



Southeastern Technical Institute

Dental Assisting Program Handbook

2017-2018

Dental Assisting Program Handbook

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Dental Assisting Program Handbook

Welcome

Congratulations and welcome to the Southeastern Technical Institute Dental Assisting program. The Dental Assisting Program is an intense nine month experience that exposes the student to all areas of the Dental Assisting profession. Dental Assistants perform a variety of functions in the dental office setting. These include patient care procedures, patient management, dental office communications and business transactions, and dental laboratory duties. The dental assistant is an integral part of the dental profession. A dental assistant may seek employment in a dental office, dental clinic, dental insurance company, dental laboratory, and a dental supply company.

The Dental Assisting Program consists of theory and laboratory skills to prepare the students for the Dental Assisting National Boards. All the dental assisting expanded functions allowed by the Massachusetts State Dental Practice Act are taught. The Dental Assistant learns all the fundamentals of the art and science of dental assisting. The Dental Assistant Student becomes proficient in sterilization and instrument care, both traditional and digital radiography, numerous chair side and laboratory procedures including all state allowed expanded functions, implantology, and esthetic dentistry. Every aspect of dental assisting is introduced.

The Dental Assisting Program is fully accredited by the American Dental Association Commission on Dental Education. The students learn by both classroom and laboratory instruction. In addition, the students experience a variety of clinical externships in general dentistry and various dental specialties. The skills obtained in this nine month program prepare the student for successful employment in the dynamic field of dentistry.



Southeastern Technical Institute Mission Statement

Our Mission is to Transform Students into Lifelong Learners

The goals of Southeastern Technical Institute are organized around four core philosophies:

Mastery of Foundation Skills:

- To provide high quality and educationally sound programs that meet state, federal, and industry proficiency standards
- To provide active learning opportunities in classroom, laboratory and workplace settings
- To demonstrate the effectiveness of comprehensive programs by providing graduates with work ready skills and knowledge

Development of Interpersonal Skills:

- To prepare students to use proper communication skills within business or educational settings
- To develop active listening, problem solving, and proper workplace etiquette
- To provide an understanding and expectation of professional ethical behavior
- To establish and maintain employer, industry, and community relationships to ensure contacts necessary for student success

Proactive Student Engagement:

- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability
- To provide a school community that appreciates the strengths and contributions of all
- To create a safe learning environment that allows individuals to take risks, express viewpoints, and experience the day to day challenges that build resilience

Commitment to Stretch Learning Initiatives:

- To expose students to current and emerging technologies for the purpose of personal and professional growth
- To expose students to the rigors and relevance of their course of studies through tiered clinical and externships experiences
- To prepare graduates for industry credentialing through a multitude of preparation options and opportunities

Dental Assisting Program Mission Statement



DENTAL ASSISTING PROGRAM MISSION

SUCCESS



TRAINING



INSPIRATION



The Dental Assisting Program Mission is to Transform Students into Lifelong Learners, and Transition Graduates into Entry Level Positions within their Career Field.
The goals of the STI Dental Assisting Program are organized around four core philosophies:

<p>Mastery of Foundation Skills:</p> <ul style="list-style-type: none">• To provide a high quality and educationally sound dental assisting program that meets state and national standards• To provide students with comprehensive knowledge and skills to meet American Dental Association Commission on Dental Accreditation standards• To provide students with the necessary knowledge and experience to obtain the Expanded Functions Dental Assisting state license• To provide active learning opportunities in classroom, laboratory, and clinical settings• To apply the instructional competencies essential for success in the occupation including the following: employability skills, work habits, and professional behaviors	<p>Development of Interpersonal Skills:</p> <ul style="list-style-type: none">• To prepare students to understand, respect, and appreciate the diversity of all individuals• To develop active listening and problem solving skills, as well as proper workplace etiquette• To enhance communication skills in verbal, written, and technological formats within the workplace and community• To establish and develop professional ethical behavior• To establish and maintain dental employers, dental healthcare, and community relationships to ensure contacts necessary for student success
<p>Proactive Student Engagement:</p> <ul style="list-style-type: none">• To provide effective student services that recognize individual differences to ensure successful student retention, graduation, and employability• To provide a school community that appreciates the strengths and contributions of all• To provide a safe and supportive learning environment where students are encouraged to fulfill their individual and collaborative potential• To encourage and empower students' continued education in the field of dental assisting• To incorporate the use of technology as a learning tool	<p>Commitment to Stretch Learning Initiatives:</p> <ul style="list-style-type: none">• To provide students with current and evolving technologies for the purpose of personal and professional growth within the dental profession• To prepare students for the DANB (Dental Assisting National Board) through various learning opportunities in classroom, laboratory, and clinical experiences• To encourage lifelong learning and continued education in the field of dental assisting• To expose and promote students to become active members of the dental assisting professional organizations and community services

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Dental Assisting Program Faculty and Staff

Audrey Beaudoin, CDA, RDH, M.Ed.	Part Time DA Instructor
Jill Ferris, CDA, RDH, AS	Full Time DA Instructor
Tammi Hassan, CDA, DMD	Program Director, DA Instructor
Stacey Morris, RDH	Part Time DA Instructor
	Mathematics and Computers Instructor

Accreditation

The Dental Assistant Program at Southeastern Technical Institute is accredited by Commission of the Council on Occupational Education and the American Dental Association Commission on

Dental Assisting Program- Curriculum sequence

Dental Assisting Program Plan and course descriptions are outlined in the STI Course Catalog

First Semester

September 6 to December 22: Comprehensive didactic and laboratory courses

Second Semester

January 2 to March 7: Comprehensive didactic and laboratory courses

March 8 to May 24: 1 day didactic courses 4 days clinical externship assignment

Any missed clinical full days can only be made up after the externship ends. No student is allowed to be on clinical on a Saturday, or a non-school day. This is due to insurance policy coverage.

Dental Assisting Program - Dental Assisting Student Association

Student membership of the American Dental Assistants Association (ADAA) is recommended. Applications will be distributed and completed in class; fees are part of the Program/student fees outline in the STI Course Catalog.

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Dental Assisting Program - Dress Code

STI STUDENT ID MUST BE VISIBLE AT ALL TIMES. During lecture students may wear normal appropriate “street attire”. **Hoods and hats are NOT allowed during lab time.** Lab attire must be school required scrubs, lab coats, solid white or black shoes, no perforations, no sneakers. Clog style shoes must have a heel strap. Coordinating white/black socks that **must** cover ankles. **No hoodies can be worn under lab coats.** **Dosimeter badges** are to be worn during Monday labs and clinical hours, not outside of the facility. No jewelry is allowed during lab and/or clinical time, this includes tongue/facial piercings. Hair must be pulled back away from the face and tied back or braided. Hair dyes must be that of a natural hair color during Radiology II Lab and Clinical Externship. Facial hair must be kept neat and short. Fingernails must be clean and finger-tip length so that they will not puncture the gloves and artificial (acrylic) nails are not allowed as outlined by the CDC recommendations for dentistry. **No nail polish is allowed.** Makeup is to be kept to a minimum and perfume/cologne should not be used. You must provide your own ANSI approved safety glasses. Failure to adhere to the dress code will result in first a written warning and then **one-point per offense** off of the students final grade.

Dental Assisting Program – Grading and Posting of Grades, Tests, Quizzes, Assignments and Homework Policy, FOR ALL COURSES

Homework is due at 8 A.M. on the assigned day and will not be accepted late for any reason and a grade of zero will be assessed. All homework should be passed into the homework bin in the respective class in the dental laboratory. All late work passed in will be corrected by the instructor; however no credit will be awarded. In the event that a student is late or absent from class, any homework assignments will still be due by 8am, which can be submitted via email thassan@sersd.org, jferris@sersd.org, or smorris@sersd.org, or fax 508.230.1338.

Any student who is absent at the time of a scheduled performance exam, quiz or test, regardless if time is excused, is expected to complete the performance exam, test or quiz on the first day of their return from the absence at **7:30am** unless other arrangements are made or at a time that is convenient to the instructor. Students will have an automatic **ten-point deduction** for every day up to five days and then will receive no credit if performance exam, test or quiz is not made up. **The scheduling of all makeup work is 100% the student’s responsibility. Failure to do so will result in a zero one week after the originally scheduled exam/practical.**

Some classroom activities/participation cannot be made up, and the student may be subject to a zero grade for that activity.

Pop quizzes cannot be made up and the student will receive a grade of zero if absent or late when a pop quiz is given.

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If a student is late to school the student will make up the performance exam, test or quiz after school that day or at a time convenient to the Instructor, and with an automatic ***ten point deduction***.

With an excused absence only hours are excused not course requirements.

Upon completion of each semester, all courses must be completed with a minimum grade of: 70 (letter grade C-) for all subjects.

Grades are posted online using the STI program called School Brains. All students are responsible for checking their grades online and required to check their email. Graded written test/quizzes are filed in an individual student folder located in the dental lab and cannot be shared or taken out of the dental laboratory area.

Dental Assisting Program – Academic Warnings

A student may be placed on academic warning for breaches of the following:

- Grade average in any course falling below 80%
- Failure to call when a student is going to be late or absent from school/clinical
- Excessive tardiness and/or absenteeism
- Uniform violations
- Disrespect to instructors, fellow classmates, or staff
- Acts of suspected cheating and/or plagiarism

After three academic warnings the student will be placed on academic probation, three academic probations are grounds for potential dismissal from the program.

Dental Assisting Program - Eligibility to Continue in the Dental Assisting Program

Dental Assisting – Clinical and Laboratory Techniques may include both theory and clinical practice grades. Students must pass both theory and clinical practice with a minimum grade of 70 (letter grade C-).

If a student receives a grade of INCOMPLETE for the semester, that grade must be completed before the student can progress to the next level of the Dental Assisting Program. An INCOMPLETE due to extenuating circumstances must be reviewed and approved by the Program Director and Technical Institute Director.

*a student who has a course grade of less than an 80% is in jeopardy of failing the Dental Assisting National Board Exam (DANB)

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Dental Assisting Program - Essential Physical Requirements

The student seeking accommodations in his or her educational plan is responsible to provide written request including substantiating documentation to the STI director as stated in the student handbook.

Health Criteria: Immunizations are required by the Department of Public Health. Southeastern's immunization requirements are in accordance with College Immunization in M.G.L., Chapter 76, Section 15C and clinical agency requirements. The following information must be documented for full participation in the program:

- a. Evidence of good health, including a completed Student Health Record and physical exam within the past year.
- b. Negative Mantoux test or PPD that will not expire before the end of the school year or if Mantoux is positive, then health care provider documentation of a chest x-ray within a year confirming no active tuberculosis.
- c. Tetanus immunization within 5 years prior to admission
- d. Measles, Mumps, and Rubella titer indicating immunity
- e. Hepatitis B titer indicating immunity. If titer is negative then a three vaccine series that produces a positive titer.
- f. Varicella titer indicating immunity
- g. Notify Program director or program instructors if pregnancy is suspected.
Verification of pregnancy may be requested from student's physician as well as documentation of any physical limitations or restrictions while attending school or clinical sites.
- h. Students will need to have immunization or booster proof if a titer indicates inadequate immunization.
- i. Please refer to your "S.T.I. Health Career Programs" form for further information.

Students must have 2 of the Hepatitis B vaccinations prior attending externship. If you have not done so, begin the process as soon as possible.

In order for a student to continue in class or externship when his/her health status has changed, the student must provide documentation from a physician that clearly states the limitations or ability of the student to fully participate in all activities.

Externship affiliations will generally not allow any student who is limited in duty in any way to be present at the externship site. A student must present the physician's diagnosis and instructions to the externship supervisor and the DA Program Director prior to attending the externship rotation.

Student may not attend externship with splint, cast, sling, any hindrance or infectious disease that could keep them from being able to carry out a patient assignment. You must notify your

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externship supervisor and DA Program Director about any factors that impact on your ability to perform your full duty.

All students must have health insurance. Proof is required.

Dental Assisting Program-Withdrawal

Any student being asked to withdraw from the Dental Assisting Program may request a hearing if extenuating circumstances have occurred during the semester (Procedures will follow those explained in the Southeastern Technical Institute Student Handbook. Please see Appeal Process.)

Dental Assisting Program-Laboratory Practice

All students are required to perform many *hands-on tasks* in both Dental Assisting Clinical and Laboratory Techniques. These *hands-on tasks* are performed on fellow students in the participating lab. A student must be a *patient* to perform the tasks required by the dental assistant. A student who refuses to be a patient will have to provide his/her own patients for their required tasks as a dental assistant.

Dental Assisting Program- Laboratory Safety

For the safety of the student, patient, faculty, and fellow students, the student must have gross and fine motor skills to work with dental equipment and manipulate and hold dental instruments. All students must wear proper personal protective equipment during laboratory sessions and personal protective equipment and uniform during clinical level laboratories and externship facilities.

Dental Assisting Program- Laboratory Make-up

A laboratory class is designed to give the student time to repeatedly practice the assigned procedures. A student missing laboratory classes must make-up the full amount of missed laboratory time to receive full credit for class. Partial credit will be given for partial time made up. It is the student's responsibility to make arrangements for makeup with an instructor.

There will be a point deduction for missed laboratory time and/or examinations as outlined in each individual syllabus. This compensates for the extra preparation time.

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Dental Assisting Program - Clinical Externship

A manual containing the externship requirements and guidelines will be provided to the students just before commencement of the assignment. Any student having a question about the externship policies prior to the assignment may inquire at any time to the Dental Assisting Program faculty. **Clinical Externship experience hours which are missed must be remediated, hour for hour. A two-point penalty per day from final average applies to any and all clinical absences.**

Dental Assisting Program- Graduation, Pinning, and Certification

The graduation ceremony will be conducted at the end of Second semester. The Dental Assisting students, upon completion of all program requirements, will be pinned at graduation. Students will wear cap and gown to pinning/graduation ceremony. The student will receive a diploma stating that they have completed the requirements of the Dental Assisting Program. Students are required to sit for the DANB (Dental Assisting National Board) exam under eligibility requirements pathway 1 as a requirement to graduate. A passing score in each area of the exam; General Chairside, Radiation Health and Safety, and Infection Control will earn the student the title Certified Dental Assistant. This title will fulfill the Commonwealth of Massachusetts radiation certification requirement for practicing Dental Assistants. Once DANB is taken and graduation completed, graduates will apply for their Massachusetts State Dental Board License as required for employment as a dental assistant in the state of Massachusetts.

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Student Waiver Clause

As a student, I have read the Southeastern Technical Institute's Dental Assisting Program Handbook. I understand the penalties and disciplinary action that may occur if the Program policies are violated.

Student Signature

Date