

Century College Dental Assisting  
Student Handbook  
2022-2023

## ACCREDITATION

Century College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Secondary Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; phone 800-621-7400 or 651-779-3300.

## ACADEMIC INTEGRITY

The primary academic mission of Century College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty—cheating, plagiarism, and collusion—are serious offenses which undermine the education process and the learning experience for the entire college community.

It is expected that Century College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the college's Policy on Academic Honesty. It is expected that students will assume responsibility for their work and that materials submitted in fulfillment of course, program, and college academic requirements represent students' own efforts.

A faculty member who has evidence that students are guilty of cheating or plagiarism will initiate the appropriate disciplinary action. The faculty member may assess a penalty such as a warning, reduction of a passing grade for the course, or a grade of F for the course. Refer to individual course syllabi for specific policies.

The Student Conduct and Academic Honesty Policy is available in the Counseling Center, West Campus, on the Century College website or from the Associate Dean of Student Life, room 2252, West Campus 651-773-1780.

## ADMINISTRATIVE PERSONNEL AND PHONE NUMBERS

### ***President***

Angelia Millender 651-779-3342

### ***Vice President of Academic Affairs***

Pakou Yang 651-779-3288

### ***Academic Dean***

Eric Riedel 651-779-3310

## CAMPUS POLICIES

The *Compliance and Campus Security Report* is a campus publication which contains Century College policies on Harassment and Discrimination, Crime Awareness and Campus Security, Drug and Alcohol use, Employee Conduct, Student Conduct, Academic Honesty, Student Grievance / Complaint Process, and Student Data Privacy and is supplied to students and employees in compliance with state and federal laws.

Century has established policies and procedures to handle policy violations in a timely manner. Students are to call the following phone numbers if they see or experience any of the following: harassment or discrimination, contact an investigator at 651-773-1780; criminal acts, drug or alcohol violations, call Public Safety at 651-747-4000; student conduct that interferes with the operations of the College in carrying out its responsibility to provide an education, or academic honesty violations, call the Associate Dean of Student

Life at 651-773-1780. Century College encourages all students to be fully aware of safety issues on campus and to report illegal and inappropriate activities.

The College's *Compliance and Campus Security Report* is available to students in the Information/Counseling Center - room 2410 West Campus, in brochure displays at the main entrances of the east and west campus buildings, at new-student registration, online at <http://www.century.mnscu.edu/studentlife/handbook/cprighttoknow.html>, and by calling 651-779-3929. It is also available in alternate format upon request from the Access Center: 651-779-3353 (voice) or 651-773-1715 (TTY).

### **COLLEGE CALENDAR**

A College Academic Calendar is published annually. Information in the calendar is subject to change without notice. Current and updated changes are posted on the Century College website at <http://www.century.edu/currentstudents/collegecalendar.aspx#a3>.

### **COLLEGE MISSION**

Century College inspires, prepares, and empowers students to succeed in a changing world.

This means the College:

1. Inspires students to learn and to develop as whole people - intellectually, physically, and emotionally.
2. Inspires students to continue learning throughout life.
3. Prepares and empowers students to be successful by helping them develop the knowledge, skills, and abilities needed to enter or progress within the workforce or to transfer to a four-year institution, and to adapt and thrive in an increasingly diverse and ever-changing world.

### **VISION STATEMENT**

To be a national leader in transforming lives through an innovative, rigorous, and compassionate approach to education.

### **VALUES**

The Century College community values:

- inspiring learning
- broadening perspectives
- pursuing excellence
- responding to community needs
- achieving goals
- transforming lives
- celebrating achievement

### **DATA PRIVACY**

Century College, in compliance with the Federal Education Rights and Privacy Act (FERPA), affords students certain rights with respect to their educational records. Student records are official records of Century College and will be used for educational purposes according to Minnesota and federal student data laws. Private and confidential student information collected by the College is properly secured.

### **Public Student Data**

Public student data is accessible to any member of the public for any reason and includes the following items:

- Name
- Birth date
- Dates of attendance
- Degrees, certificates and awards received
- Major field of study
- Most recent previous school attended
- Status – full-time/part-time

### **Private Student Data**

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject. Private student data includes the following items:

- Address/email address
- Background information, including behavior / performance traits
- College and high school records
- Disciplinary record
- Evaluations
- Financial aid records
- Medical information
- Recommendations
- Social security number
- Telephone number
- Test scores

### **Confidential Student Data**

Confidential student information is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access. Confidential student data includes the following items:

- Financial records and financial statements of a student's parents (accessible to parents)
- Investigative information collected for purposes of active or pending legal action, prior to such action.
- Investigative information collected for purposes of anticipated suspension or expulsion of a student for disciplinary reasons, prior to the formal action.

Psychological reports.

Information relating to disclosure of private student data as well as students' rights regarding collection of personal information can be found at

[https://www.century.edu/sites/default/files/About\\_Policy\\_2.11.0.1\\_StudentDataPractices.pdf](https://www.century.edu/sites/default/files/About_Policy_2.11.0.1_StudentDataPractices.pdf).

### **DISABILITY ACCOMMODATIONS**

The Access Center is a Student Services office which provides accommodation, advocacy, support and referral information for students with various types of physical, psychological, or learning disabilities. Based on the individual needs of the students, services may include, but are not limited to, early registration, note-taking, test-taking accommodations, and the provision of sign language interpreters. Services are also available for

students with temporary and/or suspected disabilities. **Documentation of any disability must be provided to the course instructor within the first semester of service.**

The Access Center ensures the rights of disabled students and assists Century College in meeting its obligations under the Rehabilitation Act of 1973 (P.L.93-112, Section 504) and the Americans with Disabilities Act. The Center's commitment is to remove educational, programmatic and attitudinal barriers, allowing students with disabilities equal access and opportunity to participate fully in all education programs and activities. This is made possible by the provision and arrangement of reasonable accommodations on a campus-wide level. Services provided are based on individual need. The Center is located in W2440, 651-779-3354 or 651-773-1715 TTY, FAX 651-779-5831.

Students are responsible to contact the course instructor to discuss the disability and needed service(s).

### **DRUGS and ALCOHOL FREE CAMPUS POLICY**

The standards of conduct at Century College clearly prohibit the possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on or off-campus. The Compliance and Campus Security Report lists health risks associated with abuse of alcohol and drugs and contains specific information on the state and federal laws regarding drugs and alcohol on a college campus. The campus publication is available in the College's Information/Counseling Center - room 2410 West Campus, in brochure displays at the main entrances of the east and west campus buildings, at new-student registration, online at <http://www.century.mnscu.edu/studentlife/handbook/cprighttoknow.html>, and by calling 651-779-3929. It is also available in alternate format upon request from the Access Center: 651-779-3353 (voice) or 651-773-1715 (TTY).

Appropriate referrals to counseling and health agencies will be made to individuals as needed. The College will impose sanctions on students and employees who violate this policy. Disciplinary action may include; but is not limited to, the following:

- Completion of an education program
- Completion of community service hours
- Referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges
- Referral to the Counseling Center or other appropriate department
- Suspension or separation from the College
- Expulsion from the College

### **EARLY WARNING**

At the request of an instructor, an early warning notice may be sent by the Records Office to students who are at risk for unsuccessful completion of a course. Students who have not been attending class, completing assignments, or meeting course requirements are regarded as 'at risk students.' Upon receipt of a letter, students need to immediately contact the instructor to discuss the feasibility of successfully completing the course. It is the student's responsibility to follow through with the instructor to determine any necessary action. A change in grade can be made only by the instructor.

### **E-MAIL**

Each registered student has a Century College-assigned email account that serves as an official means of communication with all students. Students are responsible for all information sent to them via their

Century College-assigned email account. If a student chooses to forward their College-assigned email account, he or she is responsible for all information, including attachments, sent to any other email account. New and current students may request assistance in activating their portal email accounts in any of the college computer labs.

### **EQUAL OPPORTUNITY PROGRAM:**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary, to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Student Complaints should be directed to:

Jackie Reichter

W1487

651-773-1780/ jackie.reichter@century.edu

If you require an accommodation for a disability, please contact:

Andrea Clepper

W2443

651-779-3477 / andrea.clepper@century.edu

### **GPS LifePlan (Goals+Plans=Success)**

The GPS LifePlan is a resource tool designed to help students get answers to their questions, develop goals, make plans, and be successful academically, personally, and in their career objectives. In order to meet students' needs, the GPS LifePlan is organized into 5 sub-plans to include the Education Plan, Finance Plan, Career Plan, Personal Plan, and Leadership Plan. Students can explore the GPS LifePlan through a variety of delivery methods such as workshops, campus resources, or on the College's web page. Students can work at their own pace and get answers to questions they need help with most. The GPS LifePlan website can be accessed at [http://century.custhelp.com/app/answers/detail/a\\_id/264/~gps-lifeplan](http://century.custhelp.com/app/answers/detail/a_id/264/~gps-lifeplan) .

## **HARASSMENT and DISCRIMINATION**

Century College will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all its forms, harassment, discrimination, and sexual assault, violate fundamental rights and the law, and are causes for disciplinary action to include dismissal or expulsion. In order to be most effectively investigated, complaints regarding harassment, discrimination or sexual violence should be reported to Student Services as soon as possible after the incident(s). The Minnesota State Colleges and Universities (Minnstate) System has established policies and procedures to handle such incidents in a timely manner. The Dean of Student Services is located at **Room W1487, West Campus, 3300 Century Avenue North, White Bear Lake, MN 55110, 651-773-1780.**

Any deliberate or unintentional violation of this policy will be cause for appropriate disciplinary action. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at or visiting the educational or working environment. Said policy also applies to student and faculty relationships with patients and/or hospital staff during clinical assignments. The complete MinnState policy is available on-line at

[https://www.minnstate.edu/board/policy/1b01.html?\\_ga=2.120300555.2061085124.1572268388-621885670.1568143062](https://www.minnstate.edu/board/policy/1b01.html?_ga=2.120300555.2061085124.1572268388-621885670.1568143062). The College's policy on student conduct and behavior can be found on Century College's website at <https://www.century.edu/campus-life/student-conduct-behavior>.

The College's *Compliance and Campus Security Report* contains definitions and examples of harassment and discrimination, the Crime Victim's Bill of Rights, Victim's assistance services, and instructions on how to file a complaint. The campus publication is available in the College's Information/Counseling Center - room 2410 West Campus, in brochure displays at the main entrances of the east and west campus buildings, at new-student registration, online at <https://www.century.edu/sites/default/files/publicsafety-annualecurityreport.pdf>, and by calling 651-779-3929. It is also available in alternate format upon request from the Access Center: 651-779-3353 (voice) or 651-773-1715 (TTY).

## **HEALTH SERVICE**

The College Health Service is located in Room 2232, East Campus. A registered nurse is available for first aid, referrals to medical services, screening tests for blood pressure, weight, and Mantoux tests for students whose programs require them. A physician is available weekly. Watch for information on days and times of availability. Free literature and assorted over-the-counter medications are available upon request. For more information, call 651-779-3954.

## **ONLINE SERVICES**

Students can access online services offered by the College at [www.century.edu](http://www.century.edu) with a valid student ID and PIN assigned to students when admitted to the College. Students are able to:

- Search for open class sections
- Register for classes
- Print class schedules
- Add, drop, or withdraw from classes
- Check holds on student records
- View or change address
- View grades
- View student account and charges

- Pay tuition and fees
- Print unofficial transcript or academic record
- Conduct a Degree Audit Report (DARS)

The College website includes notices and information that is also available in the course schedule, College catalog, and College student handbook. <https://www.century.edu/students>

### **STUDENT SERVICES**

The goal of Century College is for each student who attends Century to have a successful and positive college experience. All faculty and staff at Century College are dedicated to help students reach their full potential. The 2019-2020 College course catalog has a complete listing and description of resources and services available to students. Click this link to be directed to the current catalog.

<https://www.century.edu/academics/course-catalogs>

### **SUPPORT SERVICES**

#### **ACADEMIC SUPPORT SERVICES AVAILABLE TO STUDENTS**

Century College is deeply committed to academic success. When you encounter challenges or encounter special needs, we are anxious to work with you to address them. The information below represents some of our key academic support areas, but you are always encouraged to talk to your instructor and/or to a counselor about any problems you face.

#### **NON-NATIVE ENGLISH SPEAKERS:**

The ESOL (English for Speakers of Other Languages) Advisor is located inside the Counseling and Advising Center on West Campus. The ESOL Advisor helps English for Speakers of Other Languages students interpret placement scores; help plan coursework to ensure success; coordinate with other college offices such as financial aid, business office, registration; and offer support to these students as they move through Century College.

The ESOL Lab serves all students working to learn the English language. Professional and peer tutoring are available by appointment. Walk-ins will be accommodated as much as possible. In addition, study groups and volunteers work with students in the lab. Welcome to a lab rich in diversity and welcoming to all.

LOCATION: ESOL Advisor, W2410

ESOL Lab, E1552

PHONE: ESOL Advisor, 651-747-4087;

ESOL Lab, 651-747-4039

<https://www.century.edu/support-services/academic-resource-centers>



### **WRITING CENTER**

Located in room W3280, the Century College Writing Center is an encouraging learning environment where writers from all disciplines come together for mutual support and assistance with invention, drafting, revision, and editing. The Writing Center is staffed by English faculty members, the Writing Center Coordinator and Assistant Coordinator, and student tutors. While the Writing Center staff will not proofread students' papers, they will answer specific questions about grammar, punctuation, and mechanics, and staff will help students identify patterns of errors in their writing. The Writing Center staff can also provide assistance at any point during the writing process by helping students in areas such as development, focus, and organization. Computers, reference materials, and grammar exercises are just a few of the resources available in the Writing Center. All Century College students are welcome. A Century College student ID is required to use the Writing Center. Hours change by semester and are available at the college website.

LOCATIONS: W3280

PHONE: 651.779.3400

<https://www.century.edu/support-services/academic-resource-centers>

### **ONLINE WRITING CENTER**

The Online Writing Center at Century College provides students with access to valuable links addressing all aspects of academic writing including research paper writing.

All students and faculty at Century College may Self-Register for the Online Writing Center through the following process:

1. Go to <https://century.mywconline.com/>.
2. Create an account if you do not already have one, or sign in to your account.

### **LANGUAGE LABORATORY**

The Language Laboratory provides opportunities for language students to converse with proficient speakers of Spanish and Chinese. Students can also receive assistance with their classroom assignments and laboratory work. For more information, contact the Language Laboratory.

LOCATION: W1190

PHONE: 651-779-3978

<https://www.century.edu/support-services/academic-resource-centers>

### **PEER TUTORING**

The Peer Tutoring Program provides tutoring services to Century College students with a student ID. Student tutors, who have been recommended by a faculty member, are available to help in many subject areas. Course listings and tutor schedules are available in both the West Academic Support Center (W2461) and the East Academic Support Center (E2542).

LOCATION: W2461 and E2542

PHONE: West Campus 651-779-3258

East Campus 651-747-4088

<https://www.century.edu/support-services/academic-resource-centers>

### **MATHEMATICS RESOURCE CENTER**

The Mathematics Resource Center is available for all student enrolled in mathematics courses at Century College. The Center is staffed by a professional assistant and several student tutors. Students are welcome to come for assistance with their course, for a quiet place to study mathematics, and to use the additional resources that are available. The Mathematics Department encourages students to use this resource as an extension of the classroom.

LOCATION: W3315

PHONE: 651-779-3375

WEB: <https://www.century.edu/support-services/academic-resource-centers>

### **READING AND STUDENT SUCCESS CENTER**

The Reading and Student Success Center is open to all students seeking assistance in reading and study skills. The center is also a classroom resource for students in Reading and Student Success classes. Students may visit the center to use computers for research and coursework, get ideas on engaging books to read and check out library books. A center coordinator, peer tutor and faculty are available to assist students. Appointments are not required but are recommended.

LOCATION: W3250

PHONE: 651-779-3351

WEB: <https://www.century.edu/support-services/academic-resource-centers>

### **TUITION**

Tuition rates for state colleges are established by the Board of Trustees for Minnesota State Colleges and Universities (MinnState) and are subject to change each academic year. Current tuition and fee rates are posted on the Century College website at [www.century.edu](http://www.century.edu). All registered students are financially committed for tuition and fees. Students are required to pay tuition and fees unless they drop classes by the deadline listed on the refund policy. Students can check the College's current course schedule for payment information and dates. Students can also view their fee statement online at [www.century.edu](http://www.century.edu) by clicking on Online Services. Students are encouraged to contact the Business Office at 651-779-3278 to discuss payment options. See handout on estimated program costs.

### **VETERAN SERVICES**

Century College is approved by the Veterans Administration for the education of veterans and is responsible for certifying, training, and transmitting necessary credentials and information to the Veterans Administration. Students can contact the Records Office at 651-779-3296 for more information or see <http://www.century.edu/currentstudents/veteranservices/default.aspx>

## Dental Assisting Program Mission, Vision and Values Statements

### DENTAL ASSISTING PROGRAM MISSION

The Century College Dental Assisting program prepares students for the delivery of quality dental care in a changing world.

### PROGRAM VISION STATEMENT

- Achieving the goals of educational completion of the dental assisting program, National Certification and Minnesota licensure, and employment in the dental field
- Broadening multi-cultural, socioeconomic and educational perspectives
- Pursuing excellence in dental assisting education
- Responding to community and access issues in the dental profession
- Inspiring lifelong learning and interest in Dental Assisting professional organizations
- Reforming lives to improve the quality of life for each student

### PROGRAM VALUES

The Century College Dental Assisting program values:

- Inspiring students to become caring, ethical, and professional dental healthcare providers.
- Empowering students to participate in their chosen profession.
- Achievement of success.
- Preparing students for work, life, and citizenship.

### PROGRAM GOALS

1. Graduates will obtain adequate dental assisting knowledge to pass the standardized State of Minnesota Jurisprudence, Licensure and Dental Assisting National Board exams, and to apply this knowledge in practice.
2. Graduates will demonstrate clinical competency in the full scope of dental assisting expanded functions while maintaining safety and remaining in compliance with evidence-based standards and laws governing the practice of dental assisting.
3. The Century College Dental Assisting program will facilitate the development of its graduates in the ethical values of reflection, self-evaluation, critical thinking, fairness, justice, personal responsibility, and service to society.
4. Graduates of the Century College Dental Assisting program will be prepared to meet the needs of their patients and employers.
5. The Century College Dental Assisting program will maintain its accreditation status with the American Dental Association – Commission on Dental Accreditation.

## PROGRAM ACCREDITATION

The Century College Dental Assisting Program is accredited with the American Dental Association – Commission on Dental Accreditation (ADA-CODA).

The ADA-CODA Dental Assisting Program Education evaluation process includes assessment of the following standards:

- I *Institutional Effectiveness* (Planning and Assessment, Financial Support, Institutional Accreditation, Community Resources)
- II *Educational Program* (Admissions, Instruction, Curriculum, Competencies, Curriculum Management Plan)
- III *Administration, faculty and staff* (Program administrator, Faculty, Staff)
- IV *Educational Support Services* (Facilities, Clinical Facilities, Radiography Facilities, Laboratory Facilities, Extended Campus Facilities, Classroom Space, Office Space, Learning Resources, Student Services)
- V *Health and Safety Provisions* (Infectious Disease / Radiation Management)
- VI *Patient Care services* (Patient Bill of Rights, HIPAA, OSHA, and Legal Aspects)

### **NOTIFICATION of STUDENTS' RIGHT TO FILE A COMPLAINT:**

If a student believes the dental assisting program is in violation of the Standards of Dental Assisting Education and wants to file a complaint with the American Dental Association – Commission on Dental Accreditation (ADA-CODA) they may do so by writing to the Commission.

The complete Dental Assisting Education Standard Document can be found at:

<http://www.ada.org/prof/ed/accred/standards/dh.pdf>

The address of the Commission is:

**American Dental Association  
Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, Illinois 60611  
Phone - 312/440-4653**

## **Academic Standards and Program Policies for the Dental Assisting Program**

### **ATTENDANCE**

Attending class is critical to success in the program. Professional programs such as dental assisting are very concentrated learning experiences. Classroom, lab, and clinical sessions enhance and build upon each other. Material missed in these experiences cannot be repeated, taped, or understood merely by borrowing another student's notes. Instructors are not required to repeat entire demonstrations. Labs and clinics cannot always be made up.

Attendance for each lecture/lab/clinic session is expected for class discussion and participation, group interaction and hands-on-training. Each absence or tardy from lab and/or lecture will result in a 10 points deduction from your final grade. This policy is strictly adhered to.

If a student is unable to attend a class, they are responsible for obtaining missed lecture notes, assignments and/or other relevant information. It is the student's responsibility to contact the specific course instructor in the event they will be missing class and/or to make special arrangements. Refer to the relevant course syllabus for specific instructions.

All absences are considered equal with no consideration given for the reason for absence. Instructors may acknowledge a student's need to be late or leave early, but this is not the same as granting permission.

Instructors in the program are sensitive to legitimate reasons for missing classes and clinics; however, the amount of material missed by the student due to absences for any reason must be assessed, along with grades achieved in the course thus far, to determine if the student will be capable of making satisfactory progress to remain in the course. At the program instructor's discretion, a remediation plan may be developed for the student (including additional readings, written assignments, competency assessments, or any other learning activities that may be deemed necessary). The student may be asked to sign an individualized remediation contract. If the contract is not fulfilled, or if future absences occur, the student will be given a grade of "F" for the course. Any grade of "D" or lower will result in the student being dropped from the program.

### **EXTENDED ABSENCE POLICY**

Any student who must be absent for an extended period as a result of illness, family emergency, injury or pregnancy must contact the program director as soon as possible.

Students who are absent for an extended period totaling more than 8 class days or the equivalent of two academic weeks in a single semester will be required to withdraw from the program. Students who withdraw will be given the opportunity, given good academic standard and physical ability, to enroll in the next class to complete the program.

CDC and the DENA Program Work Restriction Policies are stated for the following conditions:

If the student/clinician has any of the following conditions they must be excluded from patient contact:

- Conjunctivitis
- Diarrheal disease (acute stage)
- Enteroviral infection
- Hepatitis A
- Hepatitis B (acute phase / exposure prone procedures)

- Herpetic Whitlow (hands or wrists)
- Measles
- Mumps
- Pediculosis
- Pertussis
- Rubella
- Staphylococcus Aureus (active / draining skin lesions)
- Streptococcus infection, group A
- Tuberculosis (Active disease)
- Varicella herpes (chicken pox)
- Zoster Herpes (shingles – generalized)
- Viral respiratory infection (acute febrile) (e.g., Influenza, Bronchitis, Pneumonia)

[www.cdc.gov](http://www.cdc.gov)

### **PROMPTNESS**

Promptness is also mandatory. It is disruptive for a student to walk into a lab or lecture late. Attendance points will be deducted if a student arrives late.

### **ACADEMIC PERFORMANCE**

Students are expected to maintain at least a “C” or better in all dental assisting courses and an overall average of 2.0 or better to graduate. A grade of less than a “C” in any dental assisting course could result in dismissal from the program. If you are having difficulty achieving an acceptable grade in a lecture, lab, or clinical course, make an appointment to see the instructor of that course. Do not wait until late in the term. Instructors are available for conferences with all students throughout the term. It is up to the student to request remedial assistance. There are tutors available through student services as well as less formal dental assisting study groups.

### **PROMOTION**

Students who successfully complete DENA courses in each semester of the program with a grade of “C” or better will be permitted to register for the next semester. This process can be viewed as “promotion.”

### **INCOMPLETES:**

If a student wishes to request an incomplete for a course, they must consult with the instructor of the course. The granting of an extension of time is made by the individual instructor and is not guaranteed. Clinical courses are exempt from the request process. To request an incomplete, the student must present to the instructor a written plan for course completion. The plan must include a list of missing assignments or requirements, deadlines for completion and signatures of the instructor and student. The program director must be given a copy of the written plan and notified when all terms of the written plan have been satisfied. The instructor will then submit the Change of Grade form to the College Registration/Records office.

### **CELL PHONES AND OTHER MOBILE DEVICES**

While in the classroom, if a student feels the need to keep their phone accessible because of a personal outside situation that they may need to attend to, please notify the course instructor before the start of class. Refer to each instructor’s syllabus regarding details of their cell phone policy in class. Cell phone use is prohibited during clinic sessions and off-campus rotations.

## **CLINICAL REQUIREMENTS AND COMPETENCY DEVELOPMENT**

Clinical requirements for dental assisting students involve attendance in the clinic. All procedure evaluations and requirements must be passed in order to pass the course. If a student has not completed all expanded function requirements at the end of their third semester, they will be unable to move forward to clinical internships. The curriculum and evaluations are not flexible.

### **COMPETENCIES**

The Century College Dental Assisting program recognizes that dental assisting is a multi-faceted profession and therefore, the preparation of a student for the workplace must include all the aspects of professionalism. The program goal areas for competency that align with Century College's Core Competencies include Communication, Critical Thinking, Global, Cultural and Intellectual Diversity, Ethical and Civic Responsibility and Life Planning and Goal Setting. These 5 areas are the framework for curriculum development, program development and delivery. They include clinical competencies, which are a major element in the discipline of dental assisting, but also competencies for the management of self, working with colleagues, and patient motivation and care. These competencies communicate to the college, community and student the standards that must be met in order to successfully progress through and graduate from the program.

### **Dental Assisting Curriculum**

#### **1<sup>st</sup> Semester**

- DENA 1000, Introduction to Dental Assisting, lecture and lab
- DENA 1011, Pre-Clinic I, lecture and lab
- DENA 1012, Pre-Clinic II, lecture

#### **2<sup>nd</sup> Semester**

- DENA 1020, Dental Materials, lecture, lab
- DENA 1031, Dental Radiology I, lecture and lab
- DENA 1041, Chairside Assisting I, lecture and lab
- DENA 1042, Chairside Assisting II, lecture and lab
- DENA 1050, Dental Specialties, lecture and lab

#### **3<sup>rd</sup> Semester**

- DENA 1061, Advanced Functions I, lecture and lab
- DENA 1062, Advanced Functions II, lecture and lab
- DENA 1063, Nitrous Oxide Inhalation Sedation, lecture and lab
- DENA 1780, Introduction to Dental Assisting Internships, lecture and lab

### **Internships**

- DENA 1781, Dental Assisting Internship, Specialty Practice
- DENA 1782, Dental Assisting Internship, General practice

All courses are presented by CODA qualified dental assisting instructors. Discussions, demonstrations, technological aids and supervised practice in simulated situations, before actual clinical experience, are

methods of instruction used within the courses. Our Dental Assistant Program consists of 48 credits for a diploma. (41 technical and 7 general education.)

### **GRADING**

The student's grade for all Dental Assisting program courses is determined using the following grading scale:

- A 100-93%**
- B 92-85%**
- C 84-77%**
- D 76-69%**

The student must earn a grade of **C or higher** in all Dental Assisting Program courses to be eligible for progression in the program. If the student fails to complete the requirements of any Dental Assisting course, they will receive a failing grade for the course. Failure to achieve a grade of C or higher will require the student to withdraw from the program as they will be ineligible to continue in the Dental Assisting Program. The student has the option to appeal the grade and the right to due process as outlined in the Program's Appeal Policy.

### **D2L: Desire 2 Learn**

Every Dental Assisting faculty has the right to utilize D2L for delivering course content. Students are responsible for checking D2L regularly for announcements and other information deemed necessary by instructor.

### **Service Learning**

Attendance and delivery of services in a service learning capacity at off-site clinical locations are a program requirement. Patients are scheduled for students at these sites; therefore, if a student is ill or cannot be there, the student is expected to make arrangements with a classmate who is not scheduled for that session to attend in place of the student. The student must call the supervising faculty member to inform them of arrangements as early as possible. Do not leave a message on a voice mail unless it is necessary to call late at night. If no replacement can be found, or if the student requesting the switch fails to attend the alternate clinic session, the absence will be recorded and result in a lower grade in the clinical course.

### **PHYSICAL ABILITY**

Dental Assisting students must be capable of performing the essential functions of a dental assistant. This means they must have:

- 1) good or correctable vision
- 2) full use of arms and hands (strength and control of arm and hand muscle groups, no tremors)
- 3) the ability to grip small objects with fingers
- 4) good manual dexterity
- 5) good range of motion in bending the back from the waist
- 6) full range-of-motion of the head / neck to accommodate working on patients from many positions while viewing the field of vision without strain.
- 7) The student must also be capable of working in close proximity to a patient in a dental chair
- 8) The student must be able to maneuver the operator's stool around the headrest of the chair.



Any student who demonstrates the inability to perform to the necessary standard will be not be allowed to continue in the program upon discovery of the disability.

### **Clinical Internships**

1. When students have completed all their course work, they are eligible to begin clinical internships in the dental field.
2. Students will have (7 credits) of clinical internship to complete.
3. Clinical time will be divided between a general and specialty office or in some cases, two general offices.
4. Attendance is very important on internship.
5. The course DENA 1780 is the course where planning internship occurs.
6. Students do not locate their own clinical office but give input to their instructor.
7. Only certain offices qualify as clinical office internship sites. Clinical site offices must have a signed Agreement of Affiliation on file with Century College. One of the guidelines include being located within 25 miles of Century College.
8. If a student has worked in a dental office or is a patient in an office it is recommended the student does not do their internship there. All clinical internships must be in a new learning environment.
9. Clinical internships are unpaid.
10. Several students have been hired at the office where they complete their internships.

### **Dental Assistant Program Rules and Regulations**

While attending school, you are in training. Do your best to exhibit the desire to learn and cooperate with others. Be ambitious and assertive while developing skills. Listed below are our rules and regulations. If you have any questions about these, see your instructor.

1. The Dental Assistant Program has a lab and clinic area. The main dental clinic is on the third floor and this is where patients are treated.
2. Overall attendance in the Dental Assistant Program here at Century College has been high, which is one of the measures of a good school and a responsible student body.
3. Instructors grade on attendance.
4. Instructors have different time schedules. Check your instructor's schedule for their time out for lunch, breaks, meetings and office hours.

5. Please turn off cell phones or other electronic devices when in class. You are here to learn – not take phone calls and send/answer texts.
6. Please do not sit or lay on the floors or in the hallways.
7. Students must follow prescribed schedules and study outlines from the school and instructors. Passing must be obtained in all courses before moving forward in the Program.
8. Students are expected to be honest and honorable in their course work. Cheating and plagiarism will not be tolerated. Students who violate this rule will be given an “F” and will be dropped from the Program.
9. The college shall recognize and honor students with a GPA of 3.5 or better and students with perfect attendance.
10. Students must maintain a cumulative Grade Point Average of 2.00.
11. Lockers and locks are issued to all students while in their first semester. When your materials are not in use, lock them up! Keep valuables at home.
12. Several bulletin boards are located in our programs. They should be checked on a regular basis for announcements, meetings, job opportunities and/or portfolio opportunities.
13. All Dental Assistant College students have the option of joining any of the school clubs or Student Senate. The Dental Assistant program has a Dental Assisting Community.
14. Safety glasses are required and must be worn while working with any equipment or patient. We recommend that you purchase safety glasses for yourself as soon as possible.
15. At least one day each week, a dentist will be present for the students to perform expanded duties on patients. (Students are often patients).
16. Students working in each area (lecture/ lab/clinic) will be responsible for keeping their space clean.
17. Students are expected to observe the uniform policy.
18. If you are absent from class, it is your responsibility to get the information discussed.
19. No food or drink is allowed in the lab or clinic areas per OSHA Regulations and safety concerns.
20. Additional rules and regulations will be given from time to time as circumstances demand. Students will be expected to respond affirmatively to these new or adjusted rules and regulations when issued.
21. Feel free to ask your instructors for advice or assistance about rules and/or regulations.

## **Dental Assistant Professional Attire and Image**

Dentistry is a very conservative and professional profession. You will develop a professional image while you are in school. You will be representing yourself, the Dental Assistant Program and the dental profession in general. You will be working with the public. First impressions are lasting impressions. Efforts in developing a professional image now, will pay big dividends later in your career.

Wearing a uniform help reflect a professional image. At Century College the uniform consists of a set of matching scrubs, white treatment jacket, warm up jacket and white clinic shoes. The Dental Assistant uniform attire is required to be worn when you are in school. This usually starts toward the end of first semester. You must then continue to be in complete uniform attire and to observe the uniform policy when you are in the school. Uniforms must be washed and must be neat and clean daily.

Student must follow the uniform dress code and are asked to keep in mind that the dress code is enforced to:

- 1) prevent injuries;
- 2) prevent exposure to contamination,
- 3) prevent cross-contamination, and
- 4) present a professional image.

Grading will reflect non-adherence to the following policies. Suspension or dismissal from the program will occur for continuous violation or for serious violations of infection/exposure control that endanger the patient, the student, another student, a staff member, or any visitors to the department.

Students are always to adhere to the dress code. A student who does not adhere to this policy may be asked to leave return when in compliance. We have a very strict and professional Dental Assistant Uniform Policy listed on the next few pages. You will be asked to sign and follow this policy.

### **Lab, Lecture and Clinical Dress Code**

- Matching set of uniform scrubs – No red scrubs or scrubs with patterns.
- Approved white treatment jacket; when in the dental clinic area all snaps of the white treatment jacket must be closed.
- Name tag worn on white treatment jacket.
- White leather or leather-like occupational or solid white athletic shoes (no colored strips/designs). No canvas or cloth shoes are allowed, as these cannot be wiped off if covered with an infectious substance.
- White socks must be worn and must show above the ankle.
- White turtleneck or T-shirt or may be worn under scrub top in cool weather. No oversized t-shirts are permitted. No long underwear tops. (No colored tops should be observed).

### **White Treatment Jacket**

White treatment jackets with rib-knit at the wrist are required in the clinic. They must be freshly laundered for each clinic. They should not be worn outside of the clinic or sterilization area. When

leaving the clinic at the end of the day, roll the jacket up into a ball, place it into a bag and take it home for laundering.

### **Treatment/Warm-Up Jacket**

If the student desires to wear something over their scrubs outside of the clinic area, a treatment jacket of the same or matching color as your scrubs is acceptable. NO white treatment jacket is to be worn outside of the clinic area.

### **Personal Protective Equipment (PPE's)**

Personal protective equipment must always be worn in clinic, when handling contaminated objects, or when working with hazardous materials. Full PPE includes white treatment jacket, gloves, safety glasses with side shields, and a mask. When cleaning up contaminated areas, heavy-duty nitrile utility gloves must be worn and are supplied by the program. Other protective equipment must be worn if mandated by labeling on the hazardous control labels. PPE's are required for all lab/clinic procedures unless so stated by the instructor. Students are required to provide their own PPE's.

### **Nametags**

- Purchase a Dental Assistant nametag through the College bookstore.
- Your nametag should have your first name and the first initial of your last name.
- Your nametag should be cleaned with germicidal soap after a clinic session.
- Your nametag must be worn on the approved uniform treatment jacket and if lost or damaged, purchase another at the bookstore.

### **Hair**

- Hair must be worn conservatively, neat and clean.
- Long hair must be tied back or put up in a bun.
- Hairstyle must prevent hair from falling forward into the student's face or operating field.
- Student's hair, always, must present a professional image.
- Use appropriate hair color.
- Instructors reserve the right to ask students to leave clinic if a hairstyle or color is deemed inappropriate.

### **Tattoos:**

No visible tattoos or tattoos must be covered. If tattoos are offensive in any way to any group of people, they must always be covered, or permanently removed.

### **Make-up**

Make-up should be conservative and appropriate for clinical setting. No perfume or after-shave as many people have sensitivities or allergies to different scents.

### **Jewelry**

- Any jewelry worn in clinic should be washed before leaving clinic.
- Dangling jewelry presents a safety issue and is not allowed.
- A wedding or engagement ring may be worn if it doesn't pose a risk of puncturing gloves. No other rings are to be worn.
- Any necklace must be contained inside your scrub top and not visible.

- A wristwatch with a second hand and no dangling parts can be worn but should be covered with lab coat sleeve.
- Only one small pair of post-style earring—to be worn in your lower ear lobes.
- **No** visible piercings (pierced nose, lips, tongue, eyebrows, etc.).  
\* Instructors may ask students to remove jewelry deemed inappropriate.

#### Fingernails

- Nails should be washed thoroughly before and after you are in the clinic.
- Nails must be clean and short (fingertip length).
- Biting fingernails is an infection control issue and efforts should be made to break this habit.
- No artificial fingernails are allowed.
- Nail polish may be worn if it is clean, unchipped and a professional light color or clear. No dark nail polish allowed, and if the polish is chipped, you will be asked to remove it immediately.  
\* Instructors may ask the students to leave clinic if nails are long or fake and return when cut or removed.

#### Classroom Dress

Dress in lecture is expected to be consistent with the Dental Assisting uniform policy. Until the time that you are required to purchase your uniform, the following guidelines must be met: dress may be casual but does not permit halter tops, short shorts, mini-skirts, cropped tops, low-cut, see-through tops or any other apparel deemed inappropriate by the faculty. T-shirts with inappropriate or offensive writing or graphics will not be allowed. Faculty members may ask the student to leave the class if the apparel is deemed inappropriate.

#### Professional Clinic/Lab/Classroom Conduct

**No gum chewing:** Century College policy prohibits liquids, gum or food in clinic or lab areas where hazardous materials are used.

**NO smoking:** Smokers breath is offensive to other classmates, faculty, dental professionals and patients. Smoking is allowed only in your car.

**Personal property:** Do not leave personal effects in the classroom or clinic (books, handouts, etc.). All personal items must be stored in lockers.

**Lost handouts:** The faculty is not responsible for supplying students with lost handouts. If you lose a handout, you must borrow from another student and copy it at your own expense. Copy machines are in the library.

#### CLINICAL PROCEDURES AND POLICIES

The clinic uses electronic record keeping and digital radiology. Students will be trained on these protocols in DENA 1042 and DENA 1031.

#### PATIENT CONFIDENTIALITY

Hospitals and Clinics are required by law and medical ethics to protect the privacy of patients. The **Health Insurance Portability and Accountability Act** (HIPAA) became Federal legislation in 1996 and

protects a patient's right to privacy of their protected health information. Protected health insurance information is any information that may identify a patient. It includes their medical record and demographic information. All hospital and patient records are confidential in nature and are considered private. Sources of patient information include hard copy written information, electronic information and information conveyed in conversation.

Included in the interest to protect confidential information is the expectation that all physicians/residents and staff of any hospital or clinic have a duty to ensure that all patient information is handled appropriately. All patient information seen and heard at the hospitals and clinics is to be kept confidential.

Examples of confidential information include, but are not limited to:

1. Patient name and address.
2. Patient demographic information, clinical history, test results, billing data, and appointment schedules.

All students are taught the basic concept of patient privacy and confidentiality. Assessment of student knowledge and policy understanding is conducted through an examination specifically written for health care workers and administered as part of DENA 1042.

In addition to instruction on Federal HIPAA compliance guidelines and regulations, students are instructed on the Dental Assisting Program policies relating to patient confidentiality. Students are required to adhere to the following Program policies on patient privacy and confidentiality:

1. Any confidential patient information received by a student while fulfilling clinical assignments at any facility is NOT to be communicated during or after the scheduled clinical assignment.
2. All patient information is to be kept confidential, except when asked to share relevant information with those who "need to know" in order to perform their professional duties.
3. Discussions of confidential information must be conducted in a location where the information will not be overheard by others, including staff, other patients, and visitors.
4. Any breach of confidentiality or failure to safeguard confidential information will result in disciplinary measures to include possible dismissal from the Rad Tech Program.
5. Breach of confidentiality includes accessing patient information stored in hospital and clinic databases for reasons other than delivery of patient care.

**Respect for the patient:** The patient is the most important person in the clinic. Polite and respectful patient care will always be expected, no matter how stressful the situation. We are providing a health service, and patients may not always be relaxed in our presence. Students are expected to use discretion and respect privacy regarding patient records. State and Federal statutes require strict confidentiality regarding patient names and health conditions. Century College Dental Assisting follows the Health Insurance Portability and Accountability Act (HIPAA) with regards to patient records and patient privacy. Gossip is considered a violation of ethics and professionalism as well as a violation of the privacy act.

Remember your classmates, family members and friends are your patients also.

## **CPR - HEALTH CARE PROVIDER AED CERTIFICATION**

All dental assisting students must maintain CPR – Health Care Provider / AED Certification throughout the time they are enrolled in the dental assisting program or involved in the provision of patient care at the College. This must be an American Heart Association or Red Cross course that satisfies the Minnesota Board of Dentistry licensure requirement.

A copy of each person's current CPR card must be given to the program director before registering for 2<sup>nd</sup> semester courses. If a renewal occurs mid-semester, the student must submit a copy of the new card to the director. It is the responsibility of everyone to keep their certification current.

If a student's CPR certification lapses, the student will not be permitted to deliver patient care until it is made current again.

### **Unprofessional behavior**

The following acts will constitute unprofessional behavior while in Century College's dental assistant program. For these actions, disciplinary actions may range from lowering a grade to dismissal from the program.

- Violation of the laws of the Minnesota Dental Practice Act (State dental laws)
- Violation of any of the policies covered in the Century College Student Handbook
- Violation of infection and exposure control protocol
- Failure to wear assigned personal, protective equipment
- Unsafe behavior or practices, which cause harm or endanger the patient physically, psychologically, or financially
  
- Derogatory racial or sexual comments (including jokes)
- Plagiarism (use of another's written work without referencing)
- Cheating in any form
- Falsification of college, student, clinic, or patient records
- Violations of dress code/appearance regulations
- Use of profane language in class, clinic, in a Century College facility, or in an off-campus rotation site
- Use of obscene or nonverbal gestures that indicate anger or hostility
- Failure to treat patients with courtesy and respect or to provide for their physical and or emotional safety
- Disrespect, discourteousness, use of vulgarities, threats, hostility or sarcasm toward instructors/staff/classmates
- Refusal or failure to follow instructions in a classroom or clinic setting
- Disruptive behavior including shouting or throwing/slamming objects in anger
- Substance abuse (drugs and alcohol), (prescription or illegal)
- Leaving class or clinic early without notifying instructor
- Sleeping during class
- Chronic tardiness and/or absenteeism

### **DISCIPLINARY ACTIONS**

When disciplinary actions become necessary, it is usually related to a student's attitude or unprofessional behaviors. Problems with attitude and unprofessional behavior can have an impact on the course grade. Instructors are encouraged to address problems immediately when they occur but may wait until a distinct pattern of behavior is observed.

- Faculty members will talk to the student at the time of an incident.
- Faculty members write up an incident report if the problem is significant, serious or repetitive.
- Faculty member schedules a conference with the program director and the student.
- A plan of action is decided upon and will include a follow-up plan.
- If problems are unresolved after reasonable attempts at resolution, a student may be dismissed from the program.

### **Hepatitis B Vaccination**

All students enrolled in the Dental Assistant Program must be vaccinated for Hepatitis B. The vaccination is given in a series of three, over a period of seven months or longer; therefore, it is important to begin this process as soon as possible. At least two of these vaccinations must be completed prior to registering for DENA 1041 (2<sup>nd</sup> semester). The series must be completed prior to DENA 1781/1782, which are your clinic rotations. (3<sup>rd</sup> semester). If for medical or religious reasons you cannot be vaccinated, a waiver form will be provided. You will need official documentation to complete the waiver. Additional information on disease transmission and occupational exposure will be given in 1<sup>st</sup> semester in DENA 1012.

### **OSHA**

OSHA standards for bloodborne pathogens (BBP, [29 CFR 1910.1030](#)) and personal protective equipment (PPE, [29 CFR 1910 Subpart I](#)) require employers to protect workers from occupational exposure to infectious agents. The BBP standard applies when workers have occupational exposure to human blood or other potentially infectious materials (OPIM), as defined in paragraphs (a) and (b) of the BBP standard, and requires the use of universal precautions to prevent contact with these materials.<sup>1</sup> Adhering to standard and transmission-based precautions in healthcare settings is recommended by Centers for Disease Control and Prevention (CDC), and protects workers from a wider range of infectious disease hazards than the BBP standard. Century College Dental Assisting program strictly adheres to the OSHA BBP Standards.

### **Hazardous Waste**

Minnesota's 1983 Employee Right-To-Know law places certain obligations on employers whose employees may be exposed to hazardous substances, harmful physical agents, or infectious agents. To comply with this law, we have completed Safety Data Sheets (SDS) on materials used in our program. All Safety Data Sheets are kept on file in a three-ring book (s). The SDS books are in each of the labs (SIM, Materials), and in the Clinic in Room E3656.

Hazardous waste can hurt the environment. Some materials that are used in the dental office setting are classified as hazardous waste including: scrap amalgam, x-ray fixer solution, lead foil from the x-ray film



packets. Extracted teeth with amalgam restorations are classified as hazardous because of the mercury, and infectious because of the tooth.

Amalgam scrap must be stored in a closed, unbreakable container labeled “Hazardous: Contains Mercury” and this must be recycled. Century College’s Public Safety Office handles the disposing of the hazardous waste in the Dental Assisting Program. When handling hazardous waste, Standard Precautions must be maintained – in other words, wear glasses, mask, gloves and uniform when working with hazardous waste.

### **Eye Safety**

Safety glasses will be worn by dental assisting students:

1. During the operation of any equipment
2. When working with dental materials in lab
3. During the performance of all chairside and expanded duties in the lab and clinic and while in the sterilization areas.

### **Eye Wash Stations**

At Century College we have three automatic eye wash stations. One is in each of the labs and the other in the dental clinic. All students must wear their safety glasses when working with dental materials and equipment. In case of any foreign object or foreign solution should enter the eye, the eye wash station should be used. If used, please inform the area instructor. The student must also see the school nurse to have his/her eyes checked and to report an injury.

### **Rules for Drills**

**Fire Drills** -- Century College is required by law to conduct fire drills on a regular basis. The signal to leave the building is an intermittent or sustained blast of the fire alarm horn. Whenever this occurs, everyone is to leave the building immediately in an orderly manner and move at least 50 feet away from the building. A signal will be given when it is all right to enter the building.

**Tornado Drills** -- Tornado drills are a series of short blasts of the fire horn. Everyone is to go to the designated areas on the first floor. A map is in every room to indicate where you are to go. Be familiar with these maps and the designated areas.

**Bomb Threat or Other Emergencies** -- Whenever this occurs, we have a procedure to follow to make sure that everyone evacuates the building safely. Everyone will be informed over the public address system as to what to do.

### **HEALTH INSURANCE**

It is strongly recommended each student purchase personal health insurance. Group health insurance is available to students enrolled in Minnesota Community Colleges. Application forms are available from the Vice President of Student Services and the College health service office.

If a student is injured while participating in dental assisting program courses or clinical settings, treatment shall be at the discretion of the student. **Neither Century College nor the off-campus clinical sites is financially responsible for any injuries sustained while the student is attending Clinical courses.** Billing for treatment and/or services rendered shall be directed to the student or his/her insurance carrier. If the student sought medical attention/treatment they must provide written documentation from their medical provider regarding any physical restrictions.

The student should ensure that the insurance carrier will cover testing for communicable diseases (i.e. Hepatitis, HIV, etc.) and treatment of injuries acquired during clinical hours. Continued evaluation of communicable diseases contracted by the student is also the sole financial responsibility of the student.

### **Student Supplies and Fees**

In addition to tuition, there will be some additional expenses. Any costs listed are estimates and subject to change. These items are available in the West Campus Bookstore.

- Dental Assisting name tag
- One or two sets of matching scrubs
- Treatment Jacket (white for clinic, other color for labs/lecture)
- White leather or leather-like (wipeable) shoes
- Box of treatment masks (replenish as necessary)
- Box of treatment gloves (latex free)(replenish as necessary)
- Textbooks

### **The following expenses should also be noted and budgeted for:**

1. Vaccination for Hepatitis B will be required prior to working on all patients. This is at each student's own expense. Contact your own physician/clinic.
2. Student Liability Insurance will be required prior to working on all patients. This will automatically be billed with your tuition, as required throughout the program.

3. Health Insurance is required while on all clinical assignments. This is at each student's own expense.
4. Parking and travel fees for all clinical assignments. (Usually, parking is free).

After completion of all courses; including clinical assignments:

- |    |  |          |
|----|--|----------|
| 5. | Minnesota Law Exam -----                 | \$60.00  |
| 6. | Fee for Minnesota Licensure Exam-----    | \$70.00  |
| 7. | Fee of National Certification Exam ----- | \$425.00 |
| 8. | Fee for obtaining your License-----      | \$124.25 |
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Throughout the program, students will be given many handouts. One copy is given of each handout. If you lose any handouts, it is up to you to replace them by contacting a fellow student and making a copy of their handouts. Copies will be at your own expense. Please purchase a three-ring binder for each course. (A four-inch binder will hold all three courses for first semester). This will help keep you organized.

**Do not leave your packets, books, backpacks, typodonts in your car or other vulnerable areas– if these items are stolen, it is your responsibility to replace them.**

### **INSTRUCTORS' RESPONSIBILITIES**

Instructors will be prepared for lecture, clinical instruction, clinical supervision, and post-clinical discussions. Office hours will be posted. All full-time faculty will keep at least three (3) office hours per week. Part-time faculty will have office hours pro-rated based on the number of contact hours they teach. Instructors will be punctual. If the instructor will be absent or late, he or she will have another faculty member or administrator come to the classroom or clinic to announce whether or not class will take place. Instructors serve as a learning resource by:

1. Identifying essential learning concepts and functions
2. Serving as a role model (leading by example)
3. Facilitating learning needs
4. Evaluating the student's achievement of essential learning
5. Maintaining a working relationship with the dental assisting department staff
6. Coordinating and supervising the patient care provided by the students
7. Identifying and intervening and / or guiding the behavior of the student to provide safe dental treatment.
8. Sharing methods and results of evaluations with students on an ongoing basis and in a timely manner

## **MINNESOTA LAWS and ADMINISTRATIVE RULES**

A complete list of current laws and administrative rules governing the practice of dentistry can be found at the following website: <https://mn.gov/boards/dentistry/board-information/lawsandrules/statutes/>

The MN-Board of Dentistry contact information:

2829 University Ave SE Suite 450, Minneapolis MN 55414-3249

Phone: 612.617.2250 Toll Free: 888.240.4762 Fax: 612.617.2260

MN Relay Service for Hearing Impaired: 800.627.3529

dental.board@state.mn.us

### **PREGNANCY**

Any female student who suspects or has confirmed she is pregnant has the option of whether or not to inform the Program Director. Confidential disclosure of pregnancy is strongly encouraged during the first trimester so appropriate precautionary procedures can be taken to protect the mother and fetus. If the student chooses to disclose her pregnancy, she must do so **in writing** to the Program Director. In the absence of a voluntary written disclosure, the student cannot be considered pregnant. The student has the right to rescind the disclosure at any time during the pregnancy.

- A. A pregnant student must have her physician's approval to expose radiographs in the dental assisting clinic.
- B. Special care will be taken when nitrous oxide is being used in the clinic so that the pregnant student will not be exposed.
- C. The student must continue to meet attendance and all other program requirements.
- D. If the student must withdraw from the program in good standing she may re-enter the program the following year at the beginning of the semester provided there is space available.
- E. If a student in good standing is not able to re-enter the program at the next available entry point, then she must make a new application and is required to complete all dental hygiene courses previously taken if she is accepted into the program.

### **PATERNITY LEAVE**

Requests for paternity leave are to be submitted in writing to the Dental Assisting program director prior to the birth of the child. Paternity leave will only be granted for a time period immediately surrounding the child's birth. Please see the Extended Absence Policy if planning a paternity leave.

### **PROFESSIONAL LIABILITY INSURANCE**

A major focus of any medical professional must be patient safety. Dental assisting students are responsible for their own actions, commission and/or omission. Students are encouraged to join the American Association of Dental Assistants (ADAA).

### **SYLLABI**

Each semester the student will receive a course syllabus outlining course prerequisites, course objectives, descriptions of the course assignments or clinics and course evaluation in paper on the first day of each class. Syllabi will also be posted in the appropriate D2L course shell. New and updated information regarding clinical courses will be distributed throughout the semester on Desire2Learn (D2L). The student is responsible to check the D2L website for updated information. Failure to do so will neither exempt nor excuse the student from knowledge of the posted information.

### **TEXTBOOKS**

Textbooks may be purchased through the Century College bookstore or online at student discretion. Students must purchase required textbooks. If a book is offered as both a textbook and eBook, the instructor will provide purchasing information for both versions. Students may choose the textbook format they prefer.

### **WITHDRAWAL FROM THE DENTAL ASSISTING PROGRAM**

Students are expected to withdraw from their current dental assisting courses as soon as possible after their last active participation. Students who withdraw from their course will receive the grade of "W" recorded on their transcripts. Students may withdraw (without instructor's approval) until three weeks prior to the end of the semester. A student who does not process a withdrawal ("W") shall receive the grade assigned by the instructor.

**Students must withdraw from all Program courses simultaneously. Students are not allowed to withdraw from one program course and remain enrolled in another.**

For information on refunds for total withdrawal from the dental assisting program, consult the current Century College Catalog or website.

### **REINSTATEMENT POLICY**

If a student exits the dental assistant program from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> semesters, or internship for any reason including withdrawal from the dental assistant program or failure of a dental assisting course, they may be considered for reinstatement in the program.

In order to be considered for reinstatement, the following criteria must be met:

1. The student has not previously requested reinstatement. This may only be requested once in the student's dental assisting program; must be requested within one semester of the student's last semester in the dental assisting program; and a student may only repeat a semester once.
2. All current program admission requirements are met prior to reinstatement. Requirements include but are not limited to: current 2-year CPR certification, current mantoux test or chest x-ray, proof of three hepatitis B vaccinations, and a cumulative GPA of 2.0.
3. The **Reinstatement Request Form** (Obtain from program Director) is completed and submitted to the program Director ***one semester prior to reinstatement.***

**After the student has applied for reinstatement by completing and submitting the Reinstatement Request Form, the following process will occur:**

1. The dental assisting faculty will convene a meeting to consider the student's written request for reinstatement. The student will be invited to attend.
2. The dental assisting faculty will consider issues such as attendance, patient safety, student integrity, student knowledge, communication skills, previous scores on tests and checklists, and

student perseverance when making recommendations for reinstatement. The student's academic record will also be reviewed.

3. The student will be notified in writing by the Program Director regarding their status for reinstatement.
4. If reinstatement is granted, a **Student Reinstatement Contract** (see following) will be completed by the dental assisting faculty and signed by the student. Reinstatement in the dental assisting program may be contingent upon assessment of didactic retention as well as assessment of clinical performance competency. Program faculty reserve the right to require additional competency demonstration, coursework, or assignments. In addition, the faculty reserve the right to require a student to reapply to the program following the normal admission process and complete the entire curriculum course sequence.
5. Dental assisting faculty will meet with the student prior to the semester they are being placed to review any conditions identified in the Student Reinstatement Contract. If the student has successfully met the conditions, the student will be notified and can register for the required dental assisting course or courses.

Reinstatement is dependent on student space availability. Meeting the criteria does not guarantee reinstatement in the dental assisting program. ***Reinstatement is a privilege, not a right.***

**STUDENT REQUEST FOR REINSTATEMENT (Sample, if needed, obtain from Program director)**

**Student:** Attach a current College Transcript to this reinstatement request. Complete the form and submit it to the Dental Assisting Program Director.

Please print clearly:

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Today's date: \_\_\_\_\_

When were you last enrolled in dental assisting courses - include semester and year: \_\_\_\_\_

Anticipated return date - to include semester and year (for example – Fall, 2010): \_\_\_\_\_

1. Identify reasons for requesting reinstatement in the Dental Assisting Program (Use additional paper as necessary):
2. Outline your plan for achieving success. Include resources and support systems available to you. (Use additional paper as necessary)

Student Signature: \_\_\_\_\_

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

Request Outcome

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Approved With Conditions

\_\_\_\_\_ Request Denied

Student Signature: \_\_\_\_\_

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

Date Student Notified: \_\_\_\_\_

If approved with "conditions", attach a copy of the Reinstatement Contract

**STUDENT REINSTATEMENT CONTRACT (Sample)**

**To be completed by the Dental Assisting Faculty:**

The following are conditions for reinstatement in the Century College Dental Assisting Program:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

If the above conditions are not met and/or further violations of the Century College policies and/or dental assisting policies occur, the student will immediately be dismissed from the Dental Assisting Program.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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I have read and understand the Century College's Dental Assistant Program Uniform Policy and Program Policies. I agree to abide by the stipulations set forth in these policies while I am a student in the Dental Assistant Program. I also certify that I have received a copy of this policy.

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Student signature

Date



CENTURY COLLEGE  
DENTAL ASSISTING AND DENTAL HYGIENE PROGRAMS

BLOOD AND BODY FLUIDS EXPOSURE PROTOCOL

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The following policy is to be followed exactly in the event a person experiences a needle stick or other exposure to blood or body fluids while participating in Dental Clinic situations.

1. Wash area immediately using the following guidelines:
  - a) **Puncture wound** - Allow and encourage bleeding. After bleeding, cleanse with chlorhexidine and water, apply dressing as necessary.
  - b) **Skin exposure** - Cleanse with chlorhexidine and water.
  - c) **Oral or mucous membrane exposure** - Gargle with water for at least 15 minutes.
  - d) **Eye** - Flush or irrigate with water for at least 15 minutes.
2. Report incident to instructor, source person to accompany exposed person.
3. The source person will be asked to voluntarily and confidentially share blood borne disease status with instructor and exposed person.
4. Each person is encouraged to initiate testing for blood borne diseases within 1 hour of exposure for initiation of prophylactic treatment.
  - This may be done with a health care provider of choice. If the individual has no designated health care provider, an appropriate referral will be made.  
(Century College referral site is Allina Health Maplewood Clinic, 1850 Beam Avenue, Maplewood, MN 55109, 651-241-9500)
  - Each person is responsible for all costs associated with his/her testing and follow-up.
  - Because of each person's right to privacy, one may decide whether to be tested and whether to disclose test results to faculty or other students.
5. Complete State of Minnesota General Liability Incident Report.
6. Report incident and submit General Liability Incident Report to Century College Director of Public Safety.
7. If the source person decides not to be tested or does not disclose test results, the Center for Disease Control guidelines recommend:
  - HIV and Hepatitis (B and C) testing be done on the exposed person immediately post-exposure and three (3), six (6) and twelve (12) months post-exposure
  - Beginning prophylactic treatment within one hour, or as soon as possible.
8. Each individual is encouraged to follow the advice given by the health care provider.

9. Complete the checklist on opposite side.

<b>Century College</b> <b>Dental Assisting and Dental Hygiene Programs</b> <b>Post-Exposure Protocol Blood and OPIM Checklist</b>	
<p><b>Each individual should retain a copy of this completed form for his/her personal records and is strongly encouraged to share the information regarding this incident with his/her health care provider.</b></p> <p><b>Faculty member: please assist the individuals completing this form and deliver the original completed form to the appropriate Health Services Office.</b></p> <p><b>EXPOSED INDIVIDUAL</b> _____</p> <p><b>SOURCE INDIVIDUAL</b> _____</p> <p><b>ATTENDING FACULTY MEMBER</b> _____</p> <p><b>DATE OF INCIDENT</b> _____ <b>TIME</b> _____ <b>AM/PM</b></p> <p><b>DESCRIBE EXPOSURE INCIDENT:</b></p>	
<b>Exposed Person:</b>	<b>Source Person:</b>
1. Appropriate first aid was administered to exposed individual per protocol	1. If necessary, appropriate first aid was administered to source individual.
2. Blood and Body Fluid Exposure Protocol was reviewed with exposed individual	2. Blood and Body Fluid Exposure Protocol was reviewed with source individual
3. Exposed individual has been informed if any known Blood Borne Pathogen risk exists. (This requires immediate medical consultation within one hour of exposure incident.)	3. Source individual has been encouraged to report Blood Borne Pathogen status/risk to faculty member within one hour of exposure incident.
4. Exposed individual has been encouraged to initiate Hepatitis panel and HIV testing within 24 hours.	4. Source individual has been encouraged to initiate Hepatitis panel and HIV testing within 24 hours.
5. Exposed individual will complete the State of Minnesota General Liability Report and return to Century College Director of Public Safety	5. Source individual has been encouraged to arrange a date and time with exposed individual to obtain source test results.
6. Exposed individual has been encouraged to share details of the incident and results of all testing with his/her health care provider.	6. Source individual has been encouraged to share results of his/her testing with exposed person within 48 hours or as soon as possible
7. Exposed individual has been informed that he/she may refer any questions related to this incident to Century College Director of Public Safety at 779-5834.	7. Source person has been informed that he/she may refer any questions related to this incident to Health Century College Director of Public Safety at 779-5834.

I have reviewed each of the above steps with the attending faculty member:

\_\_\_\_\_  
Exposed individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Source individual signature

\_\_\_\_\_  
Date

I have reviewed each of the above steps with the source and/or exposed individuals involved:

\_\_\_\_\_  
Faculty member signature

\_\_\_\_\_  
Date