Course Description:

This entry level program will prepare student to perform Dental Assistant duties. It will allow students to work in the dental office under the supervision of a dentist or registered Dental Hygienist. The program provides 130 hrs of classroom/lab instruction and 80 hrs of clinical experience. The course will include Dental Radiation Safety Certification as this is required by the Virginia Board of Dentistry for all Dental Assistants who expose radiographs. The emphasis and concentration throughout this program will be professionalism, teamwork and communication with patients and coworkers.

Course Objectives:

Upon completion of this course the Dental Assistant student will:

1. Upon completion of the course the student will demonstrate:
2. Knowledge of dental terminology and tooth morphology
3. Knowledge of basic restorative procedures and instruments
4. Recognition of basic head and neck anatomy
5. The ability to take alginate impressions and the fabrication of dental models
6. Moisture control techniques while chair side assisting
7. Knowledge of basic Endodontic procedures and instruments
8. Knowledge of crown and bridge procedures and instruments
9. The ability to fabricate bleaching trays for tooth whitening
10. Knowledge of taking/processing dental x-rays
11. Knowledge of basic surgical, periodontal and orthodontic instruments
12. The ability to cement temporary crown and bridge prosthetics
Requirements and Prerequisites

All of our Healthcare programs require a high proficiency of English. Extensive reading and writing can be expected.

Note: This program does not lead to a national or state certification. A dental assistant (DA I) in Virginia may perform basic supportive dental procedures specified by the state dental practice act under the direction of a licensed dentist.

1. Basic Cardiac Life Support Certification

   All students enrolled in any course with a clinical component must have a current Basic Cardiac Life Support for the Healthcare Provider proficiency (adult, child, and infant) with American Heart Association or equivalent course through the American Red Cross PRIOR to clinical placement.

2. A Background Check, Immunizations and drug screening is required by all clinical facilities prior to your participation.

3. To set up your student background check profile:

   Go to: www.CertifiedBackground.com and enter
   package code: NV00da – Background Check, Drug Test & Medical Document Manager
   You will then be directed to set up your CertifiedProfile account

1. After entering your package code NV00da, a screen will appear that details the level of service (background check, drug test, immunizations) that you will order as well as the price $114.75.

2. The fee is $114.75 and payment is the student's responsibility. This fee is not included in tuition and is not covered by third party payers.

3. Continue your order after checking off on the disclaimers and the online system will walk you through the rest of the order process through the student portal.

4. You will be asked to create a free CertifiedProfile account during the submission process. Your CertifiedProfile account is where you will login to view the results of any of the services CertifiedBackground.com performs on you. To view the status of any service you ordered, simply login to your CertifiedProfile account.
5. What documents do I need to upload?

**NOTE:** Take this document to your provider to properly ensure that you obtain the correct immunizations. You must obtain the paper results from your provider to upload to your portal.

**Measles, Mumps & Rubella (MMR)**

There must be documentation of **one** of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

**Varicella (Chicken Pox)**

There must be documentation of **one** of the following:

- 2 vaccinations
- Positive antibody titer (lab report required)
- History of disease

**Hepatitis B**

There must be documentation of **one** of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)

**TB Skin Test**

There must be documentation of **one** of the following:

- 1 step TB Skin test

If the results are positive, a clear Chest X-Ray (with lab report) is required

**- If your medical provider is out of TUBERSOL®, the following are acceptable:**

Substitute APLISOL® for TUBERSOL® for skin testing if APLISOL® is available. Substitute IGRA blood tests for TSTs.
**Tetanus, Diphtheria & Pertussis (Tdap)**

There must be documentation of a Tdap booster **within the past 10 years**.

**CPR Certification Card**

Must be the American Heart Association Healthcare Provider course OR Red Cross CPR. Copy must be front and back of the card, it has to be signed. **Card must be current**.

6. How do you do the drug test?

**Drug Test (LabCorp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

7. How do you upload documents to your portal?

**iPhone App**

The iPhone app allows you to take pictures of your documents and upload them your account. You may also scan forms to pdf and email them or you may fax them to CertifiedProfile. Please utilize the web site to obtain the contact info.

If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday -Thursday 8am -8pm, Friday 8am -6pm & Sunday 10am -6:30pm EST. The school and the teacher cannot assist you.
**Pregnant Student Policy**

**Environmental Risks:** Students will be exposed to various occupational risks, including exposure to chemicals, ionizing radiation, blood and airborne pathogens, and other potentially infectious materials. These risks have been proven to cause miscarriages and/or congenital abnormalities. Furthermore, there is a risk for needle-stick or instrument-related injuries.

Due to the risks involved with pregnancy, students are advised to notify the instructor and Workforce Development program manager of their condition. Documentation must be obtained from their physician indicating if there are any restrictions that would compromise their ability to continue to participate in instructional, laboratory, and clinical activities.

Pregnant students must be out of the range of scatter radiation before exposing radiographs. If there are concerns about these potential risks and their effects on existing medical condition(s), they are to discuss this with their physician, as well as with the instructor or program manager. Since students may be exposed to radiation, nitrous oxide and other occupational risks during laboratory and clinical practice activities, it may be recommended for the student to withdraw from the program.
Immunization Waiver Policy
Students who are requesting to be waived for a certain immunization will submit an affidavit to NVCC Healthcare Programs Director stating that the administration of immunizing agents’ conflicts with the student's religious tenets or practices, conflicts with current immunity levels or disease and/or conflicts with pregnancy or any other medical condition. Please contact (703) 450-2551 and request a COMMONWEALTH OF VIRGINIA CERTIFICATE OF RELIGIOUS EXEMPTION FORM OR COMMONWEALTH OF VIRGINIA CERTIFICATE OF MEDICAL EXCEPTION FORM. These forms must be signed in front of a Notary Public.

**Disclaimer, our clinical affiliation agreements state that clinical sites, healthcare providers and pharmacy retailers have the authority to turn away and not accept any student that does not obtain the mandatory immunizations. During flu season our clinical sites have the right to have you obtain an Influenza Vaccine. Not complying with these rules put you at risk for an incompletion of the course and not being placed in an externship or clinical site. There will be no refunds given for the course. NVCC Workforce Development Office is working in accordance with its contractual obligations; the college, faculty and staffs have no input into these guidelines.**
Clinical Experience-Campus Specific
Clinical will consist of 80 hours at a dental office. Clinical hours may be adjusted at the discretion of the instructor to meet all the clinical objectives.

Textbooks and Supplies
The required book, workbook and supplies may be purchased at the Campus Bookstore. The book and workbook must be purchased prior to the first class. This fee is not included in the cost of tuition and it is not covered by third party payers, it is the student's responsibility.

Modern Dental Assisting - Text, Workbook, 11e, and Boyd: Dental Instruments, 5e Package with CD and Workbook
CODE OF CONDUCT

DENTAL ASSISTING LAB & LECTURE

- Class will start promptly at 6pm on Mondays & 9 am on Saturdays, as to NOT disrupt class if you arrive AFTER the start times you may NOT enter the classroom until the next break.
- Cell phones MUST remain on vibrate throughout the lecture/lab
- Breaks will be provided to limit interruption, so you may bring snacks/drinks
- If you have questions throughout the lecture, please simply raise your hand
  - The “Honor Code” below will be upheld at its highest standard
  - Respect to your fellow classmates is a must

Academic Dishonesty

When College officials award credit, degrees and certificates, they must assume the absolute integrity of the work done by you. It is important that you maintain the highest standard of honor in your scholastic work.

Academic dishonesty cannot be condoned. When such misconduct is established as having occurred, it subjects you to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to you in disciplinary matters.

Academic Dishonesty, as a general rule, involves one of the following acts:
1. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
2. Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such a substitution for one’s self.
4. Plagiarism. This is the act of appropriating passages from the work of another individual, either work for work or in substance, and representing them as one’s own work. This includes any submission of written work other than one’s own.
5. Collusion with another person in the preparation of editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. Knowingly furnishing false information to the College, forgery and alteration or use of College documents or instruments of identification with the intent to defraud.
**Attendance Policy**
Students must attend 90% of all scheduled class hours in addition to completing the externship and prerequisites along with any other requirements set by the instructor in order to satisfactorily complete the course.

*If the student is in danger of failing the course because of absences, the instructor will have the student sign an attendance contract. A copy of the contract will be kept in the student’s folder and the student will receive a copy. Tardiness (more than 10 minutes) or leaving the classroom or clinical facility early will count as an absence.*

*In the event of an unforeseen emergency, additional assignments/clinical time may be assigned/arranged at the discretion of the instructor, or re-entrance into the program may be advised depending on the situation.*

**Transportation**
Each person is individually responsible for his or her own transportation to the classroom and clinical facilities.

**Grievance Policy**
Direct all problems, concerns or questions to the course instructor. If you are uncomfortable approaching the instructor, fill out a grievance form and submit it to the Program Coordinator in Workforce Development. All grievances will be reviewed and carefully considered by the Workforce Development Office.

**Inclement Weather:** go to the NVCC website and sign up for text alerts! Do not call the instructor or the school.

**Safety**
You should feel safe and comfortable anywhere our programs are offered at NVCC. If an unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process, you should notify your instructor, Campus Police, the Director of Continuing Education, or the Dean of Student Services.

**Grading**
*Lab Skills*—Each student will receive a pass or fail grade of skills demonstrated in the dental lab. If a student receives a failing grade on any test EXCEPT the final exams he/she may schedule extra review time with the instructor to achieve a passing grade. A failing grade will result in dismissal from the program.
Unit Tests/Final Exam- There will be a total of 4 unit tests and 2 final exams. One for the lecture portion and one for the lab portion of the program. An overall grade of 80% must be obtained to pass the course. The instructor may give additional tests or final exams at his or her discretion.

Criteria for Dismissal
The following criteria may be used for the dismissal of any dental assistant student:

1. Unsatisfactory Clinical Performance – Negligence in carrying out dental skills due to improper technique and judgment as well as failing to use resources to ensure accuracy.

2. Grades- Achieves an overall grade of less than 80% on the 4 unit tests and final exams.

3. Breach of Confidentiality- Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting.

4. Excess Absences- Missing more than 2 classroom lectures or any clinical.

5. Unprepared for Clinical- Failure to provide the instructor with TB or x-ray results prior to clinical. Failure to report to clinical in the appropriate uniform.

6. Dishonesty- Evidence of cheating or evasion of truth in classroom and clinical activities.

7. Inappropriate Behavior- Repeated episodes of behavioral responses that do not correspond to acceptable or usual patterns of behavior.

8. Substance Use- Evidence of possession or use of drugs that are not medically prescribed. Also, the possession or use of alcohol during classroom or clinical times is prohibited.

9. Unacceptable Criminal Background Check- See policy for Criminal Backgrounds.
Procedure for the Dismissal of Students
- If a student observes another student demonstrating any of the above criteria for dismissal, he or she should notify the instructor.

- It is the responsibility of the instructor/college to investigate the accusation and determine merit and/or disciplinary action.

- Objective evidence of any of the criteria for dismissal will be recorded in writing.

- The documented evidence will be brought to the attention of the student as soon as possible.

- The instructor and Workforce Development Division will employ their professional judgment to determine the seriousness of the incident. Incidents that do not relate to the safety of a patient, self or others may be handled with a written warning. *Incidents that affect the safety of patients or others are grounds for immediate dismissal.*

- All incidents will be brought to the attention of the Program Coordinator in the Workforce and Development Division.
PLEASE SIGN & BRING TO INSTRUCTOR ON THE FIRST DAY OF CLASS

Medical Record Release Authorization:

I, _____________________________ do hereby authorize NVCC

Name (printed)

and its clinical partners to release my criminal background check, Immunizations and drug screen results to a clinical site that I will be placed at for training, only upon the request of facility.

Signature_________________________
Date_____________________________
PLEASE TURN IN TO INSTRUCTOR ON THE FIRST DAY OF CLASS

Dental Assistant Student Handbook Sign-off

Print Name ___________________________________ Student ID Number ________________

________ I have read and I understand the Dental Assistant Student Handbook. By signing this form, I agree to uphold the policies of the program. I understand that I may be dismissed from the program if I am in violation of any of the policies.

________ I have read and I understand the Requirements and Prerequisites.

________ I have read and I understand the Requirements and Prerequisites are to be completed prior to clinical, if I don’t I will be dropped from the program.

________ I have read the Virginia Law # 18.2 – 48 regarding criminal history and background checks for clinical and for employment in certain healthcare facilities. I understand what barrier crimes are.

________ I understand that my personal health records, criminal background checks and drug screen results are not part of my student records and they are kept in a private student portal.

________ I understand that my records will be made available and disclosed to clinical sites upon request.

Signature: ____________________________________

Date: _________________________________________