies of **ALL** college and high school transcripts or GED scores to the Registrar's Office at MCC.

3. Take Martin Community College placement tests to determine placement. This is only applicable to students who have not taken a college level Math and/or English and students who have not taken 4 Math classes in high school.

*\*Note:* Due to the heavy course load and 12 month time frame for the program, applicants MUST have an overall GPA of 2.5 or higher and have met all developmental needs before being considered for admission. Students with developmental needs or a low GPA are encouraged to enroll as General Occupational Technology (GOT) students and complete their Psychology, English, and ACA requirements. Students may also take BIO 163 Basic Anatomy and Physiology, while awaiting admission into the Dental Assisting Program.

For admission into the program students must have completed remedial Math and English requirements. Students who have taken a college-level English (ENG 111 or equivalent) are not required to take remedial English, and students who have taken college-level Math (MAT 171 or equivalent) are not required to take remedial Math. The Dental Assisting Program is intensive. A student who is academically deficient may find the coursework challenging unless he/she is academically prepared. Students desiring placement tests should contact Student Services.

\*\*\*Applicants are strongly encouraged to obtain shadowing hours in a dental office of their choice. Applicants are also strongly encouraged to obtain recommendation letters (two to three letters) from dental professionals, pastors, former instructors, etc. An MCC Dental Office Shadowing Form (found on the Dental Assisting website) should be printed and filled out at the supervising dentist or dental assistant at the office of the shadowing. Shadowing is not required to apply to the program, however, it can increase the chances of acceptance into the program via an increase in the applicant's total points. Both the recommendation letters and shadowing forms should be mailed to the Director of the program at the following address:

Shelby Brothers, Director of Dental Assisting  
Martin Community College  
1161 Kehukee Park Road  
Williamston, NC 27892

## PHASE II – INTERVIEW

Applicants with a complete application file who have met the admission requirements will be contacted to schedule an interview. The interview committee will include the Dental Assisting Program Director, a Dental Assisting Instructor, an MCC Counselor, and General Education Instructor. The interview will follow a directed format with each applicant being asked a series of questions with the intent to determine the level of interest, knowledge of, and commitment to the program. Applicants who do not complete Phase I admission requirements will not be scheduled for an interview and will not be considered for admission to the program.

### PHASE III – NUMERICAL RANKING

The results of the interview, overall GPA, and the final grades from any coursework completed at the college or accepted for transfer credit from other colleges will be used to assign a numerical ranking for each applicant. The top 12 applicants will receive acceptance letters with the remaining qualified applicants being placed on a waiting list. Students will move up or down the list depending on their relative scores. The process will be repeated until the class is full. Only students with complete application files will be considered for admission. The application deadline is **March 15** of each year, with interviews starting May 15. Notification letters of the applicant's status will be mailed by July 1. If spaces are available after July 15, additional qualified students may be accepted according to ranking scores. There will be a ***mandatory orientation session for all accepted students by the end of July***. The location, date, and time of the session is provided in the acceptance letter. If a student is absent from the mandatory orientation and does not contact the Director with a valid excuse, the student will lose his/her seat in the program and an applicant will be contacted from the alternate list to fill the seat.

### PHASE IV – ACCEPTANCE, NOW WHAT?

Students accepted in the Dental Assisting Program **MUST** complete and submit proof of the following by the first day of class for the Fall Semester.

- Proof of Hepatitis B Vaccination or 1<sup>st</sup> injection of Hepatitis B Vaccination
- Completed Student Medical Form (Form is sent with acceptance letter)
- CPR Certification
- Vaccination Record
- TB Skin Test

Students are required to maintain and show proof of current CPR certification (including both hands-on and written assessments), to complete and show proof of three injections for Hepatitis B Vaccination series (this series takes 6 months to complete), and to show proof of current Tuberculosis Time Test. Failure to provide this information in a timely manner will render the student ineligible for clinical rotations and thus will prevent the student from completing the program. Because courses are offered only once per year, failure to complete clinical rotations on time will result in dismissal from the program.

## **V. Immunizations/Vaccines/Tuberculin**

Students 17 years of age or younger.....REQUIRED

- 3 DTP (Diphtheria, Tetanus, Pertussis) or Td doses (Tetanus, Diphtheria); one Td booster must have been within the past 10 years

- 3 Polio (oral) doses
- 1 Measles (Rubella), 1 Mumps, 1 Rubella 9MMR is preferred vaccine)

Students born in 1957 or later and 18 years of age or older.....REQUIRED

- 3 DTP (Diphtheria, Tetanus, Pertussis) or Td (Tetanus, Diphtheria) doses; one Td booster must have been within the last 10 years
- 2 Measles (Rubella), 1 Mumps, 1 Rubella, (MMR is preferred vaccine)

Students bore before 1957.....REQUIRED

- 3 DTP (Diphtheria, Tetanus Pertussis) or Td (Tetanus, Diphtheria) doses; one Td booster mast have been within the last 10 years
- 1 Rubella dose (not required if the student is 50 years of age or older)

Tuberculin skin test (PPD) is REQUIRED within the TWELVE MONTHS PRECEDING the beginning of classes (or chest x-ray is positive).

Varicella disease or vaccination verification must be provided by a physician or titer will need to be done.

HEPATITS B vaccine is strongly encouraged to be initiated and, if possible, completed prior to clinical contact. Hepatitis B is more common in the clinical areas than is HIV-1 infection. If the student chooses not to have the Hepatitis B vaccination, a waiver must be signed.

Influenza vaccine is strongly encouraged each fall semester. A waiver must be signed if the student chooses not to get the flu vaccine.

## **VI. Criminal Background Check & Drug Screening**

MCC Dental Assisting students may be required by clinical education sites to complete a criminal background check and/or drug screening and release information directly to the clinical education facility requiring the check or screening. The student will be responsible for the cost of the substance abuse test and/or criminal background check. IF the results of the criminal background check or drug screening is unsatisfactory and the student is prohibited from working at the assigned clinical education site, the student will NOT be eligible to participate in any clinical education courses, therefore, not completing MCC Dental Assisting Diploma requirements for graduation.

## **VII. Technical Standards for Students in the Dental Assisting Program**

In compliance with the Americans with Disabilities Act, the following standards have been established. According to the nature of work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student must be able to meet the following:

<b>Standards</b>	<b>Examples of Necessary Behaviors (not all inclusive)</b>
Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds	Establish rapport with clients, families, and colleagues
Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures and oral health instruction as well as document treatment procedures and client responses
Critical thinking ability sufficient for clinical judgment	Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory, and clinical arenas. Utilize basic math skills.
Physical abilities sufficient to move around rooms in the dental environment and maneuver in small spaces and reach needed equipment	Move around clinical operatories, dark room, sterilization room, and other treatment areas. Position self chairside in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment. Transfer patient from wheel chair to dental chair and back.
Gross fine motor abilities sufficient to provide safe and effective assistance to the dentist, patient and co-workers.	Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids, chairside mannequins, small equipment, etc.
Auditory ability sufficient to monitor and assess health needs	Hear patients; cries of distress; sounds of instruments and equipment being properly used; sound of slow speed handpiece and monitor vital signs
Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety	Observe client responses such as skin color and facial expression. Monitor vital signs. Evaluate radiographs for technical quality including density, contrast, and distortion. Read records. Note color changes in dental materials.

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
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## VIII. Attendance

Class attendance is an essential component of the MCC Dental Assisting Program. Regular class attendance is mandatory; however, students are ultimately responsible for their studies. Students are encouraged to be in class, with class materials, and ready to start on time to obtain maximum benefit from the course, and ultimately the program.

For all didactic and laboratory classes, absences shall not exceed the equivalent of 2 weeks of instruction. For clinical courses, absences shall not exceed the equivalent of 1.5 weeks of instruction. Those students who incur absences more than the attendance policy will be dropped from the course and therefore dismissed from the program.

Entering class after class has begun is considered being tardy. Three tardies will be counted as one absence. If a class is three hours in length, being tardy for three classes will count as missing three hours of class time. Missing one third of a class, lab, or clinic session will be counted as one absence.

If a student will be absent he/she is responsible for calling the course instructor. It is the student's responsibility, not a classmate, to contact the instructor.

If a student is going to be tardy or absent, the student must notify the instructor at least 10 minutes prior to the start of class. The classroom door will be closed at the beginning of class. If the student is late, he/she will only be allowed to enter the classroom at break, unless he/she has contacted the instructor beforehand.

If a test, quiz, or assessment is scheduled and student is *tardy* and has notified the instructor 10 minutes prior to the start of class, he/she will have to complete the quiz, test, or assessment in the remaining time allotted for the quiz, test, or assessment. No extra time will be given due to tardiness.

If a test, quiz, or assessment is scheduled and a student is *absent* and the student has contacted the instructor at least 10 minutes prior to the start of class, the student will have the opportunity to make up the scheduled test the next day the student is in class. Assessments will be scheduled at a time that is most convenient for the instructor. All make-up quizzes and tests will be modified from the original format.

If a student is absent, he/she is responsible for all work missed.

## **IX. Professionalism Policy**

### **Professional Expectations:**

It is expected that Dental Assisting students demonstrate professional demeanor, ethics, and respect toward patients, staff, faculty, and classmates at all times. Examples of unacceptable behavior include but are not limited to: heated verbal arguments, cursing, gossip, and rude behavior or attitude.

Students are responsible for assisting in maintaining and keeping the clinic stations and the entire clinic in order. The recommended philosophy is that you leave the clinic in better shape than you found it. It is not acceptable to misuse or damage any equipment in the facility. If unsure as to how equipment is operated or maintained, please seek assistance from the instructional professional, or the program director.

As a health care professional, it is important that you present to your patients, instructors, and peers, a positive image of those qualities representative of a dental assistant. Part of this image is reflected in your personal appearance and dress. Patients often form a first impression based on the physical appearance of their clinician and tend to develop more trust in a person who looks clean, neat, and professional. As a dental assistant, you are also a role model to other health professionals and members of the community. To assist you in developing an appropriate professional appearance, a Dress Code Standard has been established and addresses the attire appropriate for the various educational settings in both clinic and classroom sessions during your dental assisting education. Dental Assisting students are responsible for adhering to the established Dress Code Standard in both the classroom and the clinic setting.

### **10 Point Professionalism Policy:**

At beginning of the academic year, all dental assisting students are given 10 professionalism points. Should a student display actions of unprofessionalism, points will be taken away from the student. The number of points subtracted from the student depends on the severity of the action and the director's decision.

Infractions that could warrant professionalism point deduction may be, but are not limited to, the following:

- Inappropriate attitude towards instructors and/or fellow students
- Inappropriate attitude towards supervising dental team members in clinical rotation sites
- Inappropriate language or discussions

- Heated verbal arguments
- Violation of the program dress code
- Failure to leave the clinic or working areas clean and in order
- Intentionally damaging clinic equipment
- Intentionally causing physical harm to others
- Using cell phone during times where prohibited
- Breaking of any rule listed in the handbook

## **X. Progression in the Program**

All courses required in the dental assisting program must be taken in the sequence outlined in the dental assisting curriculum. The student **MUST** make a grade of “C” or better in all dental assisted and related courses before being allow to progress to the next semester.

All prerequisites and corequisites must be satisfactorily met. They may be taken prior to or along with DEN courses in the sequence outlined.

All non-dental assisting courses outlined in the curriculum (BIO, PSY, ENG, CIS, ACA) can be taken before entering the program or while the student is in the program. It is encouraged that the student take as many of the non-dental assisting courses as possible prior to applying to the program but it is not necessary in order to apply. Taking these courses prior to application could increase the chances of admittance into the program. The student must make a grade of “C” or better in the courses to apply them to the program.

Instructors determine final grades using the following system:

A	Excellent	93-100
B	Good	86-92
C	Average	78-85
D		70-77
F		69 and below

Students receiving a “D” or “F” in any dental assisting or related course as outlined in the curriculum will be dismissed from the program. Reinstatement of the student can be considered the following academic year.

Any student who has been determined to have unsuccessfully completed a didactic courses has the right of appeal. Any grievance/grade appeal should be first addressed with the course instructor. If it is not resolved at this level, the student should meet with the program director. If the issue is not resolved at this level, the student should follow the Grievance Procedure

provided in the MCC Student Handbook. A student seeking appeal must request, in writing, to attend class until the process is complete.

## **XI. Advising and Guidance**

Each student is advised and guided by the dental assisting director and the additional dental assisting instructor. This advising encompasses student goals, assessment of records, discussing financial aid options, and recommendation of courses to fulfil departmental and college requirements. Personal appointments with either person may be scheduled as often as necessary to meet individual needs and academic pursuit. Students are encouraged to see their advisor at any time during the semester to discuss their academic status. Office hours of the faculty are posted on their office doors.

## **XII. Cheating Policy**

Dental assistants are required to demonstrate ethical responsibility in their chosen profession. It is this reason that the MCC dental assisting program has such a stringent protocol when handling instances of cheating. Any student who chooses to cheat in any course in the Dental Assisting curriculum will be given an “F” in the course and be 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. This includes securing or giving assistance during an examination 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 any clinical procedures, and plagiarizing. Plagiarizing is the practice of taking someone else's work or ideas and passing them off as one's own. All sources, including internet content, whether paraphrased or quoted, must be cited correctly. Rearranging parts of another's sentences or substituting a few words is not paraphrasing and also constitutes plagiarism.

If a student is caught cheating or plagiarizing, it will be handled via the following procedures:

1. The faculty member shall notify the student who has been observed cheating that he/she will receive an “F” on the assignment or “F” 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 Dean of Academic Affairs within three weekdays from the time the incident occurred.

### **XIII. Assignments**

All assignments will be assigned a due date and time. If an assignment is not turned in on the specific due date and time the student will receive a grade of zero for the assignment. Students can possibly email an assignment to the instructor ONLY with the instructor's permission. Instructors reserve the right to change any due dates and times. If the instructor chooses to change assignment due dates or times the students will be notified.

### **XIV. Clinical/Classroom Guidelines**

**Attitude:** A cheerful, dedicated dental assistant is an asset to the dental team. All personal problems should be left outside the doors of MCC and clinical sites. Personal problems can be discussed with the dental assisting faculty or with a counselor if the student chooses. All of the staff and faculty are concerned with the welfare of our students and will do anything possible to improve the learning experience.

**Attire:** A dental assisting student is considered a professional and their attire should reflect this.

1. Dental Lecture – Attire in lecture classes should be neat and clean.
  - a. Clean, pressed scrubs must be worn at all times unless informed otherwise. Scrub pants should not touch the floor.
  - b. Any type of shoes are appropriate for the classroom.
2. Dental Materials Lab
  - a. Scrubs are required when working in the dental materials lab.
  - b. Hair must be secured away from the face, up off the collar, in a bun if needed. No long ponytails.
  - c. For safety purposes, bracelets, long necklaces and dangling earrings are not to be worn. Only a wedding ring and a watch are allowed.
  - d. Protective lenses with side shields must be worn at all times in the dental material lab.
  - e. White, flat, full-coverage, closed-toed shoes are required.
3. Dental Clinic
  - a. Clean, pressed scrubs with pants that do not touch the floor and white closed-toed leather shoes are to be worn at all times in clinic.
  - b. Hair must be secured away from the face, off of the collar and out of the field of operation.
  - c. Protective equipment should be worn at all times when providing patient care, performing sterilization, cleaning of units, etc. (i.e. protective eyewear with side shields, gloves, masks)

- d. A snug fitting watch with no dangling catches and a wedding ring are the only jewelry allowed to be worn in clinic
- e. Visible tattoos must be covered at the student's expense
- f. No intraoral or facial piercings are allowed
- g. Fingernails should be well manicured, short and clean. No nail polish. No artificial nails. Fingernails are to be flush with the end of the finger tip.
- h. No perfume or cologne is to be worn while in uniform or in clinic
- i. Students are strongly encouraged to refrain from smoking. Not only is it harmful to the body and oral cavity but the smell is unpleasant and will not be tolerated in the program. Dental assistants are to lead by example.

**Professionalism is an integral part of the program. If the rules of attire are not followed the student will not be allowed in the clinic area.**

Students should maintain a professional, well-groomed appearance. General guidelines to achieve are as follows:

1. Hair must be of a natural color.
2. Make-up should be applied lightly.
3. A plaque-free, healthy mouth should be maintained. Each student should receive regular dental care.
4. No chewing gum, food, or drink is allowed in lab, clinic, or classrooms. A break is given every hour to allow for snacks and drinks.
5. The Dental Assisting faculty urges all students who smoke to quit. It is distasteful to see a dental assistant smoke as dentistry is a health field. Brush after each meal and after you smoke. Your breath, hands, and uniforms should be free of smoke odor.

Students may request a faculty opinion about certain aspects of recommended personal appearance. The faculty reserves the right to dismiss a student from clinic or lab with a grade of "0" if personal appearance and conduct do not meet professional standards. After two repeated infractions the student will be placed on clinical probation and a third infraction will result in dismissal from the program.

## **XV. General Classroom Guidelines**

1. Faculty desks are off limits. If there is a need for supplies or their radiation badge an instructor should be notified.
2. **Absolutely NO CELL PHONES are to be used during lecture, lab, or clinic.** The student will be asked to leave the classroom and will not be permitted to return until the beginning of the next class. Absence policies will be applied.

3. Students may not enter faculty offices unless faculty is present.
4. No food or drink in the classroom or clinic areas. Students get a break every 50 minutes for food and drink. If you have an unusual circumstance, such as dry mouth from medications, you may have a bottle of water. Please let the instructor know beforehand.
5. Be punctual! The dental assisting faculty expects everyone to be in class on time! 3 tardies equals 1 total absence and too many absences will result in failure of the class. Failure of a class results in dismissal of the program.
6. If you must be absent for any reason, I expect proof of reason (i.e. a doctor's note, proof of court appearance, funeral program, etc.).
7. Cheating and plagiarism is **NOT** tolerated. If you are caught cheating or intentionally plagiarizing you will be dismissed from the program.
8. No cursing or any other unprofessional language or conversation.
9. No usage of the dental equipment without a dental assisting faculty member present.
10. Do not perform any dentistry on each other unless directed and allowed to do so. This is for the students' protection.
11. Do not take any radiographs on anyone without the dental assisting faculty's knowledge and consent. This is for the protection of everyone.
12. Keep a positive attitude. *"The mind is everything. What you think you become. What you project is what you attract."*
13. Be respectful to each other.

## **XVI. Unsatisfactory Clinical Evaluations**

The Dental Assisting Program operates on a 3 strike rule.

- If a student requires three attempts to meet assessment during a course within a semester, the student will be dismissed from the dental assisting program. Students **MUST** pass each evaluation with at least an 84%. Remediation to review the deficiency with the student and an opportunity for the student to practice the skill under instructor supervision is required after each unsuccessful attempt.

## **XVII. Restriction from Clinical Rotation Site**

Students are placed in dental offices in the Spring and Summer semesters to work as an assistant and hone their skills in a fully functional dental setting. It is a requirement that the student receive 384 hours of clinical experience before the student can graduate. If a student is restricted from returning to the dental office of rotation for reasons of their control, the Director holds the right and responsibility to dismiss the student from the

program. Reasons may include, but are not limited to, unprofessionalism, violation of the code of conduct, indolence, unwillingness to learn, alcohol and/or drug use, knowingly causing physical harm to a patient or employee, and an inability to accept constructive criticism.

If the Director receives complaints of the same nature but the student is not asked to leave the rotation, the student will receive a warning and be placed on clinical probation. Should the Director receive another notice, the student will be dismissed from the program.

## **XVIII. Basic Life Support Policy**

It is the policy of the Dental Assisting Program that all students, faculty, and staff involved in the direct provision of patient care be certified in Basic Life Support Procedures, including cardiopulmonary resuscitation (CPR). Students must be certified on an annual basis in order to comply with accreditation standards and national board certification.

Students entering into the Dental Assisting Program must be currently certified and be able to provide documentation of certification. This documentation is copied and kept in students' files. Additionally, Basic Life Support (BLS) certification must remain current while matriculating through the program.

The Dental Assisting National Board (DANB) and the MCC Dental Assisting Program will only accept approved CPR certification. Other organizations or levels will not be accepted. Candidates and/or students must complete a CPR course offered by a DANB approved national or international provider that includes BOTH written and hands-on skills assessment.

Students will provide to the Dental Assisting Program Director a photocopy of their current CPR certification card (back and front) that is valid. Acceptable CPR certification can come from one of the organizations listed below:

- **American Red Cross**
  - CPR for the Professional Rescuer
  - Adult CPR
  - Community CPR
  - Adult, Infant, & Child CPR
  - Infant and Child CPR
- **American Heart Association**
  - Advanced Cardiac Life Support (ACLS)
  - BLS Instructor (Basic Life Support Instructor)
  - Health Care Provider
- **National Safety Council**

- Adult and Child CPR
- Infant and Child CPR
- Standard CPR
- Professional Rescuer CPR
- **American Safety and Health Institute**
  - CPR Pro
- **Canadian Red Cross**
  - CPR Level C
  - CPR for the Professional Rescuer

## **XIX. Infectious Disease Policy**

Because of the nature of the health care profession, a student participating in required clinical education experiences will find himself/herself at risk for exposure to infectious diseases. Even though the risk is extremely small, it cannot be completely eliminated. However, it can be minimized by careful and consistent technique and the implementation of universal precautions in the care of all health care consumers. “Universal Precautions” (including gloves, safety glasses, gowns, hand washing, mouth and face masks, where appropriate) will be implemented in the care of all patients. Because of the nature of the student patient relationship, the patient must also be protected from a student caregiver who may transmit infectious diseases.

This three-fold policy deals with the assignment of a student to HIV positive patients, the procedures to follow when a student exposed to blood, body fluid, or secretions, and the procedure followed when a student has an infectious disease.

### **I. Assignment of HIV Positive Patients to Students**

- a. Known HIV positive patients will not knowingly be assigned to a student
- b. However, any student may willingly observe the care and procedures given to an HIV positive patient

### **II. Procedure to Follow When a Student Has Significant Exposure to Blood, Body Fluid, or Secretions of a Patient**

Exposure includes percutaneous injury with a contaminated sharp object (needles, lancet, broken slides, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of patient.

- a. It is recommended that a student carry health insurance which will cover health care expenses incurred in treatment following exposure to infectious diseases.
- b. It will be the student’s responsibility to advise his/her instructor immediately when an incident has occurred. The instructor will notify the Dean of Academic Affairs and Student Services and follow the policies of the clinical agency and the school.
- c. The procedure for suspected exposure to AIDS is as follows:

THERE ARE NO PROTECTIVE MEASURES AVAILABLE ONCE AN EXPOSURE HAS OCCURRED. Therefore, if a student who has incurred a blood exposure is concerned about having been exposed to AIDS, he/she will be offered counselling about the risks. If the level of concern or risk is very high, the school may, with the approval of the Healthcare Agency, request that the patient submit a blood sample to be tested for HIV status. However, it must be recognized that the school has no authority to require that such a sample may be submitted. The student can seek at his/her own expense, or through his/her local health department, baseline and serial blood tests (6 weeks, 12 weeks, 6 months, 12 months) for HIV Antibody Status until the student is reassured that he/she is not infected.

- d. The procedures for suspected exposure to Hepatitis B are as follows:  
After an exposure to blood known to be infected with Hepatitis B or if infectious in unknown but the patient is high risk (presents clinical signs and symptoms, has abnormal liver function tests, or has predisposing risk factors for Hepatitis) the student will be counseled and advised to take the appropriate prophylaxis for Hepatitis B. A vaccine and specific immunoglobulin (HBIG) are available which, if administered early after exposure, provide highly effective prophylaxis against infection. The initial dose of the vaccine should be administered as soon as possible after exposure; preferably within the first 24 hours and definitely within seven days of the exposure. Subsequent booster doses of the vaccine should be taken one and six months after the exposure. The vaccine which is available through the health department and through private physicians is very expensive and the cost must be borne by the student. The student's health insurance should pay the majority of the cost. If an exposure occurs with blood from a patient whose risk for Hepatitis B is unknown, the student may still elect to receive prophylaxis.
- e. The procedure for possible exposure to Syphilis is as follows:  
If it is determined by history or other means that the patient is at high risk for syphilis, an attempt will be made to obtain a blood sample from the patient for syphilis serologies. If patient serologies are obtained and the patient is positive for syphilis, then the student will be counseled and encouraged to seek, at his/her own expense or through his/her local health department, treatment and/or blood testing. If patient serologies are not obtained, then the student can seek treatment and/or blood testing at his/her own expense through his/her local health department after having been counseled regarding the risk status of the patient and the risks of treatment. Often patients at risk for one of the above infections (HIV, Hepatitis B, and Syphilis) will also be at risk for the others. Consequently, it may occur that the procedures for all three possible exposures will need to be implemented simultaneously. These measures will not be necessary in the case of exposure of intact skin to blood, in which case there is no discernible risk of infection

### **III. Procedures to Follow for Student Exposure to an Infectious Disease**

#### **a. Precautionary Measures**

Prior to admission to clinical or work experiences, a student must provide medical forms and immunization records which indicate that the student is free from and immunized against infectious diseases. These requirements include, but are not limited to rubella, varicella, tetanus, polio, and rubeola. At least once a year each student must present a negative skin test for tuberculosis. It is the student's responsibility to update his/her tuberculin test on or before the anniversary date. If the student has a positive skin test, a negative chest x-ray report must be provided to the school. It is not required that the chest x-ray be repeated unless the student becomes symptomatic.

#### **b. Exposure**

If a student who is not immune to varicella has a known exposure, the student will be unable to provide patient care between the 10<sup>th</sup> and 21<sup>st</sup> day following exposure. Alternate learning experiences will be provided during the time that the student is unable to participate in clinical experience. If the student with a negative skin test is exposed to a patient with tuberculosis, a baseline PPD must be done immediately (unless a baseline has been done within the last three months) and again in eight to ten weeks. If the student converts from negative to positive, he/she must be placed in prophylactic INH by his/her private physician or the local health department (unless medically contraindicated) before being allowed to return to clinical practice. A student with prior positive PPD's which is exposed will be counseled regarding symptoms of tuberculosis. If he/she becomes symptomatic, he/she should then have a chest x-ray.

Any student with an infectious disease must report this to a faculty member. The faculty member and Dean of Academic Affairs and Student Services will consult with the infection control personnel in the clinical facility to determine the student's eligibility to participate when it has been determined that a significant risk of transmission exists. In addition, any clinical agency policy must also be followed in accordance with the contractual agreement between the school and the clinical agency.

The reiterate the above stated policies, a student is responsible for being aware of school and clinical agency policies and for having completed instructional objectives necessary to minimize the risk of infectious disease transmission. A student is also responsible for informing his/her clinical instructor if he/she is immunosuppressed or has an infectious disease, as these conditions place the student at high risk and require that he/she not be assigned to selected patients.

### **IV. Precautions to Prevent Transmission of HIV**

#### **A. Universal Precautions**

Since medical history and examination cannot reliably identify all patients infected with HIV and other bloodborne pathogens, blood and body fluid precautions should be consistently used for ALL patients. This approach, previously recommended by the Center for Disease Control (CDC), and referred to as “Universal Blood and Body Fluid Precautions” or “Universal Precautions”, should be used in the care of ALL patients, especially including those in emergency care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown.

1. All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks, protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles **SHOULD NOT BE RECAPPED, PURPOSELY BENT OR BROKEN BY HAND**. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal; the puncture resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture resistant container for transport to the processing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers should be especially familiar with a strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body fluid precautions for ALL patients eliminates the need for use of the isolation category of “Blood and Body Fluid Precautions” previously recommended by the CDC for patients known or suspected to be infected with bloodborne pathogens.

## **XX. Policy For Student Remediation**

Students who find that they are in academic hardship may be referred to Michelle Griffin, Student Success Specialist, for counsel. Students are encouraged to contact the specialist as needs arise. The Early Alert System allows instructors to notify when students are either failing to appear in class, are failing, are on the verge of failing, or if students have other obstacles in their path. If students are failing to show for class, Mrs. Griffin attempts to determine the nature of the student’s situation and possible need for resources to help ensure academic success.

MCC provides an Academic Skills Center with full-time and part-time faculty, also numerous computers, various software programs, internet access, Microsoft Word, PowerPoint, Excel, etc. Students can walk-in and receive extra tutoring and instruction. Tutoring, as a component of the Academic Skills Center, is committed to responding to the needs of those students wishing to improve their success in a course or program of study. All curriculum students needing help to be successful in a course are encouraged to take advantage of tutoring. Tutoring is provided by faculty and peer tutors and is organized by the Academic Skills Coordinator, Kensey Price.

Students who are unable to utilize the Academic Skills Center or wish to utilize online tutoring resources may access UpSwing. UpSwing allows students to connect with tutors online and have access to 24/7 real-time academic support. This program includes a face-to-face feature (web cam needed) as well as a chat feature for a more personal tutoring experience.

Students who may be struggling in DEN courses such as Dental Materials, Infection Control, Radiography, etc., can contact the course instructor. Dental Assisting instructors at MCC have an open door policy. Students are encouraged to come to the instructor during office hours to set up a time when the instructor can review and better explain the material to the student in a private, educational setting.

## **XXI. Student Complaints Procedures**

Students have the opportunity to file complaints to the Commission on Dental Accreditation (CODA) at any time. CODA issues the following information concerning the filing of complaints:

*The Commission on Dental Accreditation will review complaints that related 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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.*

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

Students who intend to file a complaint with CODA must also file the complaint with Martin Community College. The complaint may be filed in hard copy or electronically to:

Mrs. Shelby Brothers  
Dental Assisting program Director  
Martin Community College  
1161 Kehukee Park Road  
Williamston, NC 27892  
or  
[shelby.brothers@martincc.edu](mailto:shelby.brothers@martincc.edu)

The complaint should follow these guidelines:

- The complaint must relate to the MCC Dental Assisting Program's compliance with CODA accreditation standards.
- Any hard copy complaint should be submitted in typed form to guarantee that not misinterpretation in the complaint occurs.

Upon receipt of a complaint, the program director will respond to the complainant as to the disposition of the complaint.

## **XXII. Martin Community College Contact Information**

Martin Community College  
1161 Kehukee Park Road  
Williamston, NC 27892  
Phone: (252) 792-1151  
Fax: (252) 789-0826  
[www.martincc.edu](http://www.martincc.edu)

Dr. Kenneth Boham  
Interim President  
Building 1, Room 1  
(252) 789-0222  
[kenneth.boham@martincc.edu](mailto:kenneth.boham@martincc.edu)

Dr. Brian Busch  
Vice President, Student Services  
Building 1, Room 34  
(252) 789-0244  
[brian.busch@martincc.edu](mailto:brian.busch@martincc.edu)

Dr. Tabitha Miller  
Dean of Academic Affairs  
Building 2, Room 34  
(252) 789-0247  
[tabitha.miller@martincc.edu](mailto:tabitha.miller@martincc.edu)

Marty Flynn  
Department Chair, Allied Health  
Building 3, Room 33  
(252) 789-0292  
[marty.flynn@martincc.edu](mailto:marty.flynn@martincc.edu)

Shelby Brothers  
Director, Dental Assisting  
Building 4, Room 29  
(252) 789-0239  
[shelby.brothers@martincc.edu](mailto:shelby.brothers@martincc.edu)

Desiree' Perry  
Instructor, Dental Assisting  
Building 4, Room 23B  
(252) 789-0298  
[desiree.perry@martincc.edu](mailto:desiree.perry@martincc.edu)

Vanessa Tripp  
Counselor (Placement Test)  
Building 1, Room 22A  
(252) 789-0293  
[vanessa.tripp@martincc.edu](mailto:vanessa.tripp@martincc.edu)

Cashiers Office  
Building 1, Room 4A  
(252) 789-0221

Financial Aid  
Building 1, Room 20  
(252) 789-0245

Registrar  
Building 1, Room 36A  
(252) 789-0219

Updated 1/10/20 by Shelby Brothers, Director of Dental Assisting