**Exhibit 53**

**Georgia Northwestern Technical College**



**Dental Assisting Program Manual**

**2018-2019**

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**PREFACE**

These guidelines have been prepared to assist you in successfully completing the Diploma Program in Georgia Northwestern Technical College Dental Assisting Program. Thorough understanding of the curriculum, policies, and standards with the program are essential.

The following guidelines are subject to renewal and revision by the Dental Assisting faculty and approval by the administrative staff at Georgia Northwestern Technical Institute. Any revisions will be conveyed to the student.

We are committed to you, our students, and your education. If we can be of any assistance, please feel free to contact us any time.

**PROGRAM FACULTY**

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Dental Assisting Lab Floor Plan Gordon County Campus****

## Dental Assisting Program

**Introduction**

Georgia Northwestern Technical College was established in July 2009 from the merger of Coosa Valley Technical College (CVTC) and Northwestern Technical College (NTC). For over 45 years, both CVTC and NTC have been instrumental in providing quality workforce education to the citizens of Northwest Georgia. The tradition of excellence in workforce education continues through Georgia Northwestern Technical College. (GNTC)

Initially established as a diploma program with Georgia Northwestern Technical College in 2005, Georgia Northwestern Technical College Dental Assisting Program is fully accredited with the American Dental Association (ADA) Commission on Dental Accreditation (CODA). The ADA conducted a facilities site visit during spring of 2005and again in the spring of 2012 and the GNTC Dental Assisting Program was granted and has maintained full accreditation, which allows the dental assisting students to be eligible to sit for the General Chairside component of the Dental Assisting National Board (DANB) examination.

The Technical College System of Georgia’s curriculum standards are followed and a copy of these documents can be found in the Dental Assisting program director’s office. Georgia Northwestern Technical College is currently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about accreditation of Georgia Northwestern Technical College.

 Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.  Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College.  The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard.  Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295-6944) and not to the Commission's office.

**Program Information**

**And**

**Welcome**

Georgia Northwestern Technical College Dental Assisting Program is a one year occupational program or 3 semesters. A minimum grade of a "C" must be earned in each course in order to proceed to the next semester and be able to continue in the program. There will be general pre-occupational courses that prepare you for this program. Upon entry there will be program specific technical and clinical courses involved. Each student will be assigned to practicum/clinical rotations at different clinical affiliate sites per semester. The staff and administration of the institutions provide support and assistance in maintaining the quality of the education program.

Upon completion of the program, students will be certified in dental radiology, certified as expanded function dental assistants and hold a diploma of dental assisting. Students will also be eligible to sit for the Dental Assisting National Board Exam.

The field of dental assisting is rapidly expanding to incorporate new technology offering additional career opportunities to the trained dental assistant. Career opportunities exist primarily in general dental offices, specialized dental offices, and clinics. The curriculum can also be used as a stepping stone for careers in related dental professions, such as teaching, management, and technical sales representation of various dental products.

So I welcome you to the Georgia Northwestern Technical College Dental Assisting Program and want you to know that your exciting future awaits you! Please know that I and the staff are here to assist you in any way possible.

Good luck in your studies!

Allison Patnode, CDA, EFDA, BA, MM

Dental Assisting Program Director/Instructor

**GEORGIA NORTHWESTERN TECHNICAL COLLEGE**

**MISSION STATEMENT**

## Our Mission

Georgia Northwestern Technical College, a unit of the Technical College System of Georgia, provides quality technical education and workforce development opportunities supporting student success throughout the communities of northwest Georgia.  The college achieves its mission by offering technical and academic instruction through traditional and distance education delivery methods leading to associate degrees, diplomas, and certificates of credit programs as well as through non-credit continuing education, economic development, and adult education services.

### Our Purpose

Georgia Northwestern Technical College exists to provide education and skills training for the benefit of our community.

**DENTAL ASSISTING PROGRAM**

**MISSION STATEMENT**

**The mission of the Dental Assisting Program is to provide educational opportunities consistent with the Georgia Technical College System of Georgia (DTAE) to individuals in a didactic and clinical environment that will enable them to obtain the knowledge, skills and attitudes necessary to graduate with a diploma and become successful employees in the field of dental assisting.**

 **PURPOSE**

The basic beliefs, attitudes, and concepts that are the foundation of the Dental Assisting Program are expressed in the following statements.

Dental Assisting is a program of study which is compatible with the policies of the DTAE and encourages each Dental Assisting Program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Dental Assisting Program is founded on the value attributed to individual students, the dental assisting profession, and technical education.

The Dental Assisting Program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of dental assisting and are well prepared for employment and subsequent upward mobility.

The Dental Assisting Program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, age, lifestyle, academic disadvantage, or economic disadvantage.

The purpose of the Dental Assisting Program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of dental assisting. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work environment. Program graduates are to be competent in dental assisting skills, general areas of communications, mathematics, and interpersonal relationships.

Program graduates are to be competent in the technical areas of preventive dentistry; four-handed dentistry; chairside assisting with emphasis in diagnostics, operative, fixed prosthetics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical specialties, and expanded functions; dental practice management; and dental radiology.

**DENTAL ASSISTING PROGRAM**

 **GOALS**

Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.

Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.

Provide education which develops the potential of each student to become a productive, responsible, and upward mobility member of society.

Provide quality dental assisting education in an atmosphere that fosters interest in and enthusiasm for learning.

Prepare graduates to function as ethical, accountable and responsible members within their field of endeavor.

Prepare graduates to function as safe and competent employees in the field of dental assisting.

Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.

Provide educational and related services without regard to race, color, national origin, religion, sex, age, lifestyle, academic disadvantage, or economic disadvantage.

Foster employer participation, understanding, and confidence in the instructional process and the competence of Dental Assisting Program graduates.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a

manager of instructional resources and organizes instruction in a manner which promotes

learning. The student assumes responsibility for learning by actively participating in the

learning process.

Important attributes for success of program graduates are analytical thinking, problem

solving, and the ability to apply technology to the work requirement. Dental assisting is

a dynamic profession; therefore, careful attention to current curriculum and up-to-date

instruction and equipment is required. The program promotes the concept of change as

the technology evolves and the spirit of involvement in lifelong professional learning.

**CODE OF ETHICS**

We, as students of the Health Sciences Technology Division, will apply the following code of ethics to our actions toward patients, physicians and dentists, and office and hospital personnel during our training and in our future work. This code will apply to our personal as well as professional attitudes and conduct.

**AS PROFESSIONALS WE WILL:**

• Assume a professional manner in attire and conduct at all times.

• Establish a positive rapport with students, dentists and their office staff.

• Respect patient confidentiality.

• Strive to increased efficiency and quality through organization.

• Be willing to accept responsibility for one’s own work and results.

• Establish rapport and trust with patients through kindness and empathy.

• Follow clinical procedures and guidelines.

• Achieve the highest degree of honesty and integrity.

• Maintain adaptability in action and attitude.

• Establish a sense of fraternity with fellow students/dental team members.

• Avoid inner office and student clicks- always include everyone.

• Keep your personal matters private.

• Show respect and consideration for the patient, regardless of race, religion, age or handicap.

• At all times, remember the patient’s needs and welfare comes first.

• Strive to expand on the knowledge you possess.

**RESPONSIBILITES OF STUDENT DENTAL ASSISTANTS**

* The student Dental Assistant should follow through on all tasks designated to him/her by the dentist/clinical instructor on staff.
* The student Dental Assistant should never discuss or criticize a dentist or office staff member. The student Dental Assistant should never express to the patient a preference for the services of any dentist.
* The student Dental Assistant should never interpret radiographs or diagnose a patient’s condition.
* The student Dental Assistant should always give the dentist and staff the proper respect and consideration.
* The student Dental Assistant should always be conscious of the responsibility of his/her chosen profession.
* The student Dental Assistant should treat every patient with respect, empathy, honesty, and professionalism.
* The student Dental Assistant should be aware of the obligation of patient confidentiality. The obligation of patient confidentiality goes beyond the period of dental services. Nothing observed or learned concerning a patient during a procedure should be divulged, unless in an extreme situation. The patient’s condition and/or diagnosis should not be discussed with other students, peers, family members, friends, or other persons, unless those involved will be subsequently treating the patient and have the “Right to Know”.
* The student Dental Assistant should recognize and appreciate the contributions of all members of the dental profession.
* The student Dental Assistant should not participate in gossip and/or adverse criticism of others.
* The student Dental Assistant should participate in and support their professional organization.
* The student Dental Assistant should promote the profession of Dental Assisting, whenever possible.

**STUDENTS WITH DISABILITIES**

**Students Needing Accommodations**

Students with disabilities are entitled to appropriate and reasonable auxiliary aids and accommodations through the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. It is the student's responsibility to notify Disability Services as soon as possible to ensure that such accommodations are implemented in a timely fashion.

For more information or to request academic accommodations, please contact:

Sheila Parker, Section 504, ADA Coordinator, Disabilities Services Coordinator, Interpreter - campuses of Floyd County, Gordon County & Polk County - (706) 295-6517

Brittany Elrod, Disabilities Services Coordinator, campuses of Catoosa County & Walker County - (706) 965-1139

Kevan Watkins, Disabilities Services Coordinator, Whitfield Murray Campus - (706) 272-2958

Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age or religion to: Sonya Briscoe, Special Populations Coordinator, Title VI and Title IX Coordinator, Floyd County Campus, Building A, Room A120a, 706.295.6932, sbriscoe@gntc.edu

**DENTAL ASSISTING EXPENSES**

 **Tuition and Fees**

The tuition and fees are assessed according to the policies established for all Technical Institutes governed by the state Board of Technical and Adult Education. The one-year expenses, which include, but not limited to, will be provided during orientation for the current year, and should be used by the student only as a guide. The tuition, fees, and other related expenses are subject to change without notice.

 **State and National Certification**

 The certification process consists of a written examination administered by the Dental Assisting National Board and a written and practical examination in expanded functions based on the guidelines set forth by Georgia Board of Dentistry. For a graduate to be eligible to sit for these exams the student must successfully complete all the requirements stated in this contract. It is the student’s responsibility to pay all fees incurred for these exams to include testing fee, sitting fee, and any motel, meal, and travel that may be required to sit for the exam.

The tuition, fees, and other related expenses are subject to changes without notice. The first and last semesters will have the brunt of the costs due to the initial uniform purchases and the exam fees. Please plan your finances accordingly.

**ATTENDANCE POLICY**

 The program goal is to place competent, reliable employees in the community dental offices and clinics. Because attendance and punctuality are valued traits in any employee, students are expected to attend class regularly and be on time. Students are expected to be present and on time for all classroom, lab and practicum/clinical assignments. Any absence from these settings will affect the student's education and affect their grade. Each tardy and each occurrence of leaving early will count as a half of an absence. Any combination of two of either tardy or leaving early will count as one absence. Attendance is kept for the program as a whole, per semester, **NOT** based on individual classes.

 As the accrediting body of Georgia Northwestern Technical College Dental Assisting Program, the American Dental Association standards require consistent attendance for competencies to be reached and mastered. Therefore:

* The classroom and lab attendance policy specific to the Georgia Northwestern Technical College Dental Assisting Program is as follows: Absences that total 2 days in any given semester will be counseled in writing and 3 days will result in the student being dropped from the class and assigned the appropriate grade of W/ WP/WF/F. Being dropped from the class will result in being dropped from the program.
* The practicum/clinical attendance policy specific to the Georgia Northwestern Technical College Dental Assisting Program is as follows: Absences that total 2 days in any given practicum course will be counseled in writing and all hours must be made-up during the semester that the course is taken. Absences that total 3 days will result in student being dropped from the practicum class and assigned the appropriate grade W/WP/WF/F. Being dropped from the class will result in being dropped from the program *Students are only allowed to make up the 2 days missed that were counseled in writing, and only after filling out the appropriate forms. Any absence exceeding the 2 days will result in the students being withdrawn from the class, therefore being dismissed from the program.*

 Because of the rigid schedule of classroom, lab and clinical sessions, make-up time will be allowed only at the discretion of the program faculty after the appropriate form has been completed. (Doctor’s excuses DO NOT exempt the absence from counting against you for classroom, lab or practicum/clinical)

 **NOTIFICATION REQUIREMENTS:** Each student is required to notify appropriate authorities in case of absence. The authorities listed below correspond with class/lab absence or practicum/clinical absence.

1. Classroom - Notify the GNTC Program Director/Instructor by phone **and** GNTC studentemail using the information given on your syllabus. (TEXT MESSAGES ARE UNACCEPTABLE)
2. Lab- Notify the GNTC lab instructor stated in syllabus by phone **and** GNTC student email using the information given on your lab handout on the first day of lab. (TEXT MESSAGES ARE UNACCEPTABLE)
3. Practicum/Clinical Absence - Notify the GNTC Program Director/Instructor **and** the Practicum/Clinical Site Instructor. Instructor must be notified 30 minutes prior to the assigned time of arrival by phone **and** GNTC student e-mail. Clinical Site Instructor must be notified 30 minutes prior by phone number given on clinical schedule. (TEXT MESSAGES ARE UNACCEPTABLE)
* The GNTC Program Director/Instructor will respond by GNTC email to the student to let them know that the notification was received. Note: If no response from the GNTC Program Director/Instructor is received, re-contact the instructors.

Messages may not be left with school secretaries. You may leave a message on the voice mail of the program director/instructor. TEXT MESSAGES ARE NOT ACCEPTED AND WILL NOT COUNT AS NOTIFICATION. If the student knows or suspects that he/she has a communicable disease, then they should not report to the clinical site and must follow student handbook protocol. A student may reenter clinical education after consultation and clearance from their physician if the number of acceptable days is not exceeded.

Failure to follow contact protocol in the case of an absence from clinical/practicum will result in the loss of a letter grade from the FINAL course grade per each occurrence.

 (example:1 occurrence = loss of 1 letter grade, 2 occurrences = loss of 2 letter grades)

Georgia Northwestern Technical College Faculty/Staff visits the clinical/practicum facilities in which students attend on a regular basis. If students are visited at their assigned sites and are not present and did not follow proper contact protocol, students will be immediately dismissed from the course, and therefore be dismissed from the program.

**Absence/Make-up Policy**

1. Homework assignments, daily work assignments, and quizzes cannot be made up when missed due to absences. Tests can be made up on the day of return ONLY (or at instructor’s discretion) and will lose 10 points from the final test grade. Students must fill out the proper make-up test/competency form **on the day that they return to class after an absence has occurred**. All tests/competencies missed must be made up upon returning to class or other arrangements must be made with the director or instructor on the day of return. If all the assignments are not completed, on the day of return or the set date agreed upon on the day of return-a grade of zero will be given for each test/competency missed.

2. Students will be held responsible for all class and lab material presented and any tests/competencies missed (quizzes/homework/daily assignments cannot be made up) on the day/s of an absence/s. Instructors will not approach students for tests/competencies missed due to an absence from classroom, lab or clinical practicum. Students must provide instructors with the proper make–up forms and follow proper protocol.

3. In order to make up a practicum/clinical absence, a make-up form must be completed and given to Program Director/Instructor. (See make-up form in the back of your manual)

4. Assignment to jury duty will be excused and will not be considered as an absence for grading purposes, however, time must be made up and the student is responsible for the class material. Other court assigned duties will be handled on an individual basis by the clinical site instructor and/or program director/faculty.

5. The student will attend clinical rotations according to schedules. If a student remains at a clinical site longer than assigned, he or she does so on his or her own time.

6. Switching practicum/clinical rotation for any reason is prohibited unless initiated/approved by the Program Director or designee. Hours spent at an un-assigned site will be on your own time and will not count toward clinical hours needed for total practicum/clinical hours. GNTC insurance does not cover students at unassigned clinical sites on their own time.

7. The student should be in his or her assigned site fifteen minutes before scheduled time and to remain there until scheduled time has expired.

8. The student is required to adopt the office hours of their assigned practicum/clinical site.

**Hazardous Weather Policy**

 GNTC Administrators consider many factors in deciding whether the college will be open, closed, or delayed due to severe weather including assessment of road conditions in our nine county service area, campus conditions, and weather forecasts. GNTC makes decisions regarding weather-related closings independent of other agencies including area public schools and other colleges. If GNTC determines to close or have a delayed opening, all campus locations will close.

The college will try to make a decision on any closings or delays by 6:00 am. If GNTC closes, all classes, testing, events, and activities for the day and evening are canceled. If GNTC delays opening, students should report to their normally scheduled class that would be taking place at the time the campus opens. For example, if GNTC delays until a 10 am opening and student has a class scheduled from 9:30-10:50 am, the student would report to that class at 10 am. If GNTC needs to close early, everything from the closing time forward will be canceled. If there is no notification via the methods above, then campuses will operate on a normal schedule.

 Please keep in mind that weather conditions can change very quickly and we understand that students travel from many different locations to attend classes. If the college is open but students decide that conditions in their area make it unsafe for them to travel, they should consult the attendance policy for their specific class or speak with GNTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution. Contact Us: 866-983-4682 their instructor on how a potential absence will be handled. Rv. 11

GNTC Alert is Georgia Northwestern Technical College’s text message and email emergency notification system. It allows you to quickly receive emergency communications and other important information via text message and email. Notifications may be about inclement weather alerts or emergency incidents on campus. All faculty, staff and students enrolled or working at GNTC will be automatically enrolled in the GNTC Alert system.  Student contact information is taken from the GNTC Application that was filled out upon enrollment.  If you need to update your information, please login to MyGNTC to make all updates.

 1. If Georgia Northwestern Technical College has called off classes, the student is not required to attend clinical education or classes. Program course material will be covered at a later date and clinical hours will be rescheduled.

 2. If the student is already at the clinical site and classes are canceled, he or she must go home.

 3. If classes have returned to their regular schedule and the student feels he or she cannot make it to the clinical site due to road conditions, it will be treated as an absence.

 4. No student should leave their residence and attempt to travel to a clinical site if there is any possibility of endangerment to the student or any other person they could encounter on the way to their assigned clinical facility. Georgia Northwestern Technical College is in no way responsible for any liability related to personal injury or accidents during student travel to and from clinical sites regardless of the weather conditions. If the College is open and the student's home is in an area that has the potential for injury due to inclement weather, then you the student should stay home that day and make up the absence later in the semester.

**Academic Dishonesty Policy:**

Academic dishonesty includes but is not limited to each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

**Cheating**: Using or providing others with unauthorized materials, information, study aids, or computer related information.

**Plagiarism**: The presenting of words, data, works, ideas, computer programs, or output of another as one’s own work.

**Fabrication**: Presenting as genuine any invented or falsified citation or material

**Misrepresentation**: Falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

**See Georgia Northwestern Technical College Student Manual for Guidelines and course syllabus as to what occurs when academic dishonesty is an issue.**

Cheating / Plagiarism will not be tolerated. Students will receive a reduced work ethics grade and a grade of zero “0” for any work that is dishonestly submitted, and a conference will be held with the results kept in the student’s permanent record. A second submission of dishonest work will result in dismissal from the program. Any student allowing the transfer of information will be penalized equally.

**ACADEMIC STANDARDS**

Students are required to achieve a grade of "C" in all courses assigned to the Dental Assisting curriculum. If a final grade lower than a "C" is made in any Occupational Course the student will be dismissed from the program. The student may re-apply to the program and enter when the sequence of courses he/she needs is offered, provided that space is available and provided that the student meets all requirements in the Readmission Policy stated below. Students who are dismissed from the curriculum will be assisted through referral for counseling and guidance to redirect their program of study. **Re-entry into the program is limited to one time.** A student will only be re-admitted if there is space available in the classes and practicum/clinical rotations needed for continuing the program.

Any academic recycling process places the student in an automatic probationary status until satisfactory progress is attained.

Successful completion of the program shall be dependent on documented achievement of objectives and competencies defined in each syllabus.

All work should be complete by the end of the semester in which the course is taken. In extreme circumstances, a grade of "incomplete" will be recorded in the event that a student has not completed his or her course objectives by the last day of the semester. The incomplete course work must be complete before the beginning of the following semester. It is the policy of the college that if the work is not completed by this date a grade of "F" will be assigned. If this occurs, the student will be dropped from the program. **Only in severe emergencies will this policy be activated with prior approval from Director.** (Examples: death of an immediate family member (spouse, child, sibling, parent) or hospitalization) Normal occurrences such as colds or fluand uncomplicated pregnancy do not fall into the severe emergency category.

Students completing all objectives and hours for clinical, but not completing the minimum number of competencies required by the end of the semester will receive an "F" as their final clinical grade.

**Readmission Policy**

Students may apply for readmission into the program one time. Admission is on a space available basis and the student must prove their competency bytesting out of each of the courses already taken. In order to prove their competency in the didactic portion of the program they must score 80 points or above out of a possible 100 points in each individual course. For the lab portion of the program the student must prove competency by passing the “Hands-On” testing originally used to judge their competency. Students may apply for readmission at the campus they are attending or they may apply for readmission to the other campus on which Dental Assisting is offered for the following admittance year. These policies apply equally at both campuses.

(See program director for formal documents and guidelines for the re-application process)

**TESTING PROCEDURES**

 Testing is an integral component of an educationally sound program. All courses in the Dental Assisting Program will utilize extensive testing techniques. The courses in our curriculum will utilize some, or all, of the following assessment tools:

 1. quizzes (daily or weekly when applicable) and outside activity/ field tip quizzes

 2. laboratory quizzes, tests, checklists, competency sheets (where applicable)

 3. essays/journals

 4. course/midterm/final examinations

5. All quizzes and tests may use multiple choice, fill in the blank, matching, short answer, or

 essay.

The objective-based tests will be composed of questions in the form of true or false statements, multiple choice, essay, and short answer or matching. The tests will cover laboratory instruction, classroom lecture, assigned reading material, and handouts. The instructor may use the following resources for testing: computers, scantron, or traditional paper sources. The tests will be graded as soon as possible by the instructor. The instructor will review each examination with all students. Students are encouraged to ask questions ~~and~~ to clarify to obtain test corrections.

**TEACHING TECHNIQUES**

A variety of teaching techniques will be employed during your enrollment. The

following list contains the various techniques used to teach and represent courses:

* Brain Storming
* Conference
* Demonstration/Performance
* Discussion
* Guest Speakers
* Lecture
* Peer Teaching
* Role/Playing
* Simulation
* Touring

**WORK POLICY**

 The student dental assistant is allowed to work in the field, but the work cannot in any way interfere with the Dental Assisting Program. A separate radiation film badge must be worn when working. At no time may the student count examinations performed or the hours being paid to work in the clinical situation as clinical time towards school time. As referred to in the Radiation protection policy, a copy of this film badge report must be turned in to the program director on a monthly basis. (Per Jan. 1994 Federal Regulations)

**EVALUATION TOOLS**

 Forms will be provided for evaluation purposes of the instructor, clinical instructors, clinical affiliates, and self-evaluation. These evaluations help us set goals for each area being evaluated. This process serves as a quality assurance for the Dental Assisting Program at Georgia Northwestern Technical College. Exit evaluations forms are given to each student exiting this program.

 Once a student has completed the program and graduated, a graduate survey will be mailed to them for completion. This survey is sent approximately 6 months after completing the program and is very valuable in determining program changes and other additions or deletions in the curriculum.

**ACEDEMIC Advisement AND STUDENT COUNSELING**

Academic advisement is provided, mid-semester and as needed throughout the semester, by the faculty of Georgia Northwestern Technical College. Any student requiring special assistance for any assigned school activity is encouraged to utilize the resources available from his or her instructors. If any further assistance is necessary, please feel free to ask the program director.

**STUDENT GRIEVANCE**

**DISCRIMINATION COMPLAINTS/DISCIPLINARY APPEAL**

Students are expected to follow the general rules and regulations of Georgia Northwestern Technical College Dental Assisting Program and each clinical affiliate. The purpose of these rules and regulations is to protect the rights of patients, employees, and students, thus allowing the student to prepare academically in a positive environment.

It is important that the student reads and understands the rules and regulations manual, which explains students' rights and the code of conduct. All of this information is included in the *GNTC Student Handbook* which is available online under Current Students on the GNTC Webpage. The Dental Assisting Program at GNTC follows the policies and procedures listed in the Student Handbook and the GNTC Semester Catalog.

Members of the general public, parents, or students who, after informally attempting to have concerns resolved, wish to file formal complaints concerning the above shall follow the established procedure that is found in the Georgia Northwestern Technical College Student Handbook and the Georgia Northwestern Technical College Catalog.

**DISCIPLINARY PROCEDURES**

Dental Assisting students enrolled at Georgia Northwestern Technical College will be subject to the disciplinary actions as found in the Georgia Northwestern Technical Student Handbook and the College Catalog. In addition to those inappropriate behaviors listed, Dental Assisting students may also be subject to disciplinary action if appropriate professional behavior is not adhered to. The following is a list of items that may result in disciplinary actions and possible program termination. These items include, but are not limited to:

* Breach of patient confidentiality
* Insubordination (defiance)
* Improper classroom or clinical conduct
* Any act of carelessness regarding patient care or equipment
* Not adhering to Radiation Protection Policy
* Failure to adhere to Lab Management Policy
* Any unsafe conduct that may result in injury to any person
* Non-compliance to wearing of Personal Protection Equipment while in the lab or clinic

**WORK ETHICS POLICY**

 An important area of student development is work ethics or good work habits such as: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. Each week an ethical characteristic will be discussed.

 In order to aid in development of work ethics, the student is given a work ethics grade in each course along with his/her course grade. A work ethics grade is a noncredit grade that does not affect academic GPA but is recorded on the student’s permanent record. Students are evaluated at mid-semester and at the end of the semester. The instructor will review the Work Ethics evaluation process with the student at these times. The work ethics evaluation form is provided with your syllabus on the first day of class.

WORK ETHICS EVALUATION FORM

STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QUARTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grading Scale3 – 24-30 Exceeds Expectations2 – 20-23 Meets Expectations1 – 17-19 Needs Improvement0 – 0-16 Unacceptable | ExceedsExpectations | Meets Expectations | Needs Improvement | Unacceptable |  | Exceeds Expectations | Meets Expectations | Needs Improvement | Unacceptable |
| Work Ethics Trait | Point Score |  | Point Score |
| 3 | 2 | 1 | 0 |  | 3 | 2 | 1 | 0 |
| Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences. |  |  |  |  |  |  |  |  |  |
| Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates. |  |  |  |  |  |  |  |  |  |
| Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior. |  |  |  |  |  |  |  |  |  |
| Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. |  |  |  |  |  |  |  |  |  |
| Leadership: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command. |  |  |  |  |  |  |  |  |  |
| Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change. |  |  |  |  |  |  |  |  |  |
| Communication: Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills. |  |  |  |  |  |  |  |  |  |
| Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind. |  |  |  |  |  |  |  |  |  |
| Self-Esteem: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. |  |  |  |  |  |  |  |  |  |
| Appearance: Displays appropriate dress, grooming, hygiene, and etiquette. |  |  |  |  |  |  |  |  |  |
| SUBTOTAL |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Student Signature Mid-Quarter  |  |  |  |  |  |  |  |  |  |
|  | MID-QUARTER GRADE: |  | FINAL GRADE: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 (Meets Expectations) |  | 2 (Meets Expectations |
| Student Signature Final |  |  |  |

COURSE TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INSTRUCTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mid-Quarter End-of-Quarter

## Explanation of Work Ethics Grades

Exceeds Expectations: Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.

Meets Expectations: All work ethics standards are met. The quality of student’s work ethics performance is that of a good employee in the normal work environment.

Needs Improvement: Some standards were not met. Additional training in employability skills is recommended.

Unacceptable: Work ethics performance was below average. Additional training in employability is a must if the student is to survive in the work environment.

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page 1

##### WORK ETHICS EVALUATION

##### Exception Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Course:** |  | **Date:** |  |

### POINTS ADDED OR DELETED PER WORK ETHICS TRAIT:

Exceeds Expectations (+1) Needs Improvement (-1) Unacceptable (-2)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Attendance |  | Character |  | Teamwork |  | Appearance  |  | Attitude |
|  |  |  |  |  |  |  |  |  |  |
|  | Productivity |  | Organizational  |  | Communication |  | Cooperation |  | Respect |
|  |  |  | Skills |  |  |  |  |  |  |

**PROBLEM OR COMMENDATION:**

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**STUDENT RESPONSE:**

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**IMPROVEMENT PLAN:**

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| --- | --- |
| **Date for Review Session:** |  |

**(Review may be scheduled for mid-quarter, or at any other designated time.)**

|  |
| --- |
|  **/** |

 **Instructor Student**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**OUTCOME OF REVIEW SESSION:**

**Points to be added or deleted, if any, from the Work Ethics Evaluation Form:**

**Exceeds Expectations (+1) Needs Improvement (-1) Unacceptable (-2)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Attendance |  | Character |  | Teamwork |  | Appearance  |  | Attitude |
|  |  |  |  |  |  |  |  |  |  |
|  | Productivity |  | Organizational  |  | Communication |  | Cooperation |  | Respect |
|  |  |  | Skills |  |  |  |  |  |  |

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|  / / |

 Instructor Date Student Date

|  |  |
| --- | --- |
| ***Student’s Signature:***  |  |

**DENTAL ASSISTING PROGRAM**

**POLICIES AND PROCEDURES FOR STUDENTS**

**HEALTH AND SAFETY**

**Introduction**

Introduction in Dental Assisting safety and other facets of occupational safety is an integral part of the instructional content of the program. The guidelines for Health and Safety for each clinical affiliate, as well as, specific Georgia Northwestern Technical College Dental Assisting guidelines must be followed.

**Radiation Monitoring Film Badge**

Film badges must be worn at all times while the student is in the operatory area and at all clinical/practicum sites.Studentswithout film badges will not be allowed in the clinical laboratory. Badges are to worn on the outside of the laboratory jacket, shirt, or waist of pants. Badges must be visible at all times. Film badges will be turned into the program director on a routine basis, so that they may be monitored for radiation exposure.

**Holding intraoral film for a patient during radiation exposure**

Students may not hold any intraoral film for a patient during radiation exposure. Film holding devices are to be utilized at all times.

**Needle Sticks**

Recapping by hand of contaminated needles or other sharps is prohibited. Whenrecapping of contaminated needles is determined to be necessary for a specific procedure it is to be accomplished through the use of re-sheathing devices, self-sheathing needles or syringes, forceps or other one-handed methods of recapping that have been approved by the College’s Infection Coordinator or faculty member.

Any student who is stuck by a dirty needle at the practicum/clinical site must:

• Report the incident to the supervising dentist

• Follow the office’s procedure regarding needle sticks, including filing an incident report.

• A copy of the incident report should be forwarded to Georgia Northwestern technical College to be placed in the student’s permanent record.

• Report the incident to Georgia Northwestern Technical College’s Infection Control Coordinator and the Dental Assisting Program Director at (770) 684-5696.

• Follow guidelines/instructions in Georgia Northwestern Technical College’s Exposure Control Plan.

**Communicable Disease Policy**

The Dental Assisting program at Georgia Northwestern Technical College follows the policies of the clinical affiliates regarding communicable diseases and the program faculty will make all students aware of what this may entail. While it is the right of all students to have access to clinical, as well as, didactic education, in order to fulfill the terminal competencies as required for graduation, there may be times when the student comes in contact with, or is carrying a communicable disease, which may be hazardous to self, peers, patients, or others.

Upon contracting an illness or communicable disease, the student must notify program faculty before practicing in the clinical area or reporting to the classroom. Attendance in the classroom and/or clinical area may not be permitted until the student has returned to normal health.

Depending on the severity of the disease, the student may be required to see a physician and provide a written consent from the physician before returning to the classroom or clinical area.

Any student withholding information concerning their health status, as it applies to communicable diseases while enrolled in the program, may be dismissed for unethical behavior.

**Hepatitis B Vaccine Policy**

All students enrolled in the Dental Assisting Program are **strongly** encouraged to receive the Hepatitis B vaccination. This is NOT mandatory. The vaccine will be at the student’s expense. Students who cannot or do not wish to be vaccinated must sign a waiver. This waiver will be kept in the student’s file. Any student declining vaccination will be counseled on the benefits and safety of the vaccine.

Students should receive the first vaccine dose prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential.

**Tuberculin Skin Test**

All students enrolled in the Dental Assisting Program will have a two-step tuberculin skin test performed prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential. Exceptions to this policy will apply if the student has documentation of a previous positive reaction or after documented completion of appropriate preventive therapy or adequate therapy. The tuberculin skin test may be done at the County Health Department or at your private physician’s office. Each student is responsible for the cost of this test. A copy of the results is to be mailed or delivered to the Dental Assisting Program Director. Any student failing to receive this test prior to the designated time period must wait until the test is completed prior to participating in the clinical portion of the program.

Any student who exhibits a first time positive reaction to the skin test must be cleared by a physician prior to further contact with students or patients/clients. Clearance must be documented in writing. Students with documented, active TB disease should also consider having HJV antibody testing. If active tuberculosis is diagnosed through further testing, appropriate therapy should be initiated according to CDCP guidelines or established medical protocol. Any student with a positive skin test, upon repeat testing or exhibiting signs and symptoms of TB is not to have patient or peer contact until such time as he or she is cleared by a physician after further testing and/or by initiation of appropriate therapy.

Students with a **documented** history of a positive skin test (PPD) or adequate treatment of latent infection or active disease are to be exempt from further testing unless signs and symptoms of TB develop.

**Miscellaneous Transportation**

Transportation to class and clinical facilities is the responsibility of the student.

**Supervision of Students**

Students may not perform any tasks or examinations on patients unless under direct supervision of a licensed dentist.

**Repeat Radiation Policy**

Any radiographic procedure attempted by the student dental assistant that requires an additional exposure to correct a deficiency, must be recorded (see repeat radiograph documentation form in Practicum Handbook). The repeat radiograph must be done with the assistance of a licensed dental professional or an office staff member that has received approval from the dentist on staff.

**Work Related Job Policy**

Students must be aware that while they may be employed in area dental offices or facilities they are not under the auspices of Georgia Northwestern Technical College. This means the student cannot fulfill any school-related requirements while being a paid staff member of that office or facility. Additionally, the student must have the employing facility furnish the appropriate radiation monitoring device to be worn only during paid working hours. This is to eliminate any possible error in educationally related exposures.

This statement is not to deter the student from employment in their field of study, just to inform the student that during the hours of employment they are not considered a student of the Dental Assisting Program at Georgia Northwestern Technical College.

Liability insurance purchased through Georgia Northwestern Technical College will not cover a student while they are a paid employee of a dental office. A separate policy, which Georgia Northwestern Technical College does not offer, will be needed for this situation.

**Liability Insurance**

All students enrolled in the Dental Assisting Program are required to have medical liability coverage. The insurance must be purchased through Georgia Northwestern Technical College. This liability insurance does not cover the student for outside employment. Medical liability insurance will be purchased once a year and is required to be in effect for the whole time you are a student in the Dental Assisting Program at Georgia Northwestern Technical College. Any student who drops out of or is terminated from the program must re-establish liability insurance prior to re-entrance of the program.

**Physical and Mental Requirements**

According to the nature of the work required in the Dental Assisting Program offered at Georgia Northwestern Technical College, the student must be able to do the following with or without reasonable accommodations:

* Reach, manipulate and operate equipment necessary for the dental assistant
* Maintain correct posture and positioning while assisting the dentist
* Visually assess patient’s condition/s
* Clearly communicate, both verbally and in writing, with patient, family members, other allied health personnel; disseminate information relevant to patient care and work duties; and be able to hear to accurately gather information relevant to patient and work duties
* Move, manipulate, and observe a patient as necessary for dental assisting
* Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines
* Demonstrate emotional stability and psychological health in day-to-day interaction with patients, staff, family, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments
* Lift at least 15 pounds with arms and hands
* Manipulate small instruments and objects safety
* Stand for 2 hour increments on and off for up to 8 hours a day, 3 days a week
* Utilize both hands and both arms being able to carry and pass/retrieve items to and from an operator while assisting.

**Classroom and Lab Management Policy**

• All lab experience will be done under supervision by the program faculty and no student may utilize any energized equipment or sharps without faculty present.

• All radiation exposures will be conducted only on manikins when there is not a licensed dentist in the laboratory.

• All radiation exposures on live patients will only be allowed once a clinical exam has been performed by a licensed dentist and a Radiation Prescription Form has been completed and acknowledged by the instructor. No student will be allowed to work in the laboratory, dark room or clinical exam room without supervision by the instructor.

• No horseplay during lab time / Professional conduct at all times.

• All students must comply with Georgia Northwestern Technical College’s Standard Operating Guidelines concerning the wearing of Personal Protection Equipment during clinic and lab times. Non-compliance will result in disciplinary actions and reduction in daily grades.

• Students MUST wear radiation monitoring film badges during lab and practicum/clinic hours.

• It is everyone’s responsibility to learn locations of all fire extinguishers, pull boxes, evacuation routes, medical emergency kit, and chemical spill kit. A lab and classroom safety seminar will take place at the beginning of the program, but the student will be responsible to memorize the locations of the above.

• Exercise caution when using glass, needles, and other breakable or sharp items. Report any mishap, injury, or accident to the instructor immediately.

• Use good judgment when mixing and using supplies. DO NOT WASTE MATERIALS/SUPPLIES.

• If you are unsure of anything…ASK FIRST!

• Return all equipment to its proper storage place

• Clean up after yourself - it is not fair to other students when someone leaves a mess behind.

• If a piece of equipment is malfunctioning DO NOT attempt to fix it yourself, tell the instructor immediately.

• Place your name on all laboratory work prior to storage. Respect the work, space and time of other students.

**CLINICAL / PRACTICUM SITE STANDARDS INTRODUCTION**

The purpose of clinical education (also referred to as “practicum”) in Dental Assisting is to allow the student to apply theoretical principles of radiography, patient care and departmental procedures to practical experience. The student's role in the clinical setting is one of a learner and not a staff dental assistant.

 Clinical education will be arranged by Georgia Northwestern Technical College in conjunction with the affiliating clinical facilities. While the student is in the clinical department he/she must observe the regulations imposed by the affiliating clinical facility with regards to patient safety and welfare. Also, the assigned schedule of experience must be followed closely. In case of illness or other emergency, the student must personally notify the clinical instructor at the practicum site and Georgia Northwestern Technical College Dental Assisting Program Director/instructor prior to the scheduled clinical period, following the protocol stated in the attendance policy.

 While performing various college and clinical duties the student is directly responsible to the staff member of the affiliating clinical facility in charge of the room to which the student is assigned. If any operational or personal problems arise, the clinical instructor at the site should be contacted.

 The clinical education experience is divided into three (3) clinical education practicum courses – DENA 1460, DENA 1470, and DENA 1480. Progression from one clinical education practicum course to another is based on completion of course requirements. Specific clinical assignments are related to clinical experiences from previous semesters and are also related to the academic courses in the specific semester that the practicum is held. Refer to each clinical course syllabus for prerequisites.

 Each semester, students will be required to maintain records, journal and complete assignments. These requirements are considered an integral part of the learning process. These records and assignments represent the student's part in determining and maintaining quality in the program and include, but are not limited to:

 1. COURSE OBJECTIVES - Semester objectives are found in the course syllabus each semester. These must be completed as assigned.

 2. COURSE COMPETENCIES - The minimum number of competencies listed must be obtained by the end of the semester. A record of competencies must be maintained on the RECORD OF COMPETENCY CLEARANCE FORM. A copy of this form may be found in the practicum/clinical syllabus.

 3. RADIATION RECORDS - Radiation records are maintained in the class room and updated at the beginning of every practicum semester.

 4. TIME/ATTENDANCE RECORDS - must be maintained as assigned. Appropriate signatures must be present. These forms may be found in the practicum/clinical syllabus.

5. COMPLETED PROCEDURE LIST - The student must maintain records of procedures performed each day on the CLINICAL SELF EVALUATION FORM. The record of these is to be documented daily and handed in as assigned. These forms may be found in the practicum/clinical syllabus or in the classroom.

**PRACTICUM SITE STANDARDS**

**RESPONSIBILITES OF STUDENT DENTAL ASSISTANTS**

* The student Dental Assistant should follow through on all tasks designated to him/her by the dentist on staff.
* The student Dental Assistant should never discuss or criticize a dentist. The student Dental Assistant should never express to the patient a preference for the services of any dentist.
* The student Dental Assistant should never interpret radiographs or diagnose a patient’s condition.
* The student Dental Assistant should always give the dentist the proper amount of respect and consideration.
* The student Dental Assistant should always be conscious of the responsibility of his/her chosen profession.
* The student Dental Assistant should treat every patient with respect, empathy, honesty, and professionalism.
* The student Dental Assistant should be aware of the obligation of patient confidentiality. The obligation of patient confidentiality goes beyond the period of dental services. Nothing observed or learned concerning a patient during a procedure should be divulged, unless in an extreme situation. The patient’s condition and/or diagnosis should not be discussed with other students, peers, family members, friends, or other persons, unless those involved will be subsequently treating the patient and have the “Right to Know”.
* The student Dental Assistant should recognize and appreciate the contributions of all members of the dental profession.
* The student Dental Assistant should not participate in gossip and/or adverse criticism of others.
* The student Dental Assistant should support and participate in their professional organization.
* The student Dental Assistant should promote the profession of Dental Assisting, whenever possible.

**DENTAL ASSISTING**

**PRACTICUM EDUCATION**

**Practicum Education Course:**

Practicum education is divided into three (3) separate courses. Progression from one course to the next is based on completion of each course requirement and objective. A course syllabus containing the course objectives is given at the beginning of each semester. Students are also given practicum information packets at the beginning of each practicum education course. These packets contain requirements for course completion and all necessary documentation forms. Practicum education courses are related to previous clinical and didactic instructions.

**Practicum Education Courses for PCC & GCC include:**

DENA 1460 Dental Practicum I 45 hours

 DENA 1470 Dental Practicum II 45 hours

 DENA 1480 Dental Practicum III 225 hours

**Practicum Assignments:**

Dental Assisting students will rotate through the practicum sites on a pre-assigned basis for the semester. Students are responsible for their own transportation to their assigned practicum site. Practicum assignment schedules will be given out at the beginning of each semester. Students may not choose which practicum site they wish to attend. The student is required to adhere to his or her assigned schedule at all times.

**Assignment Requirement for Practicum Education:**

Students are required to maintain a journal of all experiences during each 10/15 week practicum course. The journal describes the procedures observed, procedures performed, office set-up and the student’s personal comments. The student must be able to relate the knowledge learned at GNTC to the experiences in the office setting or clinical site. Students must also maintain time sheets signed by the clinical instructor or office manager to confirm the hours of attendance. Clinical hours for 2 absences may be made up at the discretion of the Dental Assisting Program Director and at the convenience of the participating practicum site given that the student filled out the proper forms and followed proper procedure to schedule make–up time. All clinical hours must be completed by the end of the semester in order to proceed in the program.

**Clinical Attendance:**

Students are expected to be present and on time for all clinical assignments. Any absences from clinical sites will affect the student’s clinical education and will affect their grade. In the case of illness or other emergency, the student must personally notify the clinical instructor at the practicum site and Program Director/instructor using the proper procedures listed in the attendance policy at least 30 minutes prior to the scheduled clinical time. Students must complete 45 hours in DENA 1460, 45 hours in DENA 1470, and 225 hours in DENA 1480. These hours must be completed utilizing the schedule provided by the instructor, during the time listed on the individual schedule provided to each student at the beginning of the course. Failure to do so will result in an automatic F for the course in which specified hours were not met.

**Exception to Clinical Attendance Policy:**

Assignments to Jury or Military Duty will be an excused absence and will not be considered an absence for grading purposes. The student must notify as soon as possible the clinical instructor and the Program Director using proper protocol from the attendance policy.

The student who is admitted to the hospital by a physician for an illness or accident must notify the Dental Assisting Program Director and the clinical site or if unable to, have someone else to do so, as soon as possible. The Dental Assisting department will work with the student to meet missed clinical education requirements given that the student provides written documentation from the physician stating the days that the student was hospitalized, and given that the doctor releases the student to perform all competencies and requirements within a reasonable period of time. This could result in a delayed graduation date depending on the length of time a student is hospitalized or unable to perform school requirements.

The death of an immediate family member such as a parent, spouse, child, or sibling, will excuse a student for three (3) consecutive clinical days. Any other funerals will be considered excused only when prior approval and arrangements have been made with Dental Assisting Program Director.

**Clinical Professional Image Requirements:**

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

The Dental Assisting Student represents Georgia Northwestern Technical College at all times while in uniform. For this reason, students are expected to present a professional attitude and appearance at all times. It is required that each student practice good hygiene. All students are required to follow the dress code. Any student with inappropriate dress will be dismissed from the clinical site. Time will be made up according to the policy that has been previously described.

If at any time the student’s appearance is not deemed appropriate, the student will be counseled by a dental assisting instructor to correct this inadequacy.

**Dress Code/Uniform Policy:**

• The complete uniform consists of approved scrub top, scrub pants and jacket; white/black (matching shoe color) crew socks or hose, clean and approved clinical shoes, GNTC Dental Assisting patch, GNTC identification badge and radiation monitoring badge.

• Undergarments must be worn and should be of the appropriate color and style for the particular scrub.

• Small hoops and or studs in a maximum of 2 holes per ear are the only appropriate jewelry items. No rings, necklaces, bracelets or watches allowed. You may keep a watch in your pocket.

• Hair should be neat and clean. Long hair must be worn off the collar and pulled back away from the face. Ponytails should not be able to swing around and come in contact with a patient or equipment and supplies. Hair styles must be professional with **no *extreme*** styles/colors.

• Fingernails should be kept neat, clean, and short. No more than slightly visible when looking from the palm of the hand. Only clear fingernail polish is acceptable. No artificial nails are allowed.

• Any visible tattoos must be covered. Conservative make-up is allowed. Excessive perfumes/colognes must **not** be worn.

• Male students must abide by the clinical sites dress code concerning beards and mustaches. Facial hair must be neatly trimmed and covered with a mask when in patient care. A clean, white t-shirt must be worn under scrub top to cover chest hair.

• No visible body piercing except for the 2 holes per ear are allowed to have jewelry in them; includes eyebrow, nose, chin, tongue, lip, tragus, etc.

• Radiation monitoring badges must be worn at all times. They must be removed prior to leaving the facility at the end of the day. If a student arrives at a clinical site without their radiation monitoring badge they must leave and acquire it. Time missed during this must be made-up. If the student has lost or misplaced their badge, clinical time missed due to this, will be counted as an absence and also must be made-up. Students are responsible for any fees incurred to replace a missing or lost badge.

• Any student found in violation of the above policies will be written up, sent home and counted absent and counseled by Program Director.

**Clinical Policies:**

Listed below are the clinical policies set forth by the Georgia Northwestern Technical College Dental Assisting Program. In addition, each clinical facility may have their individual policies, which must also be abided by.

* No personal phone calls
* No gum chewing
* Do not leave your clinical site without permission of the office manager or dentist.
* Be fifteen minutes early for all clinical/practicums. Clinical time must be made up if the student is absent. (only 2 days are allowed to be made up)
* Do not perform any procedures in clinical/practicum that you have not been instructed on during lecture/lab without direct supervision on the site.
* Do not dispense any kind of medication.
* If you injury yourself or a patient in any way, you are to notify your clinical instructor at the site and the dentist immediately.
* Do not assume anything!!!
* Speak in a clear, normal voice; a loud manner is irritating to patients and staff.
* Name tags must be worn and visible.
* You must wear your radiation monitoring badge. If you forget it, you must leave the clinical site and retrieve it. Time lost during this must be made-up. If this is aconsistent occurrence, your clinical grade will be affected.
* Students are to receive no compensation from the clinical site or staff.
* Do not discuss patients, employers, or any institutional business with co-workers, friends, or family. You must maintain patient confidentiality at all times. **A breach** **of confidentiality will automatically result in a failing grade, dismissal from the program and possible legal action.**

If a student is asked to not return to a site, the faculty will attempt to assign the student to another site but the faculty will not place the student blindly at a site (i.e., we must disclose to the site that you were asked to not return to previous site). The student will be counseled and the problem will try to be remedied. The faculty will only make two ~~more~~ attempts to place the student and if the attempts are unsuccessful, the student will be dismissed from the program.

**Failure or refusal to do any of the above will result in inability to participate in**

**clinical education which will result in inability to graduate**

**from the GNTC Dental Assisting Program.**

**Miscellaneous:**

• Students may not chew gum in the clinical area. Eating and drinking, are restricted to the appropriate areas of each clinical site.

• Students may not use the telephone at the clinical site for personal business and personal cell phones are to be placed on vibrate, silent or turned off. You may check messages periodically.

Lunch/Breaks:

a. The student is permitted one (1) fifteen-minute break during mid-morning or afternoon during clinical hours. This time must first be approved by the dentist at the clinical site.

b. Students will receive one (1) 60 minute lunch break if clinical hours exceed five *(5)* hours. Lunch time must coincide with the clinical site’s lunch time.

• The student is considered a guest of each clinical site and must act accordingly. Students must stay in assigned areas unless approved by the dentist. Students may not sit in the lounge areas, waiting rooms, or any areas where they are seen by patients, unless approved by the dentist.

• Students are required to know and adhere to all policy and procedures of clinical facilities. (Including smoking policies)

• Until a competency has been achieved, all clinical assignments must be done under direct supervision and with the help of office staff and the dentist.

• Regardless of student’s level of competency, all radiographs requiring repeats must be done only with help and guidance of office staff and/or the dentist.

• If at any time a student’s conduct becomes unprofessional, the dentist, office manager, or clinical instructor at the site may send the student home. If the student is sent home from a clinical facility due to unprofessional behavior, the student will be counted absent for that day and return only after approval of the Dental Assisting Program Director and the dentist at the clinical site.

**IONIZATION RADIATION POLICY**

1. The x-ray machines may not be operated without the direct supervision of the instructor

2. The student is not permitted to stay in the x-ray room when exposing radiographs.

3. The lead apron and cervical collar must be used on all patients when exposing.

4. The mA and kVp dial must be checked before each patient to protect the patient from excess radiation where applicable.

5. X-rays are to be made only on those patients presenting a form signed by their dentist and themselves giving the facility permission to make radiographs, or the must be a clinical patient.

6. X-ray machines must be turned off when not in use.

7. EKTA-speed E film must be used when exposing radiographs

8. Some type of film holder must be used (film holder may be of your choice or based upon the selection from the instructor) to reduce radiation exposure to the patient’s hands and fingers if the hold the film themselves.

9. Avoid unnecessary exposures to the patient by utilizing correct film placement, cone alignment, and processing techniques.

10. DOSIMETERS ARE TO BE WORN AT ALL TIMES WHEN EXPOSING RADIOGRAPHS. Dosimeters are returned to the monitoring company for evaluation. The program will the receive a report from the monitoring company. Students will leave dosimeters in their lockers when not in clinic.

11. Avoid exposing skin clothing to solution used to process films as staining or burning may result.

12. The student must never stand in direct line of the x-ray beam when exposing radiographs.

13. The maximum number of retakes per FMX series is three (3). All retakes must be done under the direct supervision of the instructor.

14. No x-rays shall be done on any patient receiving whole body radiation or who has had a FMX (either panoral or periapicals) done in the past five years. BWX radiographs may be done on a bi-annual basis.

15. X-rays will be taken based upon the **United States Department of Health and Human Services** **Guidelines** for prescribing radiographs.

16. When changing the solutions in the automatic processor, the plug must be removed from the electrical outlet.

17. Students must use sterile technique when exposing radiographs on the patients e.g. film holders are sterilized.

18. The student must follow the same infection control procedure as required in the clinic.

19. The processing technique must avoid cross contamination as much as possible.

20. The student must have an instructor initial the patients chart before taking any radiographs.

21. All exposure (both acceptable and non-acceptable) will be entered sequentially and cumulative in the patient’s record.

22. The student must interpret each film under the supervision of an instructor.

23. Film will be dispensed by the clinic assistant, who will maintain a record of all films used, including retakes. Clinic assistant is responsible for making sure the clinic manager is provided with this list at the end of the clinic day.

24. All opened boxes of film are kept in a locked drawer in the dark room. See instructor for additional supplies.

25. Radiographic equipment will be monitored daily by the instructors.

26. The instructors will maintain records on equipment repair. All persons should evaluated adequacy of the darkroom, and be concerned with safety in the area.

27. Pregnant students or faculty must be out of range of scatter radiation before exposing x-ray film by clinic assistant

**INFECTION CONTROL FOR RADIOGRAPHIC PROCEDURES**

It is essential that infection control be practiced in all phases of the clinical procedures including radiographic ones. The following guidelines have been developed to ensure the effectiveness of infection control. These guidelines must be followed when exposing and processing radiographs.

1. Protective eyewear, gloves and mask will be born during radiographic procedures.

2. Place a disposable plastic bag over the tube head to avoid contamination

3 .Cover exposure control switches with disposable plastic if a foot activated one is not available.

4. Place exposed film in a paper or plastic cup.

5. A protective barrier should be placed over the control panel of the radiographic processor.

6. Take each exposed film and open it and gently spill the film on a flat uncontaminated surface

 while gloved. Place film holder in appropriate receptacle. Remove contaminated gloves and

 dispose of them.

7. Load film into the processor or onto the film racks.

8. Remove all barriers from the radiographic equipment and dispose of such. Disinfect all surfaces including the film processor contacted during the procedure.

9. Sterilize dental radiographic film holders.

10. Darkroom and X-ray knobs must be disinfected after use.

11. All darkroom light switches must be disinfected after use unless a barrier is used.

12. Barriers should be placed on counter tops or any other surface radiographs will come in contact with. This refers to unexposed radiographs as well as exposed radiographs.

13. When manually processing radiographs, the water control valves, thermometers, timer and any other surface touched with contaminated gloves must be disinfected.

**DAYLIGHT FILM LOADER POLICY**

1. Wash and Glove

2. Place exposed film in a disposable cup and change gloves

3. Open the top of the daylight loader and place the cup of film inside. Close the top.

4. Place gloved hands inside the daylight loader and open film, spilling it gently on top of the processors. Place empty film packets in the cup.

**DENTAL ASSISTING STUDENT**

**PREGNANCY POLICY**

Any suspected or known pregnancy should be immediately reported to the Dental Assisting Program Director; however, the program honors the student’s right of self-disclosure. If the student chooses not to disclose their pregnancy then neither the program nor the school accepts any responsibility for any negative outcome of the pregnancy.

Upon disclosing pregnancy, students must bring documentation from their physician stating that they are in good health and are released to perform all assignments, competencies and clinical/practicums required to safely complete the dental assisting program as scheduled.

The Dental Assisting Program Director will discuss with the pregnant student the effects of irradiation in utero, inclusive of radiation protective procedures.

The pregnant student will acknowledge, by signature, comprehension of said information as identified in policy (above).

The pregnant student must make an immediate decision concerning her program status. The alternatives are outlined in Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy.

The decision must be submitted to the Dental Assisting Program Director in writing. All self-disclosed pregnant students must sign a Pregnancy release form .

All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy.

**INFECTION/HAZARD CONTROL POLICY**

1. Athorough medical history will be taken on each patient prior to performing any procedures on the patient. All patients over the age of 18 will have blood pressure and pulse taken. If a medical history has already been taken, the history will be reviewed prior to each appointment, and updated if necessary.
2. In case of positive responses to the medical history, the clinical guidelines, which have been established, will be followed in relation to premedication, consultation, and referral concerning the positive response/s.
3. Each student must wear appropriate clinical attire during the treatment of patients in the clinic. It is recommended that the clinician shoes be left in the student’s locker to be worn only during clinic sessions.
4. Masks, gloves, and protective glasses will be worn by all students and faculty during procedures. The patient’s clothing should be protected by plastic cape. All patients must wear protective glasses for all clinical procedures.
5. In order to decrease the oral microbial count, the patient should rinse with an antiseptic mouth rinse prior to patient treatment.
6. Hand washing will be performed prior to putting on gloves. If a glove becomes punctured or torn, rewash hands and put on a new pair of gloves. A new pair of gloves should be worn for each patient. Contaminated hands should never go into any cabinets or containers. Sterile cotton pliers can be used if something is needed from the cabinets or containers. The clinic assistant or another student can also be asked to get something from the cabinet.
7. All forms must be completed with a writing instrument by using a barrier or over glove. Never touch the chart or forms with contaminated hands.
8. Purge water lines for two minute to flush the lines prior to patient treatment. This includes the lines that run to the air and water syringe as well as lines used with hand pieces, ultrasonics or air polishers.

 9. Decontamination of environmental surfaces will be accomplished by use of appropriate disinfectants. All surfaces including the dental chair, cabinet, counter tops, light handles, delivery system and any surface/s contaminated during patient treatment are too disinfected.

1. Disposable plastic covers are to be placed over the headrest. Barrier protection is to be used to cover light handles, hand pieces, air-water syringe, and other surfaces that the operator’s hands come in contact with. Disposable items (i.e. gauze, prophy cups, brushes, cups, saliva ejectors) are to be discarded after use.
2. After completion of treatment, remove debris from instruments prior to sterilization by first wiping or scrubbing (if necessary) and then using the ultrasonic cleaner. Heavy utility gloves, protective eyewear and mask should be worn.
3. After instruments have been removed from the ultrasonic cleaner, they are to be rinsed, dried and then packed in autoclave bags to be sterilized. Scrub brushes for hands and instruments should also be sterilized in the autoclave. Indicator tape will be utilized. Instruments will be put on the student’s trays and remain unopened until ready to use. Any punctures or tears in packages will necessitate the instruments being repackaged and re-sterilized.

 13. Sterilization will be performed by students using the autoclaves.

 14. All impressions, bite registrations, etc. will be disinfected prior to taking them to the laboratory for the fabrication of study models. Chemicals used for this procedure will be available.

 15*.* All patients and operator safety glasses are to be disinfected after used by washing with soap and water and rinsing. The glasses can then be wiped with a towel dampened with disinfectant or a disinfectant wipe.

 16. The slow speed hand pieces are to be autoclaved.

 17. Any needles or sharps should be discarded in puncture proof box in the sterilization area designated for this purpose. Never recap needles by hand in order to prevent accidental needle sticks. Use appropriate measures for recapping.

 18. A quart of warm water is to be run through the suction hose between patients and at the end of each day. Once a week a disinfectant/cleaning solution is to be run through the suction hose.

 19. All solutions are to be changed according to the clinic schedule by the clinic assistant.

**OCCUPATIONAL EXPOSURE**

 **TO**

**BLOOD AND AIR-BORNE PATHOGENS**

**Rationale**

Because of the increased risk of occupational exposure of instructors and students to

blood, body fluid or air-borne pathogens it is necessary that the Institute enact a policy

and procedure which will ensure that employees and students are provided with

appropriate information, training and equipment as to properly inform them of and reduce

the risk of exposure to blood, body fluid or air-borne pathogens. In addition, this policy

shall ensure compliance with the U.S. Department of Labor, Occupational Health and

Safety Administration, Final Rule 29 CFR Part 1910.1030 “Occupational Exposure to

Blood borne Pathogens” and any applicable Department of Technical and Adult

Education policies.

**Policy**

All employees/students of the Institute shall exercise ‘Universal Precautions” in relation to exposure situations. The Institute shall develop a written exposure control plan and implement such procedures as deemed necessary to carry out the plan, to eliminate or minimize employee/student exposure to blood, body fluid or air-borne pathogens and to meet with requirements of the Occupational Health and Safety Administration Final Rule 29 CFR Part 1910.1030 and will include at a minimum:

1. Exposure of determination

2. Methods of compliance

3. Hepatitis B vaccination

4. Post exposure evaluation and follow up

5.Communications of hazards to employees/students

6. Record keeping

7. Procedures for evaluations of circumstances surrounding exposure incidents

8. Procedures for eliminating or minimizing occupational exposure of employees/ students to blood, body fluid and air-borne pathogens.

1. Each employee / student who has been determined to have occupational exposure to blood, body fluid or air-borne pathogens shall be trained in “universal precautions” by appropriate in-service and / or instructor classroom demonstration as detailed in the Institute Exposure Control Plan.

1. Each employee/student shall be notified if their job classification or program of study is classified as having occupational exposure in the Institute Exposure Control Plan. This will be the responsibility of the appropriate department supervisor or program instructor.

 2. Each identified employee / student shall be informed of methods of compliance,

 to include universal precautions, engineering and work practice control, personal

 protective equipment (PPE), and housekeeping, as described in the Institute

 Exposure Control Manual. It is the responsibility of the appropriate department

 supervisor / instructor to provide this information.

3. Each employee / student shall be given information regarding the exposure to

 Hepatitis B and shall be given the opportunity to refuse to take the vaccination

 series through the process described in the Institute Exposure Control Manual,

 Hepatitis B Immunization Program section.

 4. Following a report of an exposure incident, the incident should be reported as required in the Institute Safety Manual and the Institute shall document that the employee is provided and students referred to, follow-up services to include at a minimum; collecting and testing of blood for HBV and HIV serological status, to provide information as required, to provide to the employee, and document for students that a professional written opinion has been provided as required, that appropriate records are kept as per the Institute Exposure Control Manual.

 6. Warning labels and signs will be displayed as required in the Institute Exposure

 Manual and that appropriate information and training be provided.

 7. A record of each employee/student with occupational exposure shall be kept in

 accordance with the guidelines set forth in the Institute Exposure Control Manual

8. Appropriate documentation of training shall be maintained on all appropriate

 employees students as described in the Institute Exposure Control Manual.

**EMERGENCY CARE PROTOCOL**

**Three person team**

 **Clinical Supervisor / Dentist**

a. Evaluate patient’scondition

b. Assist patient with medication when indicated

c. Position patient

d. Establish **airway**

d. Check for **breathing**

e. Assess **circulation**

f. Direct emergency procedures - contact clinician adjacent & clinic assistant or instructor

g. Initiate CPR

 **Student**

a. Loosen tight clothing

b. Assist with CPR as needed

c. Maintain airway

.

**Clinical Assistant/Instructor**

a. Bring PPE kit

b. Activate EMS as needed

c. Monitor vital signs

d. Record, date, and inform other team members

e. Relieve others at CPR

 **Georgia Northwestern Technical College**

**Dental Assisting Program**

**Emergency Management Supplies**

**The following list of equipment and materials are available for instruction and emergency use in the Dental Assisting Clinic:**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **CONTENT** | **LOCATION** |
|  |  |  |
| First Aid Kit |  | **Outside sterilization area** |
|  | Small eye pads |  |
|  | Combination dressing |  |
|  | Mycitracin Plus |  |
|  | Tylenol |  |
|  | Eye aid irrigationsolution |  |
|  | First Aid pads |  |
|  | Sof-Gauze bandage |  |
|  | Triangular bandage |  |
|  | Antiseptic wipes |  |
|  | Band-Aid sheer strips |  |
|  | Band-Aid flexible fabricstrips |  |
|  | Adhesive tape |  |
|  | First Aid instructionmanual |  |
|  |  |  |
| Crisis Management Kit |  |  |
|  | Emergency eye washstation | **Sterilization sink** |
|  | Sphygmomanometerand stethoscope | **Office in clinic** |
|  | Pocket Mask | **Office in clinic** |
|  |  |  |

**GEORGIA NORTHWESTERN TECHNICAL COLLEGE**

**Dental Assisting Program**

**BASIC LIFE SUPPORT POLICY**

It is the policy of the Georgia Northwestern Technical College Dental Assisting Program to provide students, faculty, and supporting staff with the skills and knowledge to assess and respond to basic medical emergencies. We emphasize American Heart Association cardiopulmonary resuscitation, BLS, (Healthcare Provider level required for students and faculty) and American Red Cross first aid methods. Renewal of the recognition will be based on the American Heart Association and American Red Cross expiration date, which are usually two

Years.

Any modifications necessary for medically and/or physically challenged individuals will be based on but not limited to current, local, state and federal special needs legislation.

All records and documentation will be accurately kept with individual names, date of course, date of expiration, and course name. It will be the responsibility of the Program Director to devise, record, and maintain such information. Also, any modification made will be recorded and a list maintained.

**STUDENT RESOURCES**

**LIBRARY**

 GNTC’s Gordon County Campus has a library available to all students, with hours posted.

The library has created guides specifically for Dental Assisting and can be requested from library staff for use.

 The Dental Assisting program also maintains a mini library for students in the Program Director’s/Instructors office, which is intended to encourage the students to do additional research and other independent studies. In addition to the library of textbooks, the school provides a library of audiovisual aids, which are maintained in the director/instructors office and can utilized upon request.

 These books and audiovisual supplies belong to the school and may be used by students enrolled in Dental Assisting. The following policies must be adhered to:

1. The use of audiovisual equipment is by appointment only, during classroom hours, which are 7:45AM - 4:00PM, Monday - Thursday. This equipment must not leave the classroom.

2. In order to check out the school's books, the following procedure must be followed:

a. Select the book desired from the library and follow check out procedures for the GCC Library

1. Permission must be granted prior to selecting the book desired from the Program

Director’s/Instructors office and appropriate sign-out procedures should be followed.

**Georgia Northwestern Technical College**

**Dental Assisting Student**

**PROFESSIONAL ORGANIZATIONS**

Several professional organizations have been established for individuals practicing in the field of Dental Assisting. Membership in these organizations is strictly voluntary; however, students are encouraged to join and become actively involved.

The primary purpose of these societies is to provide continued educational opportunities for assistants. Numerous seminars, workshops, etc. are held throughout the year to serve this purpose. An additional benefit associated with membership is the camaraderie established with assistants and students. Opportunities for professional growth, or potential employment, often result from communication with or recognition by other members of the societies. These organizations also serve as the primary representative for our profession in legislative and socio-economic developments.

**National Association of Dental Assistants (NADA)**

703-237-8616

**American Dental Assistants Association (ADAA)**

35 East Wacker Drive, Suite 1730
Chicago, IL 60601-2211
Phone:312-541-1550
Fax: 312-541-1496

Established over 75 years ago, the ADAA provides continuing education to dental assistants through home study courses, professional journals and local, state and national meetings with educational agendas. It encourages education, registration and certification for dental assisting professionals while providing a network of personal services for its members such as credit cards, insurance programs, salary and other surveys and travel and leisure services. In most areas, the ADAA is served by the state association and often a local component as well. A membership in the ADAA provides membership in all these-national, state and local. Those interested in a membership should call 312-541-1550.

**DANB Dental Assistants National Board**

www.DANB.org

Medical Release Form

(This form must be filled out by a physician in the event that a student is in an accident/injured, or becomes pregnant after being enrolled into the Dental Assisting Program)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN:\_\_\_\_-\_\_\_-\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program of Study: Dental Assisting Sex: ( )Male ( )Female

Height:\_\_\_\_\_\_\_\_\_\_ Weight:\_\_\_\_\_\_\_\_\_\_\_

**Physical and Mental Requirements**

MUST BE COMPLETED BY A LICENSED PHYSICIAN OFFERING PHYSICAL EXAMINATIONS CURRENTLY THROUGH HIS/HER PRACTICE

According to the nature of the work required in the Dental Assisting Program offered at Georgia Northwestern Technical College, the student must be able to do the following with or without reasonable accommodations:

Based on the physical examination, patient “appears to be capable” of being able to perform and handle the following:

YES NO

\_\_\_\_ \_\_\_\_ Reach, manipulate and operate equipment necessary for the dental assistant

\_\_\_\_ \_\_\_\_ Maintain correct posture and positioning while assisting the dentist

\_\_\_\_ \_\_\_\_ Visually assess patient’s condition/s

\_\_\_\_ \_\_\_\_ Clearly communicate, both verbally and in writing, with patient, family members, other allied health personnel; disseminate information relevant to patient care and work duties; and be able to hear to accurately gather information relevant to patient and work duties

\_\_\_\_ \_\_\_\_ Move, manipulate, and observe a patient as necessary for dental assisting

\_\_\_\_ \_\_\_\_ Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines

\_\_\_\_ \_\_\_\_ Demonstrate emotional stability and psychological health in day-to-day interaction with patients, staff, family, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments

\_\_\_\_ \_\_\_\_ Lift at least 15 pounds with arms and hands

\_\_\_\_ \_\_\_\_ Manipulate small instruments and objects safety and efficiently

\_\_\_\_ \_\_\_\_ Stand for 2 hour increments on and off for up to 8 hours a day, 3 days a week

\_\_\_\_ \_\_\_\_ Utilize both hands and arms being able to carry and pass/retrieve items to and from an operator while assisting

**Physician Certification**

I certify that I am a licensed physician, nurse practitioner, or physician’s assistant and that I have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_. I have found no obvious physical or mental conditions that would prevent this person from functioning safely as a Dental Assistant. In my opinion this applicant is (\_\_\_\_) is not (\_\_\_\_) mentally and physically capable of participating in the Dental Assisting program and/or working in a health care facility. If not, Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Name and Title License # State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Georgia Northwestern Technical College**

**Dental Assisting Program**

STUDENT REQUEST FOR PRACTICUM/CLINICAL EDUCATION

ABSENCE MAKE-UP

 STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE OF ABSENCE # OF HOURS TO BE MADE UP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE OF REQUESTED MAKE-UP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 APPROVED YES NO\_\_\_\_\_\_

 # OF HOURS PRESENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 This make-up form is in accordance with the policies and procedures stated in the Student Handbook and are to be adhered to accordingly.

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have requested to make-up the stated amount of hours on the given date above, I understand that if approved by the Clinical Instructor, that I am responsible for being present on the stated day. If in the event that I cannot be present I will contact the Clinical Instructor and Program Director. If they cannot be reached, I am to contact the Supervisor on duty and advise them of my problem.

 Students must follow the following steps in order:

 1. Student completely fills out top part of form.

 2. On site clinical instructor must approve make-up day.

 3. Program Director must sign form before make-up day.

**Georgia Northwestern Technical College Dental Assisting Program**

**Student Request for Classroom/Lab Absence Make-up**

**(Tests and Competencies)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Absence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Requested Make-up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Test Missed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Competencies Missed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_YES \_\_\_\_NO

This make-up form is in accordance with the policies and procedures stated in the Student Handbook and are to be adhered to accordingly.

 I have requested to make-up the test/competencies listed above and understand that if approved by the Instructor, that I am responsible for being present on the stated day. In the event that I am absent for the make-up test or competencies, I will be given the grade of zero for this/these assignments:

 1. Student completely fills out top part of form.

 2. On site clinical instructor must approve make-up day.

 3. Program Director must sign form before make-up day.

Make-up Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(to be filled out by instructor)

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CODE OF ETHICS**

We, as students of the Health Sciences Technology Division, will apply the following code of ethics to our actions toward patients, physicians and dentists, and office and hospital personnel during our training and in our future work. This code will apply to our personal as well as professional attitudes and conduct.

**AS PROFESSIONALS WE WILL:**

• Assume a professional manner in attire and conduct at all times.

• Establish a positive rapport with students, dentists and their office staff.

• Respect patient confidentiality.

• Strive to increased efficiency and quality through organization.

• Be willing to accept responsibility for one’s own work and results.

• Establish rapport and trust with patients through kindness and empathy.

• Follow clinical procedures and guidelines.

• Achieve the highest degree of honesty and integrity.

• Maintain adaptability in action and attitude.

• Establish a sense of fraternity with fellow students/dental team members.

• Avoid inner office and student clicks- always include everyone.

• Keep your personal matters private.

• Show respect and consideration for the patient, regardless of race, religion, age or handicap.

• At all times, remember the patient’s needs and welfare comes first.

• Strive to expand on the knowledge you possess.

**I understand that any student who violates the code of ethics will be disciplined on an individual basis as determined by the Program Director and the Vice President of Instructional Services**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

**ATTENDANCE POLICY AND ACCEPTANCE FORM**

 The program goal is to place competent, reliable employees in the community dental offices and clinics. Because attendance and punctuality are valued traits in any employee, students are expected to attend class regularly and be on time. Students are expected to be present and on time for all classroom, lab and practicum/clinical assignments. Any absence from these settings will affect the student's education and affect their grade. Each tardy and each occurrence of leaving early will count as a half of an absence. Any combination of two of either tardy or leaving early will count as one absence. Attendance is kept for the program as a whole, per semester, **NOT** based on individual classes.

 As the accrediting body of Georgia Northwestern Technical College Dental Assisting Program, the American Dental Association standards require consistent attendance for competencies to be reached and mastered. Therefore:

* The classroom and lab attendance policy specific to the Georgia Northwestern Technical College Dental Assisting Program is as follows: Absences that total days in any given semester will be counseled in writing and 3 days will result in the student being dropped from the class and assigned the appropriate grade of W/ WP/WF/F. Being dropped from the class will result in being dropped from the program.
* The practicum/clinical attendance policy specific to the Georgia Northwestern Technical College Dental Assisting Program is as follows: Absences that total 2 days in any given practicum course will be counseled in writing and all hours must be made-up during the semester that the course is taken. Absences that total 3 days will result in student being dropped from the practicum class and assigned the appropriate grade W/WP/WF/F. Being dropped from the class will result in being dropped from the program *Students are only allowed to make up the 2 days missed that were counseled in writing, and only after filling out the appropriate forms. Any absence exceeding the 2 days will result in the students being withdrawn from the class, therefore being dismissed from the program.*

 Because of the rigid schedule of classroom, lab and clinical sessions, make-up time will be allowed only at the discretion of the program faculty after the appropriate form has been completed. (Doctor’s excuses DO NOT exempt the absence from counting against you for classroom, lab or practicum/clinical)

 **NOTIFICATION REQUIREMENTS:** Each student is required to notify appropriate authorities in case of absence. The authorities listed below correspond with class/lab absence or practicum/clinical absence.

1. Classroom - Notify the GNTC Program Director/Instructor by phone **and** GNTC studentemail using the information given on your syllabus. (TEXT MESSAGES ARE UNACCEPTABLE)
2. Lab- Notify the GNTC lab instructor stated in syllabus by phone **and** GNTC student email using the information given on your lab handout on the first day of lab. (TEXT MESSAGES ARE UNACCEPTABLE)
3. Practicum/Clinical Absence - Notify the GNTC Program Director/Instructor **and** the Practicum/Clinical Site Instructor. Instructor must be notified 30 minutes prior to the assigned time of arrival by phone **and** GNTC student e-mail. Clinical Site Instructor must be notified 30 minutes prior by phone number given on clinical schedule. (TEXT MESSAGES ARE UNACCEPTABLE)

Messages may not be left with school secretaries. You may leave a message on the voice mail of the program director/instructor. TEXT MESSAGES ARE NOT ACCEPTED AND WILL NOT COUNT AS NOTIFICATION. If the student knows or suspects that he/she has a communicable disease, then they should not report to the clinical site and must follow student handbook protocol. A student may reenter clinical education after consultation and clearance from their physician if the number of acceptable days is not exceeded.

Failure to follow contact protocol in the case of an absence from clinical/practicum will result in the loss of a letter grade from the FINAL course grade per each occurrence.

 (example:1 occurrence = loss of 1 letter grade, 2 occurrences = loss of 2 letter grades)

Students must complete 45 hours in DENA 1460, 45 hours in DENA 1470, and 225 hours in DENA 1480. These hours must be completed utilizing the schedule provided by the instructor, during the time listed on the individual schedule provided to each student at the beginning of the course. Failure to do so will result in an automatic F for the course in which specified hours were not met.

Georgia Northwestern Technical College Faculty/Staff visits the clinical/practicum facilities in which students attend on a regular basis. If students are visited at their assigned sites and are not present and did not follow proper contact protocol, students will be immediately dismissed from the course, and therefore be dismissed from the program.

I have read the policies and understand the importance of timely attendance and the protocol that must be followed in the event that I am absent for any reason. By my signature, I verify that I agree to and understand the policies.

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 Students name Date

I further understand that I am to inform the program director of any change in my physical condition, any illness, or exposure to any contagious diseases.

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 Students Signature Date

**GEORGIA NORTHWESTERN TECHNICAL COLLEGE**

**DENTAL ASSISTING PROGRAM**

**HEALTH AND SAFETY POLICIES/PROCEDURES**

 **ACCEPTANCE FORM**

 I realize that the policies and regulations of the Dental Assisting Program, as well as the Georgia Northwestern Technical College policies and regulations, as outlined in the GNTC Student Catalog, and the Dental Assisting Student Handbook, apply to me the entire time I am enrolled in the program.

 I realize that I must meet all requirements in order to remain in good standing in the Dental Assisting Program.

 I understand that in the event that I become injured in any way, pregnant, or dismembered, I must provide documentation from my physician (using the form in the manual) stating that I can physically and mentally perform all requirements specified by the Georgia Northwestern Technical College Dental Assisting Program and meet all competencies and hours required to complete the necessary courses during the required and scheduled times.

 I also realize that upon acceptance to Georgia Northwestern Technical College’s Dental Assisting Program, I automatically become a member of the **HONOR SYSTEM.** Iunderstand that I am expected to display personal and professional integrity both as a classroom student and as a dental assisting student. I pledge to do my own work as required and to do my best to learn and perform safe dental assisting care. I realize that this includes neither giving nor receiving information on test questions and neither copying or allowing others to copy my assignments.

 I have received a copy of the Dental Assisting Student Handbook. A dental assisting instructor has reviewed this manual with me and I have been given the opportunity to ask questions and understand the policies and regulations set forth in the handbook.

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Student’s Name “Printed”

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Student’s Signature Date

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Dental Assisting Instructor’s Signature Date

**Georgia northwestern Technical College**

**DENTAL ASSISTING**

**LAB POLICIES, GUIDELINES AND HOUSEKEEPING MEASURES**

**ACKOWLEDGMENT FORM**

As a student Dental Assistant at Georgia Northwestern Technical College, I have read and fully understand all rules, policies and procedures stated in the laboratory policy, infection control guidelines and housekeeping measures. By signing this form, I indicated that I will abide by any rules and guidelines set forth in these standards. If I fail to adhere to any of the listed rules, regulations and procedures, disciplinary action may result.

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Student’s Signature Date

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Student’s Name “Printed”

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Dental Assisting Instructor’s Signature Date

**DENTAL ASSISTING**

**PREGNANCY POLICY**

**AKNOWLEDGEMENT FORM**

This form states that I have reviewed and fully understand Georgia Northwestern Technical College’s Pregnancy Policy and Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy. It is my responsibility to report any suspected or known pregnancy to the Dental Assisting Program Director; however, the program honors the student’s right of self-disclosure. In the case that I am pregnant, the Dental Assisting Program Director will discuss the effects of irradiation in utero with me. It will be my responsibility to make a decision about my future in the Dental Assisting Program.

In the event that I chose to remain in the program, I understand that pregnancy does not excuse me from completing any/all requirements within. I am still expected to acquire all classroom/clinical hours and complete all competencies and assignments as written and outlined in the course syllabus and student outline and failure to do so for any reason will result in dismissal from the Dental Assisting program.

I understand that I must utilize the Medical Release Form provided in the Program Manual for

documentation.

***In the event that I am pregnant and decide to continue with the educational program at Georgia Northwestern Technical College in the Dental Assisting Program, I waiver and release all liability from Georgia Northwestern Technical College concerning the use of ionizing radiation and its effects on my fetus.***

Student Dental Assistant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GEORGIA NORTHWESTERN TECHNICAL COLLEGE**

**DENTAL ASSISTING PROGRAM**

**CLINICAL / PRACTICUM SITE**

**POLICIES AND PROCEDURES ACCEPTANCE FORM**

 I realize that the policies and regulations of the Dental Assisting Program, as well as the Georgia Northwestern Technical College policies and regulations, as outlined in the GNTC Student Catalog and the Dental Assisting Student Handbook, apply to me the entire time I am enrolled in the program. I realize that I must meet all requirements in order to remain in good standing in the Dental Assisting Program.

 I have received a copy of the Dental Assisting Student Handbook. A dental assisting instructor has reviewed this manual with me and I have been given the opportunity to ask questions in order to understand the policies and guidelines and I will abide by the policies and regulations set forth in the handbook. Failure or refusal to do any of the above will result in my inability to participate in clinical education which in turn will result in inability to graduate from the GNTC Dental Assisting Program. A copy of this signed consent form will be kept in my official student file.

**I fully understand all the above rules and agree to abide by them as stated.**

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Student’s Name “Printed”

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Student’s Signature Date

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Dental Assisting Instructor’s Signature Date