



# Dental Assisting Program Student Policy Handbook 2022-2023



*LCC Dental Assisting Program*

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## LCC ADMINISTRATION AND DENTAL

### ASSISTING PROGRAM DEPARTMENT PERSONNEL

❖ Dr. Edward Martinez	President
❖ Dr. Dani Day	Interim Vice President of Instruction
❖ Ms. Alicia Chacon	Interim Registrar
❖ Mr. David Lucero	Manager of Recruitment, Admissions & Retention
❖ Ms. Gloria Pacheco	DA Program Administrator
❖ Ms. Denise Fox	Faculty
❖ Ms. Estelle Garcia	Office Manager
❖ Ms. Gayle Martinez	Director of Financial Assistance
❖ Ms. Linda Salazar	Learning Resource Center (LRC)
❖ Mr. Matthew Griego	Life/Safety Coordinator
❖ Mr. Matthew Cordova	Physical Plant
❖ LCC Campus Security	505-629-8244

LCC Emergency Action Plan

**EMERGENCY NUMBERS**

**(Reminder even when dialing 911 you must first press the “OUTGOING” button.)**

**Fire 911**

**Medical 911**

**Non-emergency (505) 425-6771**

Gallinas Fire Dept. (505) 425-6171

Non-emergency (505) 425-6771

Superior Ambulance 1-800-348-8890

Police 911 Non-emergency (505) 425-6771

NM State Police Phone: (505) 425-6771

SM County Sheriff Phone: (505) 425-7589

LV City Police Phone: (505) 425-7504

Alta Vista Hospital Phone: (505) 426-3500

Crime Victims Assistance: (505) 454-9033

National Suicide Prevention Lifeline Phone: 1-800-273-TALK (8255)

National Runaway Switch Board Phone: 1-800-621-4000

National Domestic Violence Hotline Phone: 1-800-799-SAFE (7233)

Poison Control Phone: 1-800-432-6866

Rape Crisis Center 24-hour Hotline Phone: (505) 425-1048

**LCC Security: On Campus (505) 629-8244 Ext: 1108 (Extensions are used from on- campus phones)**

Security Supervisor Cell: (505) 660-9883

Security Director Cell: (505) 699-9883 Phone: (505) 454-5305 Ext: 1106

President’s Office Phone: (505) 454-2555 Ext: 1046

VP of Instruction: (505) 454-5301 Ext: 1013

VP of Finance Phone: (505) 454-5328 Ext: 1017

Physical Plant Director Phone: (505) 454-5305 Ext: 1106

LCC Operator Phone: (505) 454-2500 Ext: 1101



## Welcome, To Luna Community College Dental Assisting Program



*This policy handbook is provided as a guidance to ensure a pleasant and successful 12-month training, in a rapidly growing and high in-demand career field. Challenges include modern technology in many areas in general dentistry, as well as in dental specialties, that include, orthodontic, endodontic, cosmetic dentistry, oral maxillofacial surgery, and periodontics. Gainful employment in dental assisting may include other opportunities, such as, working with the military as a dental assisting, dental supply agency, dental insurance agencies and dental laboratory opportunities and education.*

*For your growth and development in dental assisting, you are required to spend independent study time by reading and completing homework assignments, independently out of class time. Travel is required to off campus site to dental office with contracted dentists only, for clinical practicum I and II. You must acquire a total of 300 hours which are distributed between the Spring and Summer Semester. Includes 200 clinical class hours in general practice and 100 hours in a specialty. Travel to and from the assigned site which includes local dentist, as well as, a commute to specialty offices out of Las Vegas, to include, Santa Fe, Santa Rosa, Albuquerque, Mora and other areas as necessary to meet clinical hour requirements. It is Students responsibility, to be punctual and be, prepared. Students will attend the annual dental convention (mandatory) in the summer semester, students are responsible for travel, to and from convention, as well as, overnight accommodations*

*The training and skill-building techniques are necessary in all aspects of the dental assisting cohort, therefore, Classes are designed in a sequential and conceptual approach. It is imperative and strongly recommended that students attend all classes and laboratory procedures. Be advised it is in your best interest to schedule appointments during unscheduled class time. If students must be absent from class or lab, Please call instructor as soon as possible to make arrangements concerning missed assignments or exams. There is not a makeup for missed labs, due to the nature of the course.*

*Instructors, in the classroom and in laboratory procedures, are dedicated to provide the best training and to prepare you, by dedicating our time and by remaining accessible for counsel or tutoring..*

*Your participation, dedication, commitment and cooperation are all imperative to accomplish the goal of becoming an elite qualified professional in oral health care occupations. Furthermore, to help you flourish in the program, I strongly advise you to thoroughly read and refer to your student policy handbook essential guidelines, course syllabus and the LCC catalog. Please keep your handbook and syllabi with you for reference throughout the next three semesters.*

**\*\*PLEASE READ THE FOLLOWING HANDBOOK OF CLASSROOM POLICIES AND REQUIREMENTS.\*\***



Gainful Employment:

**\*Welcome to our Team of Professionals, working together in a growing Profession that will continue to advance over the years to come. Making a difference ‘One Smile at a Time’.**

*Dental assistants perform a growing variety of duties in the dental field. It is important for All individuals interested in pursuing the Dental Assistant Certificate to be aware that the dental field does have some risk of occupational hazards. The nature of the occupation could involve contact with infectious diseases, including AIDS and Hepatitis. All students admitted to the program will receive proper instruction in standard precautions and the use of personal protective equipment to reduce the risk of blood and body fluid exposures. The NM State Board of Dental Health Care requires training and certification in Radiation Health & Safety, along with coronal polishing, topical fluoride and it and fissure sealants. The most recent adopted is the Expanded Function Dental Assistant (EFDA). The assistant is responsible for all preparation of dental office procedures, chairside assisting, and reception activities. The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member. Graduating from an accredited program such as LCC dental assisting program, enables you to attain National certification through DANB.*



- Occupations and functions for Dental Assistants, which LCC prepares students to for:
  - **General Dentistry:**
    - Chairside assisting
    - Dental/Periodontal Charting
    - Laboratory procedures
    - Infection control
    - Dental radiology
  - **Specialty Dentistry:** *(includes the above mentioned duties in listed below specialties.)*
    - Endodontic
    - Oral maxillofacial surgery

- Orthodontic
- Pediatric Dentistry
- Periodontics
- Prosthodontics
- **Dental Laboratories**
- **Temporary positions/traveling**
- **Dental supply representative**
- **Educational Opportunities'**

➤ **Program costs:**

*Items listed are ESTIMATED fees which are necessary for you to accomplish and to build upon necessary skills.*

Estimated program cost based on current fees: Hours are subject to change

<b>45.00/credit hour</b>	<b>40 (current) (STC) credit hours</b>	<b>\$ 1800.00</b>
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✓ Liability Insurance – payable to LCC Administration -	\$ 15.00
✓ Laboratory Coat –	\$ 22.30
✓ Scrub set (teal top/black pants) -	\$ 34.36
✓ Second hand watch –	\$ 29.98
✓ Red/blue dental charting pencil –(4) \$1.00 each	\$ 4.00
✓ Student American Dental Assisting Association -	\$ 35.00
✓ DANB- CDA – Certified Dental Assistant Exam –	\$450.00.
✓ NM State Board of Dental Health Care	\$ 50.00
✓ Passport quality photo	\$ 14.99
✓ Petition to Graduate- certificate	\$ 15.00
✓ Petition to Graduate- AAS	\$ 15.00
✓ Estimated cost for Books & supplies –	
Dental Assisting bundle:	\$250.75
Cengage MindTap Code	\$120.00
Dental radiography:	\$ 97.00
Notebook paper \$5.68 x 2	\$ 11.36
Pencils	\$ 5.97
Coloring pencils	\$ 13.45
Face surgical Mask	\$ 21.49
Daily Planner	\$ 17.95
<b>Total</b>	<b>\$ 1,223.60</b>
<b>TOTAL Cost:</b>	<b>\$3,023.60</b>

[https://luna.edu/course\\_fees](https://luna.edu/course_fees) Web site to assist new dental assistants with employment:

Course fees: [www.dentalassistantjobshelp.com](http://www.dentalassistantjobshelp.com)

“Consider the Facts” the cost of an education “Career” in the time to get it and wages earned”

For additional information contact advisor Gloria B. Pacheco at LCC Dental Assisting Program: 505-

454-2528, and visit the Dental Assisting National Board for more details on dental assisting:  
[www.DANB.org](http://www.DANB.org)”

## I. LCC MISSION STATEMENT: “Creating Opportunities!”

**VISION STATEMENT:** “New Mexico’s Premier Community College: Preparing Students for Success”

## II. LCC DENTAL ASSISTING PROGRAM

### **MISSION:**

It is the mission of the LCC Dental Assisting Program to prepare and graduate skilled individuals who are ethically and professionally competent, and have the ability and confidence to successfully obtain a state and/or national certification.

### **OBJECTIVES:**

The LCC Dental Assistant Program objectives are to **SHARE** in the responsibility for quality oral Health Care delivery to all, to **PRACTICE** Dental Assisting toward the highest standards of performance obtainable by supporting and encourage education, to **PROVIDE** quality education, to **SUPPORT** educationally-based national and/or state credentialing for the Dental Assisting profession and to **COMMUNICATE** effectively with all members of health professions.

### **PLEDGE:**

*I solemnly pledge that, in the practice of my profession,  
I will always be loyal to the welfare of the Students who come  
under my care and to the interest of the practitioner whom I serve.*

*I will be just and generous to the members of my profession,  
aiding them and lending them encouragement  
to be loyal, to be just and to be studious.*

*I hereby pledge to devote my best ENERGIES to the service of humanity  
to the relationship of life to which I consecrated myself when  
I elected to become a Dental Assistant. By Dr. C. N. Johnson*



Juliet Southard

### **PERSON:**

Each person is a unique biological, psychological, socio-cultural and spiritual being that is a composite of dynamic, interrelated systems with individual, social, and universal needs. The person has constant changing roles which are determined by social and individual values and perceptions, that are influenced as the individual evolves developmentally throughout the life-span. The individual has rights of self-determination, dignity, respect and personal beliefs. This commitment to the dignity of the individual is manifested in behavior of the learner-student, teacher-faculty, and institution-administration. It is also reflected in the community at large as students are prepared in the dental health care structure for their place of employment as dental health care employees, and client advocates.

**HEALTH:** is a complex and ever-changing state of physical and psychosocial well-being, a state whereby the individual observes a sense of self-contentment, happiness, peace and a high quality of life. The role of the dental assistant is to support and educate an individual to choose actions that, promote, maintain and restore health in a self-motivated in a changing oral health care system. The dental assistant provides ethnically quality care by application of skills, and the knowledge of standards, principles as well as, cultural traditions within a multicultural population.

**DENTAL ASSISTANT:** Faculty and staff views dental assisting as an art and science, an essential fragment in health care. The dental assistant demonstrates the practice of compassion, respect, ethical and responsibility to provide an effective method of care within a diverse setting in dentistry. Therapeutic communication is a fundamental core component when providing and assisting with oral health care to a variety of clientele.

## I. ADMISSION CRITERIA

Including Students with disabilities

Luna Community College abides by all the rules and regulations as set forth in the policies and procedures of the parent institution. Luna Community College is committed to equal opportunities in enrollment, employment,

service, and vocational growth exclusive of distinction with regard to age, ethnicity, race, sex, religious persuasion, or national origin. Some provisions need to be observed with regard to disability and/or medical condition by certain health occupations programs, including Dental Assisting.

Admission to the Dental Assistant Program at LCC provides for equal opportunities, rights, (refer to LCC Catalog), privileges, and responsibilities. However, it is important to recognize that as a dental assistant student, one must also abide by requirements and accept responsibilities required by the dental assisting profession. The faculty and staff of the program has an established commitment to provide students with direction, instruction, and advisement. However, the adult learner student must make a commitment to contribute to his/her own learning process.

### **Program Description: Completion Plan**

#### **Pre-requisite:**

AH113	Medical Terminology	3
With additional classes you can earn an AAS		
CSA150	Computer Fundamentals	3
ENG111	Freshman Composition I	3
PSYC101	Intro to Psychology	3
SPCH111	Public Speaking	or 3
SPCH112	Interpersonal Communication	3
*BIO105	Biology for non-majors	or 4
*BIO217	Human Anatomy & Physiology I	or 4
*CHEM105	Intro to Chemistry	4
*MATH102	Math Preparation & Pre-Algebra	5

*\*Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.*

Applicants for the Dental Assisting program who have completed the prerequisite courses with a grade of C (70%) or higher will be identified as “Regular Admission” status. Students who need to complete any of the prerequisites will indicate a “Provisional Student” with intent to complete classes by the summer semester. Submission of the dental assistant admit packet documents) all three components will be considered for registration into the dental assisting program.

Upon entering the Dental Assistant Program, the student must understand that it is a full-time commitment. Requiring commitment to independent study, aside from the classroom course work preparation for Dental Board exams, to understand and practice clinical skills effectively and proficiently. It is recommended that work scheduled be kept to a maximum of no more than 15 hours weekly. Classes in dental can be challenging especially the first semester. The program consists of three semesters; beginning in the fall, spring and summer. Students will have the opportunity to celebrate the commencement exercise with Luna Community College graduation class in May; though, students are required to return for completion of classes in the summer to complete the dental assisting cohort required classes.

## **II. ACCREDITATION:**

The Certificate in Dental assisting is recognized, and fully accredited by the Commission on Dental Accreditation (CODA), at Luna Community College.

## **III. EXPECTATIONS:**

LCC Dental Assisting program is a full time one year program beginning in the fall, with sequential classes through the spring and summer terms. Pre-requisites should be completed for regular admission into the fall cohort, and must be completed by the summer semester. Students will be required to complete a total of **300**

non-monetary off-campus externship clinical practicum hours during the spring and summer terms. Each student is responsible for their own travel arrangements to and from the clinic site.

To become a Certified Dental Assistant, (CDA), National certification through the Dental Assisting National Board (DANB.org), an individual must obtain certification from an accredited dental assisting program. Those individuals desiring to stay in the State can obtain certification in Radiation Health and Safety, along with other state required functions, such as coronal polish, pit and fissure sealants, and topical fluoride application, through the NM State Board of Dental Health.

All fees associated with certification exams are the responsibility of the student. Financial benefits should be considered toward exam costs.

All individuals interested in the Dental Assistant Certificate program should be aware that the dental field does have some risk of occupational hazards. The nature of the occupation could involve contact with infectious diseases including AIDS and Hepatitis. All students admitted to the program will receive proper instruction in standard biohazard precautions and in the use of personal protective equipment (PPE) to reduce the risk of contracting blood borne pathogens.

**Program Requirements..... (37 hours)**

DENT103 Dental Materials	5
DENT109 Preventative Dentistry/Oral Health Care	1
DENT118 Dental Assisting	4
DENT128 Community Field Experience	1
DENT145 Bio-Dental Science	3
DENT160 Dental Radiology	4
DENT167 Oral Medicine	2
DENT170 Clinical Training/Practicum I	7
DENT209 Professional Ethics	2
DENT220 Dental Office Management	2
DENT226 Dental Pharmacology	1
DENT233 Laboratory Procedures	2
DENT270 Clinical Training/Practicum II	3

**Pre-requirement.....(3 hours)**

AH113 Medical Terminology	3
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**IV. PHILOSOPHICAL STATEMENT**

**Philosophy**

The dental assisting program provides an education based in the dental, social, behavioral, and biological sciences. The curriculum will be delivered by fulfilling three components of instruction, learning, skill competency and assessment. Emphasis will be placed on developmental education/advising, curriculum delivery, faculty and staff training, and outcomes.

The major emphasis of dental assisting education is educating a dental auxiliary who is ethically and morally responsible, clinically competent and facilitates comprehensive quality care. The primary responsibility for faculty is to promote educational excellence with positive reinforcement, stressing excellence, relevance, and purpose in recognizing our commitment to the community. The dental assisting program will utilize current theory, emerging technology, and evaluation in concert with local dental professionals to ensure graduates have the knowledge, skills and attitudes to be successful.

**Program Goals**

- The dental assisting program will provide a quality educational program focused on active learning to meet the needs of students and the educational community.

- The dental assisting program will provide students with the learning and skill building training to enable adequate performance chairside and in laboratory procedures.
- The dental assisting program will secure continuing resources to support dynamic instructional strategies and enhance student learning.
- The dental assisting program will support student and faculty personal and professional development.
- The dental assisting program will serve the community by providing educational programs, dental assisting services, and optimal Student care to meet the needs of diverse groups in the community and surrounding region.
- The dental assisting program will prepare for and achieve the DANB Radiology Infection Control and General Chairside exams
- The dental assisting program will prepare for and achieve the NM State Board Radiation Health and Safety license.
- The dental assisting program will attempt to participate with the NM Mission of Mercy.
- The dental assisting program will participate in the annual dental convention seminars.

## V. GENERAL POLICIES

### I. Health, Immunization, and Liability Requirements

#### a. Health Insurance

Luna Community College does not provide health insurance for students. It is highly recommended that the student obtain a health insurance policy while enrolled in a health occupations program at LCC due to the potentially hazardous nature of health care. LCC does not assume any liability for health expenses incurred due to participation in the program.

#### b. Health Status & Immunization

Students must notify the instructor immediately of any illness, change in health status, pregnancy, or any other condition that may affect the health of the student or direct client care during a clinical rotation.

**Completion of the following immunizations is recommended:**

Diphtheria Tetanus – Primary series with a tetanus booster every 10 years unless there is a puncture wound or other penetrating wound that may require a booster at that time

- Varicella – (chicken pox)
- Rubella
- Measles
- Polio

**Completion of the following immunizations is required:**

- Tuberculin – Annually, to be current for an entire year during clinical courses.
- Hepatitis B Vaccination- series of three.
- COVID-19 series (exemptions: medical condition or risk for an adverse reaction or religious belief)

#### c. Liability Insurance

Upon admission to the program, the student will be required to purchase professional liability insurance. Payable at the Administration building. This insurance is obtained through the school and protects students in cases of malpractice lawsuits. Liability insurance is necessary for participation in clinical experience. This insurance is purchased upon registration for the fall semester.

#### **d. Transportation**

Some dental assisting courses include clinical learning experiences. The student is responsible for her/his own transportation to and from clinical sites that are not scheduled on campus. Practicum will require travel out of the Las Vegas area to surrounding communities such as, Mora, Penasco, Pecos, Santa Fe, Santa Rosa, Springer, and Albuquerque.

#### **e. Telephone calls, Smoking, Food**

Students are allowed to respond to emergency calls only or that are received through Estelle Garcia, Office Manager at (505)454-5303. Please quietly leave the area to answer emergency calls. Phones must be turned off or placed on silent mode while in class. No phone use is allowed in the lab, school clinic, or practicum. Smoking is prohibited in all buildings on campus and in clinical sites. Smoking is discouraged prior to clinical or during clinical breaks as cigarette odor may remain in clothing and may be offensive to the client. Eating or drinking beverages is prohibited in the treatment room, hallway, or dental station during clinical practicum. Eating is prohibited in the classroom while class is in session as it may be disruptive to other students.

#### **f. Program Fees & Associated Costs**

The student will incur a number of fees and associated costs while enrolled in the Dental Assistant Program. A detailed listing of these costs is included in the Appendices. The listing is an estimate, as fees and costs are subject to change.

#### **g. Basic Life Support Certification**

The student is required to be certified in cardiopulmonary resuscitation (American Heart Association Basic Life Support Provider or the equivalent). If the student has successfully completed a Basic Life Support course and has current certification, submit a copy of the certification card to the dental office by the designated date on the letter of acceptance. The dental program will provide a certification course for students who are not certified.

#### **h. Asepsis, Infection and Hazardous Control Plan**

Luna Community College follows NM OSHA and OSHA regulations and CDC guidelines for asepsis. All students will be trained prior to any exposure experience. Personal protective equipment must be worn if there is an anticipation of any splatter, spray or contact with human saliva, waste or other body products.

#### **i. Exposure prevention/control**

##### **Accidental exposure**

Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick, or skin lesions/non-intact mucosal membrane of a client. Accidental exposure of a faculty member or student while in a clinical agency is treated similarly to any type of accident occurring within the agency.

Transmission-based precautions are the recommendation of the National Centers for Disease Control (CDC) as well as OSHA Standards. The terms Universal Precautions and Standard Precautions are used interchangeably. Universal/Standard Precautions are a safeguard for the client as well as for the student. As recommended by the CDC, Universal/Standard Precautions are to be used with Contact, Airborne or Droplet Categories. The student must abide by these precautions in the school lab, school clinic, and clinical agencies. If the student does not abide by these precautions and becomes at risk for any blood borne and other communicable disease, or accidentally has an event, the student will be responsible for the cost of testing and medical care. The incident will be documented and filed in the student's record.

- The student or faculty exposed will be encouraged to have testing done. The decision to have the testing done is the choice of the individual exposed.
- The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.

- The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc. Some clinical agencies incur the expenses if policy permits.
- The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.

Reference: See appendices, OSHA standards for Blood borne Pathogens and Needle stick Prevention.

### **Management of an Exposure Incident**

**In the event that a student has an accidental exposure, the following steps are initiated:**

1. The incident is reported to the clinical facility supervisor or other appropriate personnel, The clinical agency will usually require the completion of an incident report and may ask permission from the client to test for HIV antibody or hepatitis. The student or faculty exposed will be encouraged to have testing done.
2. The clinical instructor will notify the LCC dental program Administrator when a student has been accidentally exposed. Then the student will report the incident immediately to the program Administrator.
3. The decision to have the testing done is the choice of the individual exposed, a release of liability may be required.
4. The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.
5. The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc. Some clinical agencies may incur the expenses if policy permits.
6. The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.

## **VI. PREGNANCY POLICY**

A number of studies suggest that during the first three months of development, the embryo/fetus may be more sensitive to ionizing radiation than an adult, but with proper training and following safety protocol, Pregnant students are, allowed to work in radiation areas. Pregnant students may operate radiography equipment, along with all students who are expected to follow safety and protection protocols. Additionally, pregnant students must be mindful that some dental materials pose minimal risks to the developing fetus, particularly if handled improperly or without protective equipment (PPEs). Based on past experience, no pre-clinical or clinical in the 32-week class assignments have been identified or considered likely to result in harmful exposure to the fetus when handled properly.

- A. Procedures:** In the event that a Dental Assisting student becomes pregnant or is pregnant upon enrollment, the following procedures related to Radiography shall apply:
  - a. The student shall submit to the Dental Education Program Administrator written notification of the pregnancy. Failure to inform the course instructors and program Administrator in writing as soon as the pregnancy is confirmed may result in potential harm to the fetus if proper protection and safety is not followed, therefore, it is important to notify instructors to ensure safety. The LCC DA program is released of liability, but Failure to inform the program administrator and instructor increases the risks, therefore, validating the release of the programs liability.

### **B. Confidentiality**

Listed below is the Code of Federal Regulation statements to protect medical information and the privacy of the individual when there are no overriding needs for the public to know.

To mandate that a person reporting any type of health condition and/or infected with a blood-borne or communicable disease may be required or requested to notify institutional or agency authorities, of the location

where exposure may have occurred, if applicable, nonetheless it is difficult to enforce but recommended. For those individuals involved with healthcare-giving services and know that they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice if you have not so already.
2. Follow the Institute's guidelines when involved in direct client care, and be Knowledgeable about, and practice, measures to prevent transmission of the disease.

### **C. Policy & Procedures for Students with Hepatitis B, HIV, or Other Communicable Disease.**

A student with documented Hepatitis B, HIV, or another communicable disease will be assigned to care for clients only when he/she has received a physician statement, which clears the student for a return to clinical experience. The following precautions must be initiated by the student during clinical assignments:

1. The student must practice good hand washing and wear **PPE** when providing direct client care. This is critical when in direct contact with blood, mucosal surfaces, or other fluids.
2. In the event that the student develops exudative lesions or other weeping lesions, client care will be prohibited until the physician confirms a release of return to clinical duties.
3. The student with any of the above-mentioned conditions will not, under any circumstances, be assigned any client who is immune-compromised.
4. Due to the chronicity or potential for exacerbation of such conditions, the student must be receiving ongoing medical observation and treatment.
5. The student will not be allowed to work in any clinical area when there is potential for infectious transmission to clients or coworkers.

## **VII. FIRE EMERGENCY ESCAPE PLAN (COMPLYING WITH THE LCC CAMPUS SECURITY ACT, 1990)**

1. Read Fire emergency plan and be aware of exits.
2. Refer to LCC policy regarding fire emergency policy/procedures.
3. Exit building at a nearest exit; on the student way out, pull fire alarm.
  - a. Check exiting door for heat, go the safest area: first choice is the Allied Health Parking lot
  - b. Second Choice: MEC parking lot; then call or notify a LCC staff member, who will call the fire department.
  - c. A staff member will notify security and/or administration. *Note: Expect at least one fire drill each semester.*

## **VIII. ADA: Americans with Disabilities Act of 1990)**

Luna Community College is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to participate in a training activity should contact the Access Center: Renee Maestas, 505-454-5355 or rmaestas@luna.edu.

## **IX. ACADEMIC POLICIES**

### **a. Classroom Guidelines**

The following guidelines have been established to assist the student in obtaining the greatest benefit of learning experiences provided by the curriculum. The intent is also to prepare the student to adopt the type of professional conduct which is expected in the dental assisting profession. Disruption of any type in the classroom is not tolerated. Disrespect to peers and or Instructors may constitute early dismissal from the class or the program.

### **b. Classroom attendance:**

Punctual and consistent classroom attendance is recommended for all class sessions as material presented in class is generally sequential. Therefore, any absence from a class may impact student learning. Non-emergency medical or personal appointments of any kind are recommended to be scheduled on students' personal time.

1. All assignments, quizzes, and examinations **must** be taken on the scheduled date and time. Make-up examinations, quizzes, or assignments will be allowed for excused absences **only**. It is the students' responsibility to call the instructor upon an absence to arrange for missed instruction material. The student, is expected to assume total responsibility for making up any missed assignments or tests and ultimately, resulting in the final grade.
2. Students who are excused for extenuating circumstances, such as documented medical emergencies or death in the immediate family, and who have provided notification to the instructor, will be allowed to make up quizzes, exams and assignments at the instructor's discretion at a specified time.
3. The student will be responsible for acquiring all information, note, handouts, and announcements provided by the instructor during the student's absence.
4. A student Failure Warning Form will be initiated for any student behavior that can delay academic progress.

**c. Tardiness:**

Academic progress is hindered by tardiness. Punctuality is expected, as tardiness is distracting to classroom activities and affects student learning. Habitual/frequent unexcused tardiness may constitute a drop in grade or may append an absence.

**d. Testing procedures**

All quizzes and examinations must be taken on the scheduled date and time. Upon completion of any exam, the student will sit quietly until all students have completed the exam. If the student is observed cheating during an examination, the exam will be collected by the instructor and the student will receive a zero on the exam. Refer to the LCC School Catalog and Student Handbook for policy pertaining to Academic Dishonesty and Plagiarism.

**e. Grading/evaluation**

Students should strive to complete assignments and competencies with an 85% or higher. Grading criteria are included in each course Syllabus, and in each competency evaluation form. Students are advised that assignments and exams are online (LCC blackboard Cengage Mindtap), you are encouraged to have a computer and internet access. The student's academic performance is reviewed by the student, the faculty and the program director. Students can track their academic progress through a grade model on Blackboard. The faculty assigned to the student is responsible for periodic review of the student's performance. Conferences will be held individual with the student.

The grading system listed in course syllabus is designated for students attending the LCC Dental Assistant Program. It is the intention of the program to identify students having academic difficulties early in the program when assistance will be most valuable. Several options are available for students Who are having problems. Any one or a combination of the following may be utilized:

- a. Individual structured time with an instructor.
- b. Individual structured time with a peer student.
- c. Referral to tutoring services for assistance.
- d. Referral to counseling services for assistance.
- e. Referral to the Students with Disabilities Program
- f. Referral to basic skills competency to help provide educational support.

Students who must leave the program for reasons that are not related to professional behavior may be offered re-entry into the program. This decision will be made by the program director with feedback from the faculty.

**f. Laboratory procedures:**

Students are evaluated in laboratory, pre-clinical and clinical competency through a series of demonstration skill competency with an 85% proficiency level. The competency demonstrations are based on observation and evaluation of process and product. As the student progresses the evaluation measures are increased, as students integrate preceding skills in relation to the advanced order course objectives. In every lab procedure and practicum the student is given the opportunity for a self-evaluation to assess their own progress in relation to stated course objectives as well as a peer-evaluation.

Faculty utilize CODA approved skill competency sheets specifically for scheduled procedure according to course matrix listed in class syllabus. Dental office evaluation for clinical involves a faculty site-visit, and communication with dental office personnel and the performance evaluation, time sheet, clinic card and a daily clinical journal as well as, discussion. Students can track competency progression through the competency grade sheet associated with labs and Blackboard my grade module in all courses, through consultation with Instructor and progress reports.

The Dental Assistant Administrator and Instructor/s will generate a Failure Warning Form after a verbal consultation and early alert notification, when the student is performing below minimum requirements or if the student is not adhering to class or clinical policy. All related data will be kept in the student file. The Failure Warning Form may be written after a single incident or following a student's unsafe behavior, dependent on type of behavior.

## **X. PROGRESSION**

**Progression** is defined as advancing through the program in the required sequence of the curriculum, with the achievement of knowledge, skills, and competency as outlined in the program of study.

Dental assistant courses are sequentially organized to proceed from a basic beginning level to a higher advanced level. The courses require one or more pre-requisite courses, all of which should be completed with a grade of **85%** or higher.

### **Interruption of progression**

Occasionally, a situation may arise due to personal, academic, or other reasons in which students may elect to leave the program prior to completion of all requirements. In such a case, the student is required to inform the instructors for dental assistant courses he/she is enrolled in and schedule an exit interview with the Dental Assisting Program Director. Failure to complete the exit interview may result in denial of future admission to the program.

### **Repeating Privileges**

A student requesting repeating privileges must submit a letter of intent to the Dental Assisting Program Director to be allowed to repeat failed coursework. The student will be required to complete a self-study review, with an individual exam of other course subjects formerly completed, and demonstrate competency for dental skills previously taught. Repeating a failed course will be allowed only one time, during the following school year.

## **XI. TERMINATION**

Termination from the program may be necessary if the student fails to meet the standards of the program either in the academic or clinical setting. The following are examples of cause that might lead to termination. The list is not exclusive. A student might:

1. Repeat a Dental Assistant course once and be unsuccessful.
2. Receive a Failure Warning Form a third time within the academic year.
3. Lack integrity in the academic and/or clinical setting.
4. Breach of confidentiality, lack of respect for confidentiality to safeguard the well-being of Students and doctor-Student relationship, cheat on an exam, and/or falsify student or client records.

5. Be unwilling to undergo evaluation and treatment for substance abuse where evidence of use is suspected.
6. Exhibit unsafe practice in the clinical setting.

#### **A. LUNA COMMUNITY COLLEGE DENTAL ASSISTING PROGRAM RE-ENTRY POLICY**

Students who leave the program for reasons other than noncompliance with policies and procedures can re-apply for admission for a future class year, dependent on class size availability. The student requesting re-entry into the dental assisting program must submit a written request to the Dental Assisting Program Director as soon as possible after withdrawal/ dismissal from the program. The Director will put in writing the specific recommendations and state the conditions necessary to bring the student to the proper level of competence prior to re-entry. The student may be required to take a previous course(s) at the cost to the student and may also be required to demonstrate competency in regards to his/her clinical skill. These recommendations and conditions may be in addition to the student repeating the course(s) that he/she did not successfully complete. Final re-admittance into the program is under the discretion of the Program Administrator.

#### **XII. GRADUATION REQUIREMENTS**

Minimum credit hour requirements for the program of study must be completed in order for a student to be eligible to celebrate commencement with LCC. A grade of 85% or better is recommended for all courses. 300 clinical hours must be completed, 200 hours in the spring in general dentistry and 100 in a specialty. The student must complete an application for degree, graduation clearance form, be sure you have the dental assistant major declaration, meet and pay LCC Fee to participate in Luna's May graduation, no later than the specified date within the semester prior to the graduation. Student must understand that participation with graduation does not complete the program and must return for the final summer semester to attain the certificate. Refer to the LCC school catalog for additional information.

#### **XIII. CLINICAL POLICIES**

##### **a. Lab/Clinical Guidelines**

The following guidelines have been established to assist the student with obtaining the greatest benefit of learning experiences provided through the curriculum and prepare students to adopt the type of conduct, which is expected in the dental workplace.

##### **b. Clinical/Lab Attendance:**

Attendance to all lab/clinical assignments is mandatory. The practicum is graded on an S (Satisfactory) or a U (Unsatisfactory) or an (I) incomplete basis which requires the student's signature, and will allow the student to complete the technique, then a change of grade form is required. The student is required to complete a minimum of 300 clinical practicum externship hours in contracted participating dental offices. The student is required to report to clinical 5-10 minutes prior to the scheduled clinical start time.

The student is encouraged to allow extra travel time for unforeseen circumstances. If the student arrives after the designated time, the student will be sent home and will receive an absence for the day. Other behaviors which are out of compliance with policy, may result in being sent home. These include: lack of preparedness for the day, failure to meet the dress code regulations, and/or disruptive conduct.

Due to an emergency or inclement weather, the instructor may cancel a clinical. The student will be notified of the cancellation by LCC RAVE please be sure to sign up for it, if you need assistance or have questions please see program administrator, Rescheduling of a clinical if possible will be done by instructor/administrator. The student is encouraged to make individual judgment decisions regarding travel. Use extreme caution and do not travel if conditions are serious. In the event of a justifiable emergency, the student is responsible for contacting the administrator, and the clinical agency as soon as possible.

**c. Clinical expectations:**

1. Rotations are necessary for the development of skills and meet CODA Standards
2. The student is expected to obtain a schedule of his/her clinical assignment the day/week prior to clinical experience. Adequate preparation is important, including but not limited to review of client data for planning of dental health care/treatment plan. Specific requirements will be outlined in the course syllabus and clinic card.
3. The student must maintain strict confidentiality in handling client information. Only initials of clients are to be documented on the student journal.
4. The student must demonstrate a professional attitude. This includes no loud chewing gum, no loud conversation and no cell phones permitted in the dental treatment room. Students will show respect for fellow classmates and staff, and always be willing to help where needed.
5. The student must not leave a clinical setting without first notifying the instructor and clinical supervisor.
6. The student is required to wear an approved dental uniform during each clinical rotation. LCC student identification is required.
7. If the student is unprepared, lacks professional appearance, or demonstrates unsafe practice, he/she may be dismissed from the clinical and will be marked absent for that clinical day. This may also constitute a clinical failure. A Failure Warning Form will be generated.
8. If the student is ill, she/he must notify the instructor and/or clinical facility to determine whether a potential risk to clients exists. A student who becomes ill during the clinical day may be sent home at the discretion of the instructor.

As a first semester clinical student, you will not be allowed to take phone or verbal dentist orders for medications, (antibiotics), oral rinse treatments and procedures. As a first semester clinical student, you will not be allowed to take radiographs; according to the NM State Law section as indicated below, taken for NMBODHC web site; NM State Licensing and Regulations: for more information go to [www.rld.nm.gov](http://www.rld.nm.gov)

**Section: 16.5.33.8 REQUIREMENTS:**

- A. licensee shall not allow dental assistants to perform oral radiography under any level of supervision that are not certified or in authorized training by the New Mexico board of dental health care (NMBODHC);
- B. A licensee shall not allow dental assistants to perform coronal polishing, topical fluoride application, or application of pit and fissure sealants under general supervision without certification by the NMBODHC;
- C. Dental assistants who perform oral radiography under any level of supervision are required to be certified by the NMBODHC. Dental assistants who perform coronal polishing, application of topical fluoride or, application of pit and fissure sealants both intra and extra oral radiography under general supervision are required to be certified by the NMBODHC except those enrolled in a recognized dental assisting program and complying with the following:
  - (1) have completed the didactic portion of the radiography curriculum;
  - (2) are exposing radiograph with supervision of a licensee or an assistant certified in radiography;
  - (5) if exposing x-rays on a human must have a written prescription from a dentist.
- D. Expanded function certification offered by the NMBODHC is distinct from certification offered by DANB. DANB certification gives the individual the right to use the initials C.D.A after their name, but does not qualify the individual to perform expanded functions without being certified by the NMBODHC. 9-7-84...9-30-96; 16.5.33.8 NMAC - Rn, 16 NMAC 5.33.8, 12-14-00; A, 3-29-02; A, 9-30-02; A, 12-30-02; A, 03-06-05; A, 07-16-07]

1. As a first semester student, the student will not be allowed to act as a legal witness to a consent form or permit. As a second semester student, the student may serve as a secondary witness with permission and supervision of the clinical instructor.
2. Clinical areas pose a risk of exposure to communicable diseases such as HIV or hepatitis, as well as radiation exposure. Students who are in their first trimester of pregnancy are required to take precautions. Strict radiation health and safety measures are followed at all times. However, the student may request to be removed from participation in areas requiring close proximity to ionizing radiation until after the end of the pregnancy. Any requirements not met during this time are required to be completed in order to be eligible for graduation. Because anyone can be susceptible to communicable diseases, the utmost caution must be taken in regard to infection control (Refer to "J" under General Policies of this document).

#### **d. Clinical Performance**

A clinical is defined as a faculty-assigned activity taking place in and during clinical/laboratory settings and times. These may include campus laboratory, observational sites, dental office settings, and community agencies. The student is prohibited from practicing or carrying out activities or specialized skills which the student has not practiced with a passing score in the practice lab, and those activities which are beyond the scope of practice for a dental assistant in the respective level for which the student is presently training. The student must abide by this policy with utmost responsibility. The student is required to complete all scheduled clinical hours. The student must follow universal precautions with all clients.

#### **EVALUATION POLICY:**

Students will be graded on basis of their Attendance, performance, completion of skill competencies as listed on clinic card, instructor/dental office staff evaluations and Completion of required clinical hours (200 Hours) for spring semester, 100 hour for the summer semester for a total of 300 hours.

Refer to DENT170 and DENT270 Clinic card and Student Time Sheet listed dental assisting duties.

#### **CLINICAL PREPARATION POLICY:**

To ensure Student safety, the student must be fully prepared prior to providing direct patient care, which includes all PPE, current CPR certification & completed hepatitis B and COVID-19 vaccinations. If the instructor believes the student is unprepared, this will be addressed individually. If, in the instructor's opinion, lack of preparation would compromise patient care, the student may not be allowed to participate in scheduled clinical rotation. Students are trained to work on the mannequins first in the LCC dental lab,

#### **e. Clinical Appearance**

Proper clinical attire, personal hygiene, and cleanliness are required. The instructor has the right to place a student on "off duty" status when these conditions are deficient and will receive an absence for that clinical day. Additional regulations may be required in some clinical settings.

1. **Uniform:** scrubs, and a black or white lab coat, is required. No sheer material is allowed. If a T-shirts is worn, any printing on it cannot show through the scrub top. Uniform pants must be loose fitting, non-binding, and shoe-top length. An LCC student identification pin/name badge is required. Only white tennis or nursing shoes will be permitted (no sandals or open shoes). Shoestrings must be white and clean.
2. **Fingernails:** No artificial nails. Natural nails must be clean, trimmed, smooth and neat and not interfere with safe client care. Clear nail polish is allowed.
3. **Jewelry:** Jewelry must be kept to a minimum, be unobtrusive, and must not present a safety hazard. Accessory jewelry for body piercings such as nose, tongue, lip, and eyebrow rings is permitted as long as it is not obstructive.
4. **Hair:** Hair must be shoulder length or tied back. Plain accessories may be used to clip hair back.

5. **Make-Up:** Facial makeup must be kept simple. Use of perfumes/cologne is discouraged, as they may be unpleasant to clients.
6. **Tattoos:** Tattoos must be covered.
7. **Supplies:** A red/blue pencil, black pen (not erasable), and a watch with second hand.
8. **Hygiene:** practice of good oral and personal hygiene is important.
9. **Attitude:** student must be prepared emotionally, and psychologically and should uphold responsibility for their own actions. Student must remember patient care is of the utmost significance and the main component in health care professions. Be friendly, courteous and empathetic to your clients physical and emotional state at the time of treatment. Follow confidentiality according to LCC DA policy and HIPAA. Student will not engage in disruptive behavior of any sort in the classroom or in the externship office.

#### **f. American Dental Assisting Association Principles of Ethics**

Each individual involved in the practice of dentistry assumes the obligation of maintaining and enriching the profession. Each member may choose to meet this obligation according to the degree of personal conscience based on the needs of the individuals that the profession of dentistry is committed to serve.

The spirit of the Golden Rule is the basic guiding principle of this concept. The member must strive to at all times maintain confidentiality, and exhibit respect for the dentist/employer, as well as, dental associates. The member shall abstain from performing any professional service which is prohibited by state law and has the obligation to demonstrate competence prior to providing services to any Student. The member shall continuously strive to enhance and develop technical skills for the benefit of the employer and the consumer.

The member should additionally seek to sustain and improve the local dental assisting organization, state dental assisting association, and the American Dental Assistants Association by active participation and personal commitment.

#### **g. Clinical grading/ evaluation**

Clinical evaluation guidelines are used to document clinical performance at the beginner level and then to progress to a mastery level. Which will determine the point of skill demonstrated that the student is expected to give in class/lab check-off, followed by the additional evaluation during practicing clinical practicum I and II in the dental office patient care, chairside, and lab duties. According to specific guidelines and the CODA standards, specific clinical objectives will be provided for the clinical course.

### **XIV. STUDENT CONDUCT**

#### **a. Disruptive Conduct:**

Disruptive conduct and/or disrespect for professors, peers, dentist and dental staff will not be tolerated. Student must refrain from inappropriate language, if the student is involved in such behaviors, the student will be asked to leave and must then submit a written request to be allowed to return for the next session. Refer to the LCC catalog and LCC student handbook for policy concerning disruptive conduct. The department will follow the policy and procedure as outlined in the catalog.

#### **b. Policy for students suspected of impairment:**

The Dental Assisting Program has adopted the following policy statement and procedures for dealing with situations of actual or suspected student substance impairment.

#### **c. Policy statement:**

Although LCC enforces policy concerning substance use on campus, the Dental Program requires additional policies due to the serious nature of the courses and clinical expectations. To fulfill the provision of safe, effective, and supportive care, the student must be free of any substance (regardless of whether the use of the

substance is legal or illegal), which may impair the student's ability to make sound judgment decisions, whether in the clinical, lab, or classroom. Impairment or possible impairment of clinical judgment places the safety of clients, students, faculty, and the general public at risk.

The dental health staff and faculty defines a chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over the counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical signs.

**d. Procedures:**

**1. Legally prescribed medication.**

If the student is on a doctor's prescribed substance which may impair the students' judgment, the student must submit a letter from the physician verifying that the substance has been prescribed. The medical reason for the prescription does not have to be disclosed. The student may not be allowed to participate in certain activities due to impairment of clinical judgment while using a prescribed substance under the direction of a physician. Unless cleared by the physician that student is capable to carry out clinical responsibilities. Reasonable accommodations to cope with this situation will be made by the department. However, the student is responsible for completing all course requirements.

**e. Substance Abuse:**

In the event that an instructor suspects that a student is under the influence of a substance that impairs or could impair clinical judgment, the instructor will implement the following steps:

**f. Procedures for faculty intervention:**

- a. Remove the student immediately from the lab, clinical, or classroom to a private area. Inform the student of the observed behavior or signs and allow the student to provide an explanation for the observed behavior. The student is not required to provide an explanation; however, if the student indicates that he/she is on a substance under the supervision of a physician, the procedure outlined above must be initiated immediately.
- b. Observed behavior may include but not be limited to the following signs: disheveled appearance, blood shot eyes, inappropriate language/behavior. A Suspicious Behavior Form must be completed. If the student refuses or is unable to complete the form, the instructor will document the reason given by the student for not completing the form. The instructor will sign the form.
- c. Document any witnesses to the behavior and actions initiated, and request a witness signature on the form.
- d. As soon as possible, contact the Director of the Allied Health Program of the situation and actions taken.
- e. Due to the serious nature of the program, the student will be placed on academic and clinical probation until the situation is resolved.
- f. The student must have a drug screen performed as soon as documentation on the behavior status has been completed. A forensic type blood and/or urine drug screening with proper laboratory identification and procedure by a licensed medical or scientific laboratory to complete this type of testing must be conducted. The student must arrange to have

someone transport him/ her to the laboratory facility and home. Such arrangements may be done through LCC security.

- g. The Academic consequences resulting from the implementation of the **Student Wellness Contract** is that participation in clinical dental courses will not be permitted until the terms of the contract are fulfilled. A semester grade of an I (Incomplete), a W (Withdrawal), or an F (Failing) may be assigned, depending on factors such amount of course work completed to date, ability of the student to complete the requirements, and deadline for withdrawing from a course.
- h. If subsequent chemical impairment occurs following these procedures, dental faculty may recommend dismissal or final termination from the Luna Community College Dental Assisting Program.

**g. Prior criminal record:**

Certain clinical agencies may require fingerprinting and state or federal criminal history checks, the cost is the student responsibility. Certain felonies may lead to ineligibility toward dental certification by the State of New Mexico Board of Dentistry.

*Note: fingerprinting may not apply to Dental Assistants in most dental offices within this region, except for correctional facilities).*

**h. Breach of confidentiality:**

Any information relative to all clients must be held strictly confidential, unless required by law to divulge any information. Failure to uphold confidentiality may result in termination from the program.

**i. Honesty:**

The student is required to maintain honesty and integrity in all course work and the clinical aspects of the program. Honesty is crucial in the dental health profession, any observed cheating will be documented, and the student will receive a zero on the material being tested. This behavior may be grounds for dismissal from the program.

**j. Plagiarism:**

The program requires that the student adhere to the LCC policy regarding plagiarism (see LCC school catalog). If the student submits work which has been plagiarized, the student will receive a zero on the work submitted.

**k. Appeals**

LCC has established procedures for initiating a grievance which is available in the LCC student catalog. A complaint or grievance must be handled in the following sequence:

1. Point where the problem is perceived.
2. Department/Academic Director
3. LCC Student Success Center Director (File a Formal grievance)

**l. Use of Supplies/Equipment:**

Most materials/equipment that the student will use in the Dental Assistant Program is very costly and difficult to replace. The student will be required to demonstrate knowledge and skill in maintenance, proper set up and adequate amounts of materials/solutions. Students must use common sense and a personal ownership approach in regard to the use and care of supplies and equipment for both LCC dental site and participating dental offices. Clinical sites and LCC dental lab areas must be left clean and orderly, following all clinical and lab procedures. Asepsis and sterilization protocol will be followed. In case of abuse/neglect of any supplies or equipment, the student will be held financially responsible for the replacement of those damaged items.

**m. Children or Others in the Classroom/Clinical Setting:**

Under no circumstances is the student allowed to bring children or visitors to class or clinical areas. No exceptions should be expected, out of respect for other students. Prior arrangements must be made for adequate childcare. LCC offers day care services for students' children aged 2-5 at the LCC Preschool. Pre-registration for childcare is required. Information about the services is available at the LCC Preschool.

#### **XV. Honor Code**

All members of the academic community at Luna Community College are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual (unaided) work on exams and lab reports and documentation of sources are expected. Academic integrity means representation of oneself and/one's work honestly; misrepresentation is cheating. The following are examples of academic dishonesty:

- a. Cheating on examinations by:
  1. using materials such as books or notes when not authorized by the instructor
  2. copying from someone else's paper, disk, or other data
  3. helping or allowing someone else to copy work
  4. Sharing passwords
  
- b. Plagiarizing from work of others.

When dealing with written or electronic sources, a clear distinction should be made between quotations (which reproduce information from the sources word-for-word within quotation marks) and paraphrases (which translate into the student's own words). Both direct quotations and paraphrases must be documented with footnotes, etc. Just because a student rephrases, condenses, or selects from another person's work, the ideas are still unoriginal, and failure to give credit is misrepresentation of the student's actual work and plagiarism of another's ideas. Naturally, buying a paper and handing it in as one's own work is plagiarism. Refer to (Academic Integrity)of the LCC College Catalog.

#### **1. ACCESS TO STUDENT RECORDS**

Access to student records is only available to the student themselves, the program Administrator, Director for Health Sciences and the Vice President of Instruction of Luna Community College. If a student authorizes access in writing, access will be granted to the stated individual.

#### **2.LUNA COMMUNITY COLLEGE DENTAL ASSISTING PROGRAM FILE OF COMPLAINTS**

##### **Notice of Opportunity and Procedure to File Complaints with the Commission on Dental Accreditation.**

The commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related educational programs but does not interfere on behalf of individuals or act as a court of appeals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611, or by calling 1-800-621-8099 extension 2705.

<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

IN THE EVENT THAT YOU SHOULD HAVE A INCIDENT:

1. Notify your instructor and Dental Staff immediately
2. Document the incident step by step
3. Seek medical attention if needed

Follow these steps:

## **Bloodborne Infectious Diseases: Emergency Needlestick Information**

### **Emergency Sharps Information**

Workers Please Note ; As you work, you may experience:

1. A Needlestick or sharps injury.
2. An exposure to patient blood or other body fluid.

**If any of these occur, take the following steps:**

1. Wash Needlestick and cuts with soap and water
2. Flush splashes to the nose, mouth, or skin with water
3. Irrigate eyes with clean water, saline, or sterile irrigants
4. Report the incident to your supervisor
5. Immediately seek medical treatment

### **Medical Providers Please Note**

If you have questions about proper medical treatment for workplace exposures:

1. Call the Clinicians' Post Exposure Prophylaxis (PEP) Line at 1-888-448-4911
2. Or go to: <http://www.nccc.ucsf.edu/external icon>

Recommendations for the management of occupational exposures to blood:

[Updated U.S. Public Health Service Guidelines Management Occupational Exposures HIV Recommendations PEPexternal icon](#)

[Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis](#)  
MMWR Recommendations and Reports, Volume 50, Number RR-11

[CDC Guidance for Evaluating Health-Care Personnel for Hepatitis B Virus Protection and for Administering Postexposure Management](#)  
[Postexposure Prophylaxis to Prevent Hepatitis B Virus Infection](#)

## LCC DENTAL ASSISTING PROGRAM

### EMERGENCY ACTION PLAN

The following are the procedures to be followed in case of any medical/personal injury emergency occurring while training in the Dental Assisting Program. In the event of an individual emergency occurring with a Student in the dental laboratory/clinic, the following sequence should occur:

- I. The student whose student partner/client is experiencing the emergency will STAY with the student or Client if you are in a lab or a clinic site, and do the following:
  - A. Notify instructor/office staff, or anyone closest to you, of the emergency by telling him or her to get the instructor and call 911 if necessary.
  - B. Assess the student partner/Student's condition utilizing vital signs to determine the need for CPR or other first aid measures and start CPR if needed.
- II. The nearby student will:
  - A. Bring the incident to the attention of an instructor and/or the program administrator.
  - B. Bring the first aid kit to the scene of the incident. (The first aid kit is located adjacent in the treatment room.)
  - C. Call 911 emergency services if deemed necessary by the instructor or program administrator.
    1. EMS – Dial 911
    2. The following information should be given to the 911 operator:
      - a. the caller's name and clinic phone number TO BE DETERMINED
      - b. the nature of the emergency
      - c. the type of aid needed
      - d. the location of the emergency
  - E. Meet the emergency vehicle(s) at a designated location and inform them of the building entrance which offers best access to the emergency location.
  - F. Lead emergency service to area of the emergency.
- III. The responding faculty will:
  - A. Assess student partner/client for emergency support measures and first aid that would be appropriate.
  - B. Verify that the program administrator has been notified.
  - C. Coordinate and aid in emergency procedures until or EMS arrives.
  - D. Determine the need for nursing faculty to assess the situation.
  - E. Follow-up on EMS.
  - F. Aid in clinic Student/student control.
- IV. The Dental Assisting Administrator will:
  - A. Assess Student needs and participate in delivery of aid deemed necessary, i.e., CPR, first aid, etc.
  - B. Verify that EMS was called.
  - D. Coordinate and administer in emergency procedures until EMS arrives.
  - E. Notify the family.
- V. Follow-Up:
  - A. Program administrator, faculty, and students involved meet as soon as possible following the incident and record:
    1. description of incident
    2. cause of incident
    3. prevention of incident
    4. corrective actions to be taken
  - B. Fill out accident/incident report. Copy given to the Dental Assisting Program Director and the Direct of Allied Health Sciences.

## Code Blue - Active Shooter Guidelines

Luna Community College Emergency Guidelines for Active Shooter Incidents

### ☒ If Possible:

- Exit - the building or area immediately
- Notify - others you may encounter of the danger
- Call - for help by dialing 911 from any telephone
- Inform – the emergency services dispatcher of the following:

### ☒ Tell them there is an emergency

- The location of the incident
- What is happening
- How many people are involved (Shooters and Victims)
- Your name, location and phone number
- The dispatcher may ask you to stay on the line until officers are on scene

### ☒ If you cannot safely exit the building, the following are recommended:

- GET to a room or office as far away from the incident as possible and lock the door
- COVER any door windows or windows facing the hallway
- KEEP QUIET and DO NOT answer the door
- CALL 911 and let the emergency services dispatcher know what is happening

### ☒ Tell them there is an “EMERGENCY”

- The LOCATION of the incident
- WHAT is Happening
- How many people are involved (Shooters and Victims)
- Your name, location and phone number

o **STAY PUT until police get to you, unless the level of danger is increasing**

o **LOOK for means of escape FIGHT or FLIGHT**

o **STAY OFF the phone so the dispatcher may contact you with information**

Please be aware that if you are locked in an office or classroom, police officers may take quite some time to get to you.

They are securing the building. The fact that you do not hear or see officers right away means that you are away from the immediate threat. Once rescued, follow the police officers directives as they guide you to safety

**Student Communication Form**

This form has been designed to provide you with an opportunity to clearly communicate with the faculty and staff in the Dental Assisting Department. Please answer the following questions to assist you with describing your comments/concerns. After you have completed the form, please give to program Administrator for appropriate management of the situation.

- 1. Your name: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. Who do you need to talk with/to: \_\_\_\_\_
- 3. Your phone number: \_\_\_\_\_ Call: \_\_\_\_\_ Text: \_\_\_\_\_

**Level of Urgency:**       Urgent (within class hours)       Not Urgent (after class hours or other)

- 4. **Situation:** Please describe the current situation that has warranted this communication form.
- 5. **Background:** Please describe the relevant background information specific to this situation or circumstance.
- 6. **Assessment:** This is your opportunity to offer your analysis of the problem (determine the essential features and their relations).
- 7. **Request or Recommendations:** Please describe what you would like to happen or what would help to resolve the situation.

**(Faculty/Staff area only):**

8. Solution:

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Faculty/Staff Signature: \_\_\_\_\_

\*When possible please utilize faculty's office hours. Please be advised faculty may not be able to respond to your request within 24 hours due to being out of the office, in clinicals, or in class.

LUNA COMMUNITY COLLEGE DENTAL ASSISTING PROGRAM  
**FILE OF COMPLAINTS**

**Notice of Opportunity and Procedure to File Complaints with the Commission on Dental Accreditation.**

The commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related educational programs but does not interfere on behalf of individuals or act as a court of appeals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611, or by calling 1-800-621-8099 extension 2705.

I have read the above notice:

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

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