DENTAL ASSISTING PROGRAM HANDBOOK
2017
## CONTENTS

Dental Assisting Handbook .............................................................................................................. 3
Group Leaders & Groups ..................................................................................................................... 3
Student Supplies ................................................................................................................................. 3
Student Confidentiality ........................................................................................................................ 3
Make-Up Time: Fix-It Ticket .............................................................................................................. 3
Remediation ........................................................................................................................................ 4
  Mandatory Remediation ..................................................................................................................... 4
Dental Assisting Certificates and Licensure ....................................................................................... 4
  CPR Course Completion .................................................................................................................... 4
  Radiation Safety Certificate ............................................................................................................ 4
    Safety Issues, Pregnancy, Exposing Dental Radiographs ............................................................... 5
  Coronal Polishing Certificate .......................................................................................................... 5
  Pit and Fissure Sealant Certificate .................................................................................................. 5
  Clinical Patient Scheduling Requirement ....................................................................................... 5
  RDA Licensure .................................................................................................................................. 5
Externship Course ............................................................................................................................... 6

Revised 12-2016
This Dental Assisting Handbook provides students with basic information and program policies. The handbook is designed to provide information that will assist the student in becoming better acquainted with the policies and procedures in the dental assisting program.

Additional school policies are outlined in the Student Handbook and College Catalog. The students should familiarize themselves with all participation policies and communicate if they require further explanation where necessary. Since Handbooks are revised annually, applicants are responsible for determining how the revisions, if any, would affect their program participation.

Students will be assigned to a group on your first day of class. To maintain maximum learning potential and fairness, the instructor will form groups from a pool of inexperienced-and experienced students. The group will also work together to maintain classroom cleanliness, organization of instruments, and maintenance of dental supplies. Each group will be assigned an area of expertise at the beginning of every course. It is the student’s responsibility to maintain these assignments just as in a dental office.

Students must be prepared for class on a daily basis with the required textbooks, workbooks and handouts, including Dental Assisting Infection Control Protocol. The following supplies must be provided by the students:

- Paper
- Pen (blue and/or black ink only)
- Pencils
- Highlighters
- 3-ring binder
- Eraser

Students will be working with each and at times will be patients for other students. Sharing of confidential student information is prohibited. Any information pertaining to students as classmate or patient must be kept confidential. This is similar to HIPAA compliance in the field. Students that share confidential information may be dismissed from the program.

Students must make-up the time missed during remediation hours within 1 week of the absence and/or tardy. The instructor will complete a “Fix-It Ticket” for the student and will outline the absent date and method of make-up.

Acceptable methods of make-up:
- Theory: Case studies, written assignments, research activities, examination, quizzes, worksheets, interactive Dental Assisting Program DVD
- Skills: Performance/complete skills evaluation

Make-up of Practical Exams and quizzes are at the discretion of the Director.
REMEDIATION

Remediation is a time for any student that is in need of help in either lecture or lab skills or has a failed exam or skill. It is not designed to be used as a one on one learning, but as an aid to provide the student with the tools to become successful.

Students may review their exams during the remediation hours posted.

MANDATORY REMEDIATION

- Failure of a clinical patient
- Any missed hours of class time.
- At the request of an instructor if she feels that additional instruction is needed to insure that a skill check off is completed.

DENTAL ASSISTING CERTIFICATES AND LICENSURE

CPR COURSE COMPLETION

CPR course will be provided in the program. The CPR BLS Provider Card is valid for 2 years.

RADIATION SAFETY CERTIFICATE

One of the most important segments of your x-ray course is the ability to take diagnostic x-rays. The requirements for the Radiation Safety Certificate are:

- Must pass the Safety Exam with at least 75% prior to lab and clinical sessions
- Complete all required skills on mannequin/simulator prior to clinical patient’s session
- Schedule four adult patients, age 18 and over, who are in need of a full mouth survey
  - Patients must be seen by a licensed dentist prior to being scheduled and must possess a letter and/or prescription from the dentist stating the patient may have a full-mouth survey taken
  - Patients may not be missing more than 1 tooth per quadrant, not counting 3rd molars.
  - Current classmates may not be used as an x-ray patient
- Must achieve 75% or higher on skills for each patient
- Must pass the Radiation Safety Exam with at least 75%.
- Successfully pass the course with overall grade of 70% or higher

You may be required to bring additional patients if required by your instructor.

The following protocol will be followed:

Upon the completion of all the requirements in Course DA500 from the school, you will be issued a Certificate to operate Dental X-ray equipment in California. This certificate will allow you to take dental x-rays in California.

- In the event that you lose your certificate, you must contact Blake Austin College for a duplicate, not the Dental Board.
- An additional $10 will be charged for a duplicate Certification.
- You must present a Xerox copy of this certification to your employer. Do not give your employer the original.

Revised 12-2016
SAFETY ISSUES, PREGNANCY, EXPOSING DENTAL RADIOGRAPHS

Students enrolled in the college will be operating dental x-ray equipment in the same manner as they will be expected to do when employed by a dental facility.

In the event of pregnancy, during the program, a student must immediately:

- Notify the Dental Program Director/Instructor
- To remain on enrolled on active status, obtain written authorization from their attending physician to produce radiographic images by use of x-radiation.
- Abide by all safety precautions as described in in Course DA500.

CORONAL POLISHING CERTIFICATE

The requirements for the Coronal Polishing Certificate are:

- Schedule three adult patients, age 18 and over, for the performance of polishing their teeth
- Patients must be evaluated by an instructor for clearance
- Must achieve 75% or higher on skills for each patient
- Must pass the written exam with at least 75%.
- Successfully pass the course with overall grade of 70% or higher

PIT AND FISSURE SEALANT CERTIFICATE

The requirements for the Pit and Fissure Sealant Certificate are:

- Schedule four patients for placement of pit and fissure sealants
  - If the patient is under the age of 18, a parent or guardian must be present at the appointment
  - Patients must be evaluated by an instructor for clearance
- Must achieve 75% or higher on skills on the last two clinical patients
- Must pass the Exam with at least 75%.
- Successfully pass the course with overall grade of 70% or higher

CLINICAL PATIENT SCHEDULING REQUIREMENT

In clinical courses, patients may be scheduled outside regular class schedules. The Director will provide this schedule within a reasonable time prior to the module/course.

RDA LICENSURE

Upon the completion of your training and receipt of your diploma, you will be able to sit for the RDA examination in California. Upon successful completion of this exam process, you will be licensed as a Registered Dental Assistant in California. This examination is given four times per year. Fees for this examination are the responsibility of the student. Due to the changing policies and regulations affecting the RDA written and practical examination, you will be provided current information on the protocol for this examination process prior to graduation.
EXTERNSHIP COURSE

Upon satisfactory completion of all classroom instruction, students will be assigned to a school-approved externship site. Dependent on the business hours of the site, the total amount of days will equal 160 externship hours. Assignment to the facility will commence after the student has completed the appropriate externship orientation and personal interview with Dental Program Director. Students are required to meet all the objectives, criteria, assigned workday hours, etc. presented during orientation. Punctuality, attendance, proper attire, attitude, etc. are essential to the success of this work-related experience and ultimate success in securing a job. Your program director and/or instructor will be communicating regularly with the site supervisor and you.