



Dental Assistant Handbook

2008-09

General Information

Entrance Options

The Dental Assistant program can be completed in one semester on a full-time basis, or students may elect to complete the program in two semesters on part-time basis. Students who elect to complete the program in one semester are especially encouraged to reduce employment to a minimum to allow for theory and clinical requirements.

Time Management

It is necessary to plan your time well and organize your resources as a dental assistant student. An average course will require three to four hours of didactic class time a week. Experts report that two to three hours of preparation for each hour of class is typically required to be successful at the college level. **Skills Lab** time will not show up on class schedules since practice and check-off time is scheduled by the student. Although time varies with each student's needs, it is anticipated that eight to ten hours a week in the **Skills Lab** is required.

Clinical Experience

Clinical experience is scheduled for the semester. Weeks 5-15, students are scheduled for one 8-hour day a week; week 16, students are scheduled each day for a week at the clinical site.

The program is affiliated with a number of offices and clinics for clinical experience. These affiliates are located in a variety of areas in the district. Every attempt is made to place students in a location of their choice. There may be times, however, when the clinical experience assignment may be some distance from the student's home. Flexibility of time and arrangements for transportation will be the responsibility of the student.

Faculty Mission

The faculty believes that although learning is the responsibility of the student, the instructors will assist the student in developing abilities, knowledge, skills, and aptitudes to be a contributing member of the dental health care team.

The faculty welcomes you to the exciting and challenging experience of dental assisting!

Revised August 2008

Skills Lab

The hub of activity for the dental assistant students is the **Skills Lab**. Located in room L221, the lab is open at various times each week. Times may change; students will need to check posted times.

Validations

The primary role of the lab staff is to validate the students' ability to perform various skills, using criteria that have been established by the course instructors. Prior to the performance of a skill with a patient in the clinical setting, a student must satisfactorily demonstrate the knowledge and ability to perform the skill to a lab competency.

Equipment and Supplies

All necessary supplies and equipment are housed in the lab. There is also a small audiovisual center in L219. Utilizing an "open-lab" concept, these materials are available for use at the students' convenience. The skills lab is a vital part of the total learning experience; therefore **attendance is required**.

Expectations

Students are expected to spend time in the lab every week, practicing and checking off on skills. Learning in the lab is self-paced. Students are adults possessing the time management skills and high degree of motivation necessary to be successful in pacing themselves according to requirements. Although the student has options in selection of day and times for practice and check off skills, on the average students should spend **eight to ten hours each week** in the Skills Lab.

The faculty believes that the most meaningful learning takes place when the individual uses problem solving skills to work through clinical skills performance; therefore, formal skills demonstrations will not always be performed by staff in the Skills Lab. However, lab staff will be available to answer questions and facilitate the learning process as their schedules permit.

Testing Center

Another function of the lab is to provide a testing area. This will be offered during the hours the lab is open; times will be posted.

Skills Lab Policies & Responsibilities

Students may use the Skills Lab at any time during the hours posted **provided a staff member is present.**

Skills testing will be done in the lab by appointment only. Students may schedule appointments with the lab specialists according to the staffs' procedures. These will be explained on the first day the lab is open.

Student Responsibility:

- Report damage, breakage, or malfunctioning of supplies or equipment.
- Supplies, equipment, and AV materials may be taken outside the lab after being checked out by a staff member.
- Return used supplies, equipment, and AV materials to proper storage area before leaving, and leave the lab neat and clean.
- Coats and extra books are not allowed in the clinic area.
- Lab staff can be reached at extension 1176.

Restricted Activities in the Skills Lab Area

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a chance for occupational exposure to blood, saliva, or other body fluids.

- Lab coats must be removed before leaving the Skills Lab area.

IMPORTANT

It is essential that all of the laboratory requirements be completed within the allotted time to maintain eligibility for continued clinical attendance.

Any student who demonstrated difficulty with skills performance in the clinical area may be required to return to the Skills Lab for additional practice and check off in the area of concern to be eligible to continue with clinical attendance.

Dental Radiography Requirements

During Dental Radiography, students will be required to expose one complete series of radiographs on each other. Since this is a procedure requiring a prescription from a dentist, students will need to have this filled out at the time of their required dental exam prior to admission into the program.

Strict radiation health and safety procedures will be followed during lab procedures. Any student who does not adhere to safe practice acts will be required to leave the skills lab.

Maternity Policy

To receive a quality education within the Dental Assistant program, all students must participate in all phases of classroom and clinical instruction. The program also recognizes the harmful effects of ionizing radiation and other chemicals on human tissue.

If pregnancy is confirmed prior to entering the program, the student is required to notify the Dental Assistant program director. The student may opt to postpone enrollment until the program's next starting date.

If the student becomes pregnant during the program, the student will have two options.

Option 1. Continue the Program

The student can continue in the program if the course requirements are met. The student is required to inform the instructor in writing of the pregnancy and review radiation safety material. Documentation will be retained by the instructor and a copy sent to the program director.

Strict radiation health and safety measures are followed at all times. However, the student may request to be removed from participation in areas requiring close proximity to ionizing radiation until after the end of the pregnancy. Any requirements not met during this time are required to be completed in order to be eligible for graduation.

Option 2. Discontinue the Program

The student may discontinue the program until after the pregnancy and reenter at the next start date. However, if the student chooses to remain out of the program for longer than one year, the student will need to reapply as a new applicant.

Bloodborne Pathogens Standard

Overview

The United States Occupational Safety and Health Administration (OSHA) creates and enforces safety standards for workplaces. The **Occupational Exposure to Bloodborne Pathogens Standard (the Standard)** was designed to eliminate or minimize employees' exposure to human blood and **other potentially infectious materials (OPIM)** in the workplace. Students must adhere to prescribed safety measures that will be included in the course work.

Standards

- All students must routinely use appropriate barrier protection to prevent skin and mucous-membrane exposure when contact with blood/saliva of any patient is anticipated. Gloves must be worn for touching blood/saliva, mucous membranes or nonintact skin of all patients and for handling items or surfaces soiled with blood/saliva. Gloves must be changed after contact with each patient. Masks and protective eyewear or face shields must be worn during procedures that are likely to generate splashes of blood/saliva.
- Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood/saliva. Hands must be washed immediately after removing gloves.
- All students must 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 must not be recapped, purposely bent or broken, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items must be placed in a puncture-resistant container. The puncture-resistant containers are located in each treatment room and also in the Infection Control area of the Skills Lab.
- All students who have open lesions or weeping dermatitis must refrain from all direct patient care and from handling patient-care supplies and equipment until the condition resolves.
- 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/students must be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

*Patient includes student peers.

Disclaimer

Students must adhere to prescribed safety measures and Bloodborne Pathogen Standards when working in off-campus and on-campus settings. Faculty does not assume responsibility for assigning students to work with patients that are free from communicable diseases such as AIDS or hepatitis. It is the responsibility of the student to work safely and use proper precautions so as not to cause cross-contamination. Lakeshore Technical College, its faculty, and/or clinical facilities are not liable for accidents, injuries, or infections incurred by students during their course of study.

Student Attendance/Class Cancellations

Attendance is mandatory. The student is responsible for all course content, classroom discussion, learning activities, any distributed materials, and announcements.

Students are expected to notify the instructor prior to the beginning of class to report an absence.

Attendance is mandatory for all scheduled clinical experiences. The clinical experience is essential in reinforcing classroom theory and laboratory performance. Satisfactory performance in the clinical setting requires that all objectives/competencies be met. Therefore, absences from the clinical area may result in an inability to meet the clinical objectives necessary to achieve a satisfactory grade.

In the event of bad weather, listen to your local radio or television station for news of delays or cancellations of LTC classes. It is anticipated that students will use good judgment for travel in seriously inclement weather.

Refer to the following two pages for LTC's school closing policy.

SCHOOL CLOSING?

LTC may close as a result of weather conditions. Check these sources for the latest announcements.

Radio		
- Cleveland	WLKN	98.1 FM
Manitowoc Area	WOMT WCUB W TC	1240 AM 980 AM 102.3 FM
Sheboygan Area	WHBL WXER	1330 AM 104.5 FM
Green Bay	WIXX	101.1 FM
Milwaukee	WTMJ	620 AM
TV		
Green Bay	WBAY-TV WFRV- TV WLUK-TV WGBA-TV	Channel 2 Channel 5 Channel 11 Channel 26
Milwaukee	WTMJ-TV WITI-TV	Channe14 Channel 6
Lakeshore Technical College		
LTC Cancellation Hotline	(920) 693.1825 888 468.6582	
LTC Web Site	www.gotoltc.com	

If there is a 2-hour delay, 1st and 2nd period classes are cancelled and LTC will open at 10 a.m.

School Closing Guidelines

The safety of the staff and students at LTC is our priority. Please use your judgment when deciding to drive during inclement weather conditions. Below are general guidelines that will be followed when deciding to close or delay.

1. Announcement options below will be used.

Announcement Options

- 2 hour delay or 10 a.m. opening
- Day and evening classes are cancelled
- Evening classes are cancelled

2. Daytime classes

- Decision is made by 6 a.m. and announced by 6:30 a.m.
- The minimum delay is 2 hours.
 - This means classes start at 10 a.m. (Period 1 and 2 classes are cancelled)
 - Staff is expected to report by 9:45 a.m. (within reason) prior to student arrival.

3. Evening classes

Decision is made by 2:30 p.m. and announced by 3:00 p.m. The campus will close at 4:00 p.m.

- If weather conditions warrant early dismissal, Evening Operations staff will make a PA announcement to close.

4. Weekend classes

- Decision is made by 6 a.m. and announced by 6:30 a.m.

5. Instructors should discuss special closing instructions such as what to do in case of a multi-hour class (i.e.: students in class from 8-11 a.m. - should they report at 10 a.m. if school is delayed until 10 a.m.?), test make-up, etc. School closing list should be shared with distance learners.

6. If day classes are cancelled, evening classes are cancelled too.

7. If closed, staff and students should not report.

8. If school is delayed or closed, staff (regularly scheduled support staff, full-time and part-time professional instructors, and managers) will be paid for regularly scheduled hours missed.

9. If staff member decides to not report to work after there is a delayed opening, it is necessary to call in. Leave time (personal, compensatory - only applicable to support employees, non scheduled or vacation/non-contract time, or without-pay) needs to be used for the remainder of the scheduled work day.

Student Progression

Health Care Provider or Professional Rescuer CPR and immunizations must be current for entry and reentry into the program. Physical exams, immunizations, TB skin testing, etc. to be verified with the College Health Nurse.

Theory Evaluation

As part of the evaluation process of each program course, the instructor will administer quizzes, exams, check-offs and other forms of evaluating the students. It is the responsibility of the student to monitor academic progress as results become available. Students with averages below passing are encouraged to schedule an appointment with the instructor to evaluate progress and plan changes that will facilitate success in the course.

Students may visit the Skills Development Center at any time and ask to be evaluated for math skills, reading comprehension skills, and/or test-taking skills. Remedial assistance is offered upon request.

Clinical Experience Evaluation

The clinical evaluation of students will be satisfactory/unsatisfactory. Satisfactory achievement is required to pass each course. Unsatisfactory clinical achievement implies failure to meet the clinical objectives and thus means a grade failure for the course. Prior to performing technical skills in the clinical setting, the student must achieve a satisfactory validation by instructors or by the staff in the Skills Lab.

A grade of “C” or higher is required for successful completion of all required courses. All courses must be successfully completed to graduate from the program.

Student Honesty

Honesty, integrity and ethical behavior are essential qualities for any person working in a health occupation. Because unethical and dishonest behavior* is unacceptable it is necessary to enforce the following policy:

Should the behavior of the student cause suspicion of irregularity or dishonesty, the student may be asked to leave the classroom, laboratory, or clinical session. If the instructor determines that unethical/dishonest behavior occurred, the student will receive no credit (a zero) for that exam or written assignment. This grade will not be changed (no make-up) or dropped when determining course grade. If the behavior is deemed unsafe and/or blatant, the student may be required to leave the program.

Students will be accountable for their behavior as stated in the LTC Student Handbook under Academic Integrity Code and Academic Integrity Policy Procedure.

* Unethical and dishonest behavior includes but is not limited to: stray eye movement during testing, copying, allowing someone to copy from your work, consulting notes during an exam, going over the questions on an exam with someone who has not yet taken the exam, allowing someone to tell you what is on the exam, doing another student's lab project, allowing someone to complete your lab project, etc.

Cell Phones and Pagers

Cell phones and pagers are not allowed in class or clinical settings. In the case it is necessary (i.e. sick child) the cell phone and/or pager must be on the silent mode and the instructor should be notified prior to the start of class.

Name/Address Change

Students must report name, address and telephone number changes to current instructor and Student Services immediately to ensure receipt of important information.

Student Issues

The following is a list of functional abilities required of dental assistants:

Gross Motor Skills

- Move within confined spaces
- Maintain balance in multiple positions
- Reach forward/behind
- Reach overhead/down
- Eye-hand-foot coordination

Fine Motor Skills

- Simultaneous use of hand, wrist and fingers
- Finger dexterity
- Grasp small objects with fingers firmly/lightly
- Utilize repetitive pinching motions with fingers
- Eye-hand coordination

Physical Strength/Endurance

- Sit for long periods of time
- Sustain repetitive movements
- Push/pull 20 pounds
- Lift/carry 20 pounds
- Use upper body strength (e.g., perform CPR)
- Squeeze with hands (e.g., manipulating impression materials)

Mobility

- Twist
- Bend
- Stoop/squat
- Move quickly
- Walk
- Stand
- Climb stairs

Hearing

- Hear normal conversation
- Hear faint sounds (e.g. blood pressure sounds)
- Hear telephone conversations
- Hear auditory alarms

Visual

- See objects 20 inches away and up to 20 feet away
- Depth perception
- Peripheral vision
- Color vision

Tactile

- Feel vibrations
- Detect temperatures
- Detect differences in surface characteristics
- Detect differences in sizes and shapes of instruments

Smell

- Detect odors

Environment

- Tolerate exposure to allergens
- Tolerate toxic or caustic chemicals
- Exposure to radiation
- Exposure to excessive noises

- Exposure to vibration
- Exposure to flame
- Exposure to nitrous oxide

Reading

- Read and understand written documents
- Read digital displays

Writing

- Simple and complex skills

Math

- Calibrate equipment
- Tell time
- Measure time
- Count rates
- Read and interpret measurement marks
- Understand and utilize metric system
- Add, subtract, multiply, and/or divide numbers
- Compute fractions, decimals, and percentages
- Document numbers in records

Emotional Stability

- Establish emotional relationships
- Provide patient with emotional support
- Adapt to changing environmental/stress
- Deal with the unexpected
- Focus attention to task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others

Analytical Thinking

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Deal with abstract and concrete variables
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term and short term memory

Critical Thinking

- Identify cause-effect relationships
- Synthesize knowledge and skills
- Sequence information
- Make decisions based on new information

Interpersonal Skills

- Establish rapport with individuals, families, and groups
- Respect/value cultural differences in others
- Negotiate interpersonal conflict

Communication Skills

- Teach
- Influence people
- Direct/manage/delegate activities of others
- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others
- Manage information

Clinical Dress Code

The following guidelines have been established to ensure safe practice and acceptable infection control during off-campus and on-campus lab/clinical sessions.

Uniform

- Clean/neat scrubs
- Clean/neat white lab coat.
- No sweaters or sweatshirts over scrubs.
- Socks must cover the ankles.
- Clean white leather clinic/nurses shoes or all white athletic shoes are acceptable.
- No canvas or cloth shoes.
- No platform or clog shoes.

Jewelry/Tattoos

- No jewelry will be allowed while in clinic/lab except a wedding band and one pair of small stud earrings if ears are pierced. No multiple-pierced earrings or other jewelry will be permitted.
- Tattoos must be covered.

Hair

- Hair must be clean, controlled, and neatly styled off the face and out of the field of operation.
- No extreme hairstyles or hair ornaments.

Nails

- Nails must be clean and not exceed the length of the fingertips.
- Clear or neutral colored nail polish may be worn.

Cosmetics

- Moderation

***If a student's appearance does not meet the requirements of the dress code or is judged inappropriate by the instructor, the student will not be allowed in the clinic.**

Certification Exam

Graduates of the Dental Assistant Program can become certified by passing an examination that evaluates their knowledge. The examination is administered by the Dental Assistant National Board, Inc. (DANB). Certification assures the dentist-employer that the dental assistant is prepared to assist competently in the provision of dental care.

Graduates are eligible to apply for two of the three sections of the exam, Radiography and Infection Control. The third section of the exam, Chairside, requires two years of chairside experience.

Profile – 30-508-2 -- Dental Assistant (Short-Term)

November 26, 2007

Dental Assistant – Short Term Program to be offered at all 16 Wisconsin Technical Colleges, as of the 2007 – 2008 Academic Year:

Semester 1	Credits	Function*
10-508-101 Dental Health Safety*	1	1
31-508-302 Dental Chairside	5	1
10-508-113 Dental Materials*	2	1
10-508-304 Dental & General Anatomy	2	1
10-508-103 Dental Radiography OR (31-508-305 Applied Dental Radiography)	2	1
31-508-306 Dental Assistant Clinical	3	1
31-508-307 Dental Assistant Professional	1	1
TOTAL	16	
CREDITS		

* Aligned with Dental Hygiene Program

Note: Dental Assistant students who take the technical diploma level radiography course, Applied Dental Radiography (508-305), will be required to complete the associate degree Dental Radiography (508-101) if they elect to progress to an associate degree in Dental Hygiene. Dental Assistant students who choose to take the technical diploma level Applied Communication (31-801-3XX) course will be required to complete the associate degree Oral/Interpersonal Communication (10-801-196) if they elect to progress to an associate degree in Dental Hygiene.



_____ (Name) received a fall 2008 Lakeshore Technical
College, Dental Assisting Program handbook on _____ (Date).

I have read and understand the policies stated in the handbook. I agree to adhere to the
policies as stated in the handbook.

Signed _____ Date _____