



## Dental Assisting Orientation

### TEDE 0000

---

**Room:**  
AHB 105

**Classroom Hours:**  
Mon – Fri 8 am – 3 pm (11am – 12pm Lunch)

**Classroom Phone:**  
801-593-2311 or  
801-593-2349

**Advisement Hours:**  
Mon – Thurs 3pm – 430pm

**TEDE Program Faculty:**  
<https://www.davistech.edu/programs/dental-assisting/#faculty>



---

### Introduction

Welcome to the Dental Assisting program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website ([davistech.edu](http://davistech.edu)) or in Student Services.

### Program Description

The Dental Assisting program provides students with the skills necessary for entry level employment in a variety of dental settings. Students will study terminology and the science behind dentistry, obtain and record medical and dental histories, gather vital signs of patients, instruct patients in oral hygiene and plaque control, and provide pre- and post-operative instructions as prescribed by a dentist. Students will also set up instrument trays; sterilize and disinfect instruments and equipment; expose diagnostic dental radiographs; make dental impressions and study casts; clean and polish the coronal portion of the teeth; and apply topical fluorides to strengthen teeth. Administrative instruction includes scheduling appointments, receiving payments, completing insurance forms, and maintaining patient records. Students will have the opportunity and are **required** to observe dental procedures, assist the dentist, and mentor other students in the donated dental clinic on select Tuesdays and Fridays. Information on when each of these phases need to happen will be listed in your course syllabus. Students might need to make changes to their personal schedule to accommodate these clinics.

### Program Objectives

The Dental Assistant assists the dentist in the treatment of patients, while sitting chairside, and during dental procedures. Clinical duties may include obtaining and recording medical and dental histories as well as vital signs of the patient, instructing the patient in oral hygiene and plaque control programs, assisting in dental operative procedures such as amalgam and composite fillings, stainless steel crowns, pulpotomies, crown preps, fabricating temporary crowns, root canal

therapy, and extractions. The assistant provides postoperative instructions as prescribed by the dentist.

The assistant may also set up instrument trays, sterilize and disinfect instruments and equipment, expose, develop and mount diagnostic dental radiographs. Other duties consist of making dental impressions and study casts, cleaning and polishing coronal portion of the teeth, applying topical fluorides to strengthen teeth, and tooth isolation techniques. Administrative duties may include scheduling appointments, receiving payments, completing insurance forms, preparing and sending bills, and maintaining patient records.

The dental assistant will assist the dentist with procedures at the dental chair as well as expose radiographs and complete lab work. Recirculation of instruments and all sterilization responsibilities are also duties of the dental assistant. Duties will vary and can expand depending on the dental facility

Students will learn through hands-on practice, instructional videos, information sheets, and competency tests. Upon completion of this program and receiving a given certificate from Davis Tech, students will have received specialized training as a dental assistant and will have an opportunity to expand their skills as a dental assistant professional. Depending on individual needs, students will have the opportunity to learn and apply the following while enrolled in the Dental Assisting program:

- Practice professional behaviors as applied to the dental workplace, including the use of correct dental terminology
- Apply proper infection control techniques and hazard control protocol to promote a safe work environment
- Manipulate dental materials to support chairside and laboratory procedures
- Perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures
- Demonstrate proficiency in exposing, processing, and mounting dental radiographs
- Employ newer dental technology such as intra-oral cameras and scanning devices
- Execute basic office procedures necessary to assist in the management of a dental practice This will include a basic knowledge of dental insurance
- Observe dental procedures, assist the dentist, and mentor other students in the donated dental clinic on select Tuesdays and Fridays.

### **General Information**

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures



- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation

### **Advisement**

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is also available to meet with during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Select appropriate courses according to interest and aptitude.
- Select courses that achieve program completion requirements.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

### **Scheduling**

Courses in this program have two “start weeks” per month with Open-start day in that week and a Defined-end schedule. After you finish your first course, your next course may be started at any time within the 5 day enrollment period. Following course enrollment, you will receive a schedule that shows the date by which the course must be completed. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course based because courses are paid for one at a time.

### **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class. Students have access to each course syllabus on Canvas. This syllabus is a basic outline of the course. For a detailed outline of



the tasks that need to be completed within a course, please click on each item within the Canvas modules.

## **Learning Resources**

### **Student Resource Center**

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### **Electronic Student Resources**

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### **Students with Disabilities**

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

### **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

### **Student Policies and Procedures**

You may find further information on institutional student policies and procedures here:  
<http://www.davistech.edu/policies-and-procedures>

### **Performance Standards**

You are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take a student to complete each module of the course. If you are not able to maintain this progress you should meet with Dental Assisting faculty and/or a College counselor.

### **Grading**

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length you are expected to complete designated course work. At the beginning of each course, you purchase or receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

Blended instruction is used in the Job Seeking Skills course where a method of instructional delivery combines online and in class learning activities. Tuition will be charged in full in advance the same as other courses in the program. After each course in the Dental Assisting program, complete and accurate student module and course completion will be entered in the student



information system by the instructor within two business days of the date the work was submitted by the student unless otherwise designated by the instructor.

Grades are based on test scores, progress and attendance. You will need to pass each test by 80% or higher. Students who complete modules within or sooner than in the hours they are given will have passing grades. High school students are expected to be consistent in completing their modules within the hours given even if their end date is further away because high school grades need to be submitted for each term/semester. High school grades are calculated and submitted to the CTE coordinator each term. It is essential that high schools receive one grade per student each term. Failure to complete modules in a timely manner will result in a low grade.

High School grades are calculated by taking the progress and adding that to the grade on Canvas, then dividing by 2.

For Example: If student progress is 90% and your Canvas grade is 95%.

You would take  $90+95=185$       $185/2=92.5\%$  so you would have an A-

Since all courses in the program are competency-based, you will be passed off when you have demonstrated all listed competencies. Grading rubrics will be developed in accordance with the Student Assessment Policy. Grades will be issued using the following scale or a scale defined in the program orientation. You will be given a letter grade upon the completion of written/computerized tests. Curriculum for each course will include grading practices and rubrics.

A	94-100%	A-	90-93%		
B+	87-89%	B	84-86%	B-	80-83%
C+	77-79%	C	74-76%	C-	70-73%
D+	67-69%	D	64-66%	D-	60-63%
F	<60%				

High School Citizenship:

H	90-100%	S	80-90%	N	70-79%	U	69% or below
---	---------	---	--------	---	--------	---	--------------

You are allowed 2 retakes. You must score at least 80 percent or higher on all tests and assignments to complete the course.

Tests are closed book. You can retake tests up to two times. If you score 50 percent or lower on your first attempt, please see your instructor before retaking the test. You will only see the correct answers for the test after your second try. If you do not pass a test with the required proficiency level of 80 percent or higher, you will be required to consult with your instructor before you can continue with the course. Cell phones or materials of any kind are not allowed in the testing area.

You must practice all skills and then demonstrate them at 100 percent competency. Skills pass offs that are not completed satisfactorily will have to be done again. All Performance Evaluation Forms must be marked satisfactory in every area by the instructor to be considered at 100 percent



competency. Satisfactory indicates the student is competent to perform this procedure in a clinical setting

### **Progress**

Progress must be maintained at 80 percent or better. There is a direct correlation between attendance and progress. If your progress is low and your attendance is below 80 percent, or non-productive, you will receive a probationary letter.

If you do not attend class, you can expect your progress to be affected. If you have difficulty meeting the progress requirement, you are encouraged to discuss the difficulty with faculty in your program. Please note that respective sponsors may have varied progress requirements. Financial sponsors may hold students to a higher performance standard than defined by this policy, or those defined in the program orientation. Sponsors will define the standards and method for tracking student performance.

YOU, as a student, will need to run a progress report and submit it at the end of each module within each course on the course timeline update. A progress report can be found by going to the Student Portal is on the Davis Tech website. On the home page, look in the lower right section titled "Student Access" and click on "Student Portal". Log in.

Select the "Student Progress" box under the Reports banner. Fill in the start date for this class and today's date for the end date. Select your training plan.

This report shows your attendance percentage for the date range and your progress. Look at the left side where it says "Report Period". The Progress and Attendance on the left side are what you want to look at. You will then take a screenshot of your progress report and upload it to the course timeline update.

Written tests will be available from the faculty if Canvas tests are not available and can be taken upon completion of a chapter/module. Tests may consist of multiple-choice, matching, true/false, fill in the blank, short essay, and diagram labeling. **Davis Tech follows a Zero-tolerance cheating policy.**

Under no circumstances should you discuss the content of tests or quizzes (test compromise), in or outside of class. If you discuss examination items, you will be subject to the ramifications of academic misconduct.

**Cell phones or materials of any kind are not allowed in the testing area. You are not allowed to take tests at home. Tests must be taken on the days you are scheduled in class. You are not allowed to come to the classroom to take tests on the days you aren't scheduled.**

All skill tests must be demonstrated with 100% accuracy. Skills may be demonstrated until 100% accuracy is achieved, as long as it is within satisfactory progress hours.

Faculty will monitor and evaluate your performance records at least monthly and provide appropriate feedback and advisement. Faculty will record course completion and a grade in the student information system at the completion of each course. If you are dissatisfied with a grade, you should first discuss it with faculty to attempt to find a mutually agreeable resolution. If a satisfactory conclusion cannot be reached with the instructor, students may exercise their right to contact Student Services for further options.



Dental Assisting faculty may consider a student's performance including progress and/or grades when acting as a reference for potential employers.

### **Academic Performance**

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress and attendance standards or violate Dental Assisting policies and procedures:

### **Probation**

When you do not meet the 80 percent attendance and progress grade requirements necessary to satisfy the program's standards, you will be placed on academic probation. If you are on academic probation, you may lose federal financial aid, scholarship eligibility, or sponsorship and benefits as determined in accordance with College Financial Aid requirements and Department of Education regulations.

Faculty will document progressive actions and efforts taken to facilitate your success in each course. If you do not successfully complete all of the required course work prior to the defined course end-date, you will be required to meet with your faculty advisor to develop a written plan for improvement prior to enrolling in the course a second time. After enrolling in the course a second time, if you still do not successfully complete all of the required course work prior to the defined end-date, you will be required to meet with your faculty advisor and a college counselor to modify and further define the written plan for improvement or recommend other educational options.

If you are allowed to re-enroll, you may be placed on formal academic probation prior to enrolling in the course a third time. After enrolling in the course a third time, if you still do not successfully complete all of the required course work, you will be scheduled for a committee review. This committee will evaluate the corrective actions taken by the institution and the student to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment testing, recommended change to another educational program, or dismissal from the institution. The committee will be composed of the student, the faculty advisor, the program director, an impartial program director, and a college counselor.

If you have a qualifying disability, you should refer to the College Services to Students with Disabilities Policy. Unless specified in accommodation documentation, students with qualifying disabilities are expected to meet the performance standards as defined in this policy. If you have questions about course based scheduling, you can view the Frequently Asked Questions at [www.davistech.edu/faq/course-based](http://www.davistech.edu/faq/course-based).

### **Termination**

You may be dismissed from the program for failure to meet the academic standards stated in this orientation or for inappropriate conduct as defined by Davis Tech, the College of Health Professions, the program, or the dental profession.



If you have received a formal plan for improvement or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination.

The following are some reasons that you may be terminated from the Dental Assisting program:

- Failure to maintain 80 percent attendance
- Failure to progress through proficiencies in a timely manner (80 percent standard time)
- Failure to acquire clinical skills
- Failure to follow CDC Standard Precautions during externship
- Unsafe actions at the clinical site that places the student, other students, staff, or patients at risk of injury
- Breach of confidentiality
- Displays of behavior that are considered harassment, sexual, or otherwise
- Cheating on tests
- Failure to complete externship due to lack of professionalism, absenteeism, and/or skills. (If you are asked to leave an externship site, you will be given one additional site. If this site does not work out, you will not complete the program.)

### **Problem Resolution**

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

### **Attendance**

Attendance is figured by the ratio of time that a student was present in a given classroom compared to the enrolled periods for the same student. Dental Assisting program policy requires that a student maintain an attendance of at least 80 percent. There are no excused absences, you are either here or you are not. Please make alternative plans for transportation, childcare, etc., so that you can attend class as scheduled. Because the program is course-based, this means you must attend at least 12 hours a week. High school students will only receive a high school excuse on the days their school has a no school day. Any other high school related activities (sports, dance/cheer, or any other extracurricular activity) that causes a student to miss class, will result in an absence.

You are responsible to clock in before the computer marks you tardy. Because we do not accept tardies, if you clock in past the accepted time, you will be marked absent. (Adjust your schedule accordingly.)

Students on an externship must attend their scheduled work hours just as they would a paid job. If sickness or other emergencies arise, the students are expected to contact Dental Assisting faculty as well as their work site prior to the time they are scheduled. Failure to do so could result in removal from the externship, which means they could not complete the program.

### **Placement Services**

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.





### **Student Follow-up**

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

### **Program Safety**

You will learn about industrial safety in TEDE 1020 Dental Assisting II (Infection Control). You are expected to comply with industry safety standards covered. Students should be aware of:

- As a result of the high risk for disease transmission in a clinical setting, safety will be addressed throughout the clinical portions of the program.
- Students will be expected to wear personal protective equipment (PPE) whenever working in the lab, sterilization area, or at the dental chair.

### **Course Evaluations**

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

### **Work-Based Learning/Externship**

The culminating experience in the Dental Assisting program is an unpaid work experience in dental offices, referred to as an externship. The tuition is charged in advance for the externship the same as if the student were paying for any other course. The externship is required for completion of the program. Externship placement is determined by the facility availability and is at the discretion of the lead instructor.

### **Student Code of Conduct**

Health careers students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons are rooted in concerns for infection control, communication, and cultural sensitivity. This section sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first, and the educational objectives of preparing the student to assume the role of a professional healthcare worker. Patient trust and confidence in the healthcare provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the ***cultural sensitivities of their most conservative potential patients*** and present themselves in a manner that will earn their respect, ensure their trust, and make them feel comfortable. Recent trends in clothing, body art (tattoos), and body piercing may not be generally accepted by your patients, and should not be worn, or must be covered by Dental Assisting students.



One of the educational goals of the Davis Tech Dental Assisting program is the creation of a professional identity. To this end, each student in the program must abide by the ethical principles of the policies and practices outlined in this orientation, which define the professional responsibilities and conduct of a Dental Assisting professional. Adherence to the policies of the Dental Assisting program applies to all clinical, classroom experiences, and all other phases of professional education. At the beginning of training, students will be required to sign a form indicating they have read, and agree to adhere to, the policies as outlined in this orientation.

### **Work Ethic**

The focus of our educational programs is to prepare students for employment. This means that we promote good employability practices, as well as instruct students on particular job skills. Prospective employers are far more interested in your attendance, punctuality, initiative, attention to detail and attitude with patients and co-workers than what your academic achievement scores are.

In the classroom, practices that demonstrate good work ethics are as follows:

- **Good attendance:** Employers want workers they can depend on to show up and to stay at work for their entire shift.
- **Punctuality:** Employers want workers to show up on time, ready to work, and to return from breaks and lunch in a timely manner.
- **Responsibility:** Employers want workers that take responsibility for doing a job correctly, for learning new skills, and for asking for assistance when necessary.
- **Honesty:** Is a must, enough said!
- **Initiative:** Employers want workers that make an effort to go over and above the minimal acceptable standard and to show pride in their career.
- **Cooperation:** Employers want workers that can work with other people in all types of situations. This is especially important in healthcare careers where each member must remain focused on the patient regardless of the stressfulness of the situation.
- **Dedication:** Employers want workers who continue to learn new skills, who are dedicated to their profession, their place of employment, and most importantly, to the patient who has placed his/her life in their hands. This means that outside influences such as the use of cell phones for talking and texting are not allowed on the job.

The guidelines for attendance in the classroom are based upon that of a working environment. ***If you were at your place of employment and you were continually late or leaving early, you probably wouldn't have your job for long.*** We are willing to work with you if you have special circumstances, but you must learn to communicate these to your instructor. (This doesn't mean we can excuse an absence.)

- Clock-in window is five minutes before and after the bell.
- If you are ten minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- If you are hanging out in the hallway or leaving class excessively, talking/scrolling on cell phone, visiting in the classroom and distracting other students who are trying to study, or anything that is not approved by the teacher first, you will be given an "N" for Nonproductive day (the student will not receive credit for being in class that day).



- Davis Tech Dental Assisting policy has a monthly attendance requirement of 80 percent for all scheduled school hours while you are enrolled in the program. Failure to maintain 80 percent will result in a one-month probation. If it happens again, you will be terminated from the program.
- If you are sick, have a medical or personal reason that you cannot be here, please be sure to notify your instructors (please include all instructors in your email), so the instructors can make a note of your upcoming absence. One of the instructors will message you back. If it is longer than 4 days, you will need to bring in a doctor's note. Things do come up, and we will do our best to work with you, but remember, we cannot excuse absences in the system.
- If you miss ten consecutive days, you will be dropped for the ten-day rule, and may lose placement in the program. (Be sure to communicate with instructor.) If unforeseen circumstances come up that are the cause of absences, you will need to meet with the instructor and a counselor.
- If you have a job interview, a meeting with your caseworker, or something that is class-related and you have to leave class, you are permitted to go, but you will be required to bring back a letter from the organization on organizational letterhead the following day. Failure to do so will result in an absence.
- Once you have clocked in, *you must remain in class*. It is inappropriate to wander around the hallway or hang out in the chairs outside the door during class time. Checking e-mail, eating a snack, or having a personal conversation, can be done the first or last ten minutes of class, or during your lunch period. During class time, stay in class, stay awake, and put your phone away, or you will be marked Nonproductive for the period.

If you drop below 80 percent attendance may be placed on probation. Failure to improve attendance can result in withdrawal from the program. You should plan to be in school the entire scheduled time. Leaving early will be noted and reported. You should plan to arrive to class on time. If you arrive for class 10 minutes or more after the scheduled class start time, you will be marked absent for the last 1 ½ hour of class. Prompt return from breaks and lunch is also necessary.

Professionalism cannot be stressed enough, and in this classroom, ***anything that is considered unprofessional in the clinic will be considered a reason for non-productive behavior.*** While in class, work in class. Below is a general list of reasons that you may be marked with Nonproductive "N" in attendance.

- Leaving the class during class time to talk on the cell phone.
- Scrolling on your cell phone or laptop. Classtime is the time for you to learn and study. Please put your cell phone away.
- Putting on makeup or doing your hair in class.
- Sleeping in class.
- Leaving the classroom without notifying the instructor during class time. Be aware that taking a smoke break, snack break, or talking on your cell phone needs to be done during break time between periods.
- Non-productive talking all class period (this is very distracting to your fellow students and does not allow them the opportunity to study.) Please be considerate of others and their study needs. Non-productive talking that is distracting your classmates will not be tolerated.



## **Withdrawals**

If you wish to withdraw from clinical Dental Assisting class, **you must first notify your instructor.** A space will be held open for a maximum of two weeks. If you withdraw without notification to the faculty, the space will be given to the first name on the waiting list. If you wish to re-enter a clinical Dental Assisting class, but do not provide prior notification or withdraw for longer than two weeks, your name will be placed at the top of the waiting list for the next available space.

## **Academic Honesty**

Davis Tech views academic honesty as a reflection of your personal integrity; consequently, you are required and expected to maintain the highest standards of academic honesty in the preparation of all examinations, assignments, tests, projects, and fieldwork. Most professions have codes of ethics—standards to which you will be expected to adhere when you are working. At Davis Tech you practice the integrity you must demonstrate later. For all of these reasons, academic misconduct is considered a serious offense.

Every student is responsible for upholding the provisions of the Student Handbook as published on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)), in the catalog, or in this orientation. This policy includes provisions regarding cheating, plagiarism, removal or destruction of college property, and unacceptable or unauthorized use of college computers. Incidents of alleged academic misconduct will be handled through the established procedures of the Davis Tech, which may result in probation or dismissal.

## **Dress Code**

**Hair:** All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited. If you have long hair, you will need to keep it pulled back during patient care scenarios. (Wear a hairband on your wrist so that you can pull it back during patient care.) Make sure to keep bobby pins with you to pin bangs or long strands of hair away from your face. Once your protective clothing and equipment is on, you will not be able to touch your hair.

**Jewelry/Makeup/Tattoos:** Extreme makeup and jewelry are not permitted in the classroom or on an externship site. Jewelry (with the exception of a wedding ring and/or wrist watch) is not to be worn in the clinical area, or on externship. This includes tongue piercings and gauged earrings (clear or pink spacers for tongues and modest earrings for gauged ears are permitted).

Recent trends in clothing, body art (tattoos), and body piercing may not be generally accepted by your patients. Some clinical sites will not accept students with these things.

**Clothing:** When in the Dental Assisting classroom, Navy Blue solid color scrubs (available at the bookstore-or buy elsewhere), and closed-toe shoes are required to be worn each day you attend class. Students are required wear scrubs after they complete their first week of class. Scrub uniforms consist of a loosely fitting scrub top and scrub pants. Female students are encouraged to wear a light tank or t-shirt under the scrub top. Other combinations of scrub wear are NOT permitted, i.e., scrub pants and t-shirt, or scrub top and sweat pants. This is considered inappropriate attire. Failure to adhere to the dress code will result in dismissal from the classroom until you are appropriately dressed. (Absences will not be excused.)



Listed below is a check list of the exact dress code requirements for the Dental Assisting program:

\_\_\_ Navy Blue solid color scrubs (available at the bookstore-if buying elsewhere, please match them to the Bookstore's Navy Blue scrub color.

\_\_\_ Scrubs neat and clean

\_\_\_ Hair pulled back and off the face

\_\_\_ Closed-toe shoes

\_\_\_ Nails short and clean (no chipped or bright polish)

**The following items are prohibited:**

- Extreme or slovenly clothing, including, but not limited to, baggy or “sagging” pants or shorts; excessively oversized jackets or coats; inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn, ripped, or frayed; and cross-dressing.
- Shorts shall be the dress or walking type and shall reach to at least mid-thigh when sitting down. No short-shorts.
- Bare or stocking feet.
- Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures.
- Bandannas.
- Clothing attachments/accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets or belts.
- Exaggerated cosmetics, body paint, or body piercing.
- Clothing that exposes chest, bare midriffs, buttocks, or undergarments.
- Clothing that advertises substances students cannot legally possess or use.
- Excessive jewelry, perfume, or make-up.

If a student is not wearing scrubs each day they are scheduled in class or failure to adhere to the dress code will result in dismissal from the classroom until you are appropriately dressed. (Absences will not be excused.)

**Smoking**

Because the Dental Assisting profession is a health occupation, employers expect employees to maintain appropriate personal health habits. Students who smoke can expect this habit to seriously hinder their ability to be placed at an externship site or obtain employment. Employers have indicated that they will not hire smokers and will not allow smokers to complete the externship portion of the training in their practices. Potential extern sites will be notified of the respective student's smoking habit; and, should the site choose not to take the students for that reason, the students will be responsible to arrange their own externship experience with the instructor's final approval.

**Personal Conduct**

As a dental professional, it is imperative that you learn and use self-discipline, personal integrity, and moral ethics and above all you must develop the ability to effectively communicate with each other. Because interpersonal skills are a necessity to work in the field as a dental assistant, I would urge you to practice talking to each other, helping each other, and respecting each other as



individuals with feelings, emotions, and personal experiences that distinguish us from one another. Be understanding and patient with each other's shortcomings, and remember that we all bring unique and personal experiences to our classroom. This classroom is not a place to challenge others, or to judge one another. We all must learn to grow from each other. This is especially important in this classroom and ultimately in the field that you have chosen to become a part of.

### **Misconduct Warning**

This refers to a warning regarding improper behavioral conduct. Improper conduct may result in dismissal from the program. A misconduct warning may remain in a student's file indefinitely, or may be removed as per contractual agreement, or at the discretion of the instructor and department chair. A misconduct warning may be given at the sole discretion of the instructor, and is not prerequisite to filing a formal charge. A copy of the misconduct warning will be forwarded to the Program Director.

### **Children in Classes**

The Davis Tech Student Code of Conduct requires that children not be present during class times and at individual student conferences. Children create distractions, which jeopardize the quality of learning. Additionally, because of the nature of this program, children are not permitted in clinical lab areas for safety reasons.

### **Cell Phone Usage**

Because cell phone usage in a clinical setting is PROHIBITED, failure to comply can result in disciplinary action by the clinical site. ***Cell phone usage (including text messaging) in the classroom is unprofessional and not allowed.*** Ringers and/or speakers must be turned off. You may answer messages on breaks. Text messaging in class or leaving the classroom to chat on a cell phone will result in an "N" for Nonproductive behavior. ***In case of an emergency, family members may call the Dental Assisting classroom at 593-2311. This will only be permitted for EMERGENCIES.***

If you do not abide by this policy, you will be given one warning. A second warning will result in a write-up being placed in your personal file. A third warning will result in a meeting with the instructor and director/or advisor.

### **Safety, Medical and Immunization Policy**

Dental Assistants are at risk of acquiring hepatitis and other infectious diseases due to work-related exposure to potentially infected bodily fluids (blood and saliva). In recognition of this risk, Davis Tech informs Dental Assisting students of the modes of disease transmission, methods, and procedures for minimizing transmission, and the appropriate protocol to be followed in the event of exposure to potentially infected bodily fluids. Policy has been established to assure that Dental Assisting students, faculty, and staff do all that is possible to protect themselves and clients from the spread of infectious diseases in the dental environment. To reduce the risk of disease transmission and maintain a sterile environment, Dental Assisting students are required to wear their Personal Protection Equipment (PPE) when doing their clinical pass offs. The PPE consists of a lab coat, safety glasses, mask, and gloves. Closed-toed shoes are also a required safety measure should a sharp object/instrument fall. On TEDE 0000 Dental Assisting Orientation Canvas course, Please include a copy of your immunization records showing vaccinations for **MMR, Hepatitis B, Tdap, Varicella, a seasonal flu shot, and a current two stage tuberculin (TB) skin test.** If you do not have immunization records, you can





request verification from your doctor's office in the form of a titer test. You must receive the vaccination(s) for which you cannot provide proper documentation – no exceptions. If an immunization is missing, you may not be able to schedule or attend your externship.

- Measles, Mumps, and Rubella (two doses)
- Hepatitis B (three doses)
- Varicella (two doses)
- Tdap (one dose within the last 10 years)
- Seasonal flu shot (if not in season during externship, exceptions will be made)
- Current tuberculin (TB) skin test

### **Policies for Clinical Procedures and Radiology Courses**

Formal acceptance into Davis Tech's Dental Assisting program will be determined upon completion of all dental office courses or graduation from high school. All application forms, medical statements, immunizations, drug and background screens, and disclosure and policy forms must be signed and submitted prior to starting the Dental Assisting program.

The purpose of the clinical procedures courses is to provide the clinical knowledge base and skills necessary for entry-level employment as a Dental Assistant in a dental office, clinic, or other dental setting. Entry-level skills required by employers include professional attitude, dress, and an expectation of 100 percent attendance. The content of the clinical courses reflect the various responsibilities of the occupation and prepare students for their 90 hour externship where these duties will be expected.

In addition to the 90 hour externship, students will be provided with onsite dental clinic experience. Davis Tech follows the philosophy that different people learn by different methods and at different rates. We also believe those students entering our programs with prior knowledge and experience in a healthcare field should be able to demonstrate competency in that area and then move on to other areas of learning. Therefore, this program follows an open-entry/competency-based format. This means that the individual student will be allowed to progress at his/her own pace, receive one-on-one assistance from the instructor as needed, and become better prepared for their chosen career.

The Dental Assisting program is designed to produce individuals who are capable of meeting the needs of the dental profession and of society. Students must be free of alcohol, drug, and tobacco use. If you need assistance with any of these addictions you may see a counselor in Student Services who can help with referrals.

