

Dental Assistant Program Student Handbook



St. Cloud Technical and Community College
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St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools

St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.

ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer

TTY users may call MN Relay Service at 711 to contact the college.

St. Cloud Technical and Community College

320-308-5000 – 800-222-1009

May 2017

WELCOME

The Dental Assistant Program at St. Cloud Technical and Community College is approved by the Minnesota Board of Dentistry and accredited by the American Dental Association Commission on Dental Accreditation. The program originated in 1972 and has been a successful, contributing program to the college as well as the community. Students may earn either an Associate of Applied Science degree or a diploma upon successful completion of the program.

DENTAL ASSISTANT PROGRAM MISSION

The mission of the dental assistant program faculty is to assist each student to attain his or her personal career goals and to prepare graduates to obtain entry-level employment as a dental assistant. Dental assistants have the opportunity to reach their maximum potential and will be contributing members of the dental health care team. Quality education, students and graduates will result in increased access and quality patient care for the public.

DENTAL ASSISTANT VISION

The dental assistant program faculty believes that dental assistants are vital members of the dental health care team. Students are prepared to function in a variety of dental health care facilities. Dental assistant graduates will be prepared for employment in a dental office setting in the following areas; chairside and expanded functions, laboratory and office duties.

Graduates of this program are capable of functioning in a general dental practice or in such specialty practices as Orthodontics (braces), Endodontics (root canals), Prosthodontics (crowns and dentures), Periodontics (gum disease), Pediatric Dentistry (children), Oral and Maxillofacial Surgery or Public Health Dentistry as a beginning practitioner.

Continuing dental education is necessary for all dental assistants and students should be aware at graduation that their educational experience is just beginning. SCTCC faculty accepts the philosophy that dental assistants require additional, life-long preparation if they are to assume more responsibility in specialized duties.

The student handbook is to be used as an informational guide to the St. Cloud Technical and Community College of Dental Assistant Program. The information in this program handbook may change without notice.

Technical Standards for a Dental Assistant

An ideal candidate for the SCTCC Dental Assistant Program should possess many or all of the following qualities:

- Like working with people with diverse backgrounds
- Friendly, outgoing, pleasant personality
- Self-motivated
- Good team building skills
- Good verbal and non-verbal communication skills
- Problem solving skills and ability
- Common sense and reasoning skills
- ***Excellent*** manual dexterity
- Good to excellent eyesight
- Free of chronic pain
- Good physical condition
- No neck, back, or extremity problems or limitations
- Good upper body strength and coordination
- Can deal with stressful situations
- Can work and move around in small limited spaces
- Good time management and organizational skills

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1540 Northway Drive, St. Cloud, MN 56303

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE DENTAL ASSISTANT PROGRAM GOALS

The dental assistant program goals are based on expectations of student proficiency and placement and are as follows:

- **The program will prepare graduates to successfully complete the DANB (Dental Assisting National Board) Certification examination required to become a Certified Dental Assistant (CDA).**
- **The program will prepare graduates to successfully complete the Minnesota State Licensure and Jurisprudence examinations required to become a Licensed Dental Assistant (LDA).**
- **Program graduates will obtain the skills necessary to allow them to gain entry-level employment in a variety of positions in the dental health field.**

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE DENTAL ASSISTANT STUDENT LEARNING OUTCOMES

Upon completion of the program, students will be able to:

- Identify and prepare instruments, materials and treatment rooms in general and specialty procedures in addition to perform chairside techniques utilizing current concepts of dental assisting.
- Demonstrate sterilization techniques and utilize infection control measures according to guidelines established by regulating bodies.
- Demonstrate the ability to perform laboratory procedures and operate dental equipment utilized in the laboratory setting.
- Translate dental terminology as it relates to patient care while documenting and maintaining patient records.
- Utilize innovative technology as it relates to the dental profession.
- Demonstrate radiation and expanded functions techniques according to state and national regulations.
- Demonstrate management techniques as applied to medical emergencies in the dental practice.
- Demonstrate ethical conduct, moral attitudes and principles essential for maintaining trust of professional associates, the support of the community and the confidence of the patient.

*Revised 1-07, 5-2011, 02-2013, 04-2013, 05-2017

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE MISSION

The mission of St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical and transferable education.

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE VISION

St. Cloud Technical and Community College is to be the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

Core Values

- Student success through collaboration and cooperation
- Student centered from prospect to alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and the community
- Quality and continuous improvement
- Innovation, creativity and flexibility
- Contextual and technologically driven driving learning

College Outcomes

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Society and Global Perspectives
- Apply Knowledge

St. Cloud Technical and Community College Equal Opportunity Statement

Also found in the SCTCC Student Handbook

St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to SCTCC's Designated Officers:

Student Complaints: <http://www.sctcc.edu/complaints>

Employee Complaints: Deb Holstad, Human Resources Director, located in office 1-403c, or by telephone at 320-308-3227.

Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities by telephone at 320-308-5096, or 320-308-5988 (TTY).

This publication is available in accessible formats upon request by calling the office for Students with disabilities at 320-308-5096.

St. Cloud Technical and Community College Discrimination/Harassment Policy

Also found in the SCTCC Student Handbook

Policy Statement

St. Cloud Technical and Community College and Minnesota State Colleges and Universities are 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, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. 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. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Investigation and Resolution

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly urges to report the information or complaint to the designated officer. The enclosed link will provide access to the necessary information;
<http://www.sctcc.edu/complaints>

Employee Complaints: Deb Holstad, Human Resources Director, located in office 1-403c, or by telephone at 320-308-3227.

St. Cloud Technical and Community College Reasonable Accommodations

Found in the SCTCC Student Handbook

Essential functions in some of the required Dental Assisting Program course include heavy lifting, pushing, handling and passing instruments with both hands and pulling weight. Students who are requesting accommodation must contact the Counselor for Students with Disabilities or call 320-308-5096.

SCTCC will provide reasonable and appropriate accommodations to qualified students with disabilities, assist students with disabilities in self-advocacy, educate the college community about disabilities and ensure legal compliance with state and federal disability law as well as MnSCU policy 1B.4. Disability services will strive to: provide safe, confidential counseling and support services to students with disabilities; determine the implications of a student's disability and recommend appropriate accommodations which address the student's needs; and encourage self-determination, independence and personal responsibility for students with disabilities.

Request Accommodations

Students who wish to disclose a disability and discuss appropriate academic accommodations need to:

- Complete** an Application for Disability Services requesting needed accommodations. Forms are available by clicking the Getting Started link at www.sctcc.edu/disability

- Provide documentation** of your disability. The documentation must be current, appropriate information that provides a diagnosis of the disability including assessment procedures and relevant test scores. The documentation must clearly substantiate the need for all of the student's specific accommodation requests and be signed by an appropriately licensed professional. See Disability Documentation Guidelines for more information found at www.sctcc.edu/disability.

- Schedule an appointment** to meet with a counselor to review your Accommodations Plan and discuss the process for utilizing appropriate accommodations. Call 320-308-5089 voice, TTY users may use MN Relay at 711 to reach the campus to schedule.

PROGRAM ACADEMIC POLICIES

Grading

Students are expected to earn and maintain a “C” grade in all courses, including elective, general education, general studies, and program core courses. Failure to earn a grade of a “C” or better in a dental assistant core course will result in suspension from the dental assistant program. Students seeking readmission to the program will be required to reapply and will only be admitted on a space available basis. Upon reacceptance into the program, students may only repeat a course once to earn a “C” or better. An overall grade point average (GPA) of 2.0 or better must be achieved in order to be assigned to an internship, to graduate, and to write state and national board examinations. Failure to earn a passing grade on Internship (DENT 2461) will result in suspension from the dental assistant program. Students may re-apply with the Program Director to retake the course; however he/she may be required to repeat clinical course/s to ensure competence.

All **non-lab/clinical** (didactic) grades issued and all **lab/clinical** procedure checklists/evaluation forms are based on the following percentages:

100 - 94% = A
93 - 87% = B
86 - 80% = C
79 - 73% = D
Below 73% = F

Repetition of Courses

A Dental Assistant student who receives a “W”, “D”, or “F” in any course is considered to be making unsatisfactory progress in the dental assistant program. It is possible for a dental assistant student to drop from a course and not receive a “W” if they drop on or before a set drop date. These students who do this will be considered as attempting to take the course.

If a student fails any course or pre-requisite in a semester, they could possibly repeat it, however the course may not be offered for another semester or year. If a grade of “W”, “D”, or “F” is obtained on the second attempt, the student will be dismissed from the Dental Assistant Program. An 80 % average must be maintained in all courses to pass.

Students who fail (2) or more courses in a semester will automatically be dismissed from the program.

Delay in Program Completion

In some cases, students experience an interruption in their educational program. Students are encouraged to contact the Program Director as early as possible to arrange reinstatement. The Program Director, with the assistance of faculty, will determine the appropriate sequencing of course work upon reentry. The Dental Assistant Program teaches skills that may erode if not used. Depending on the point at which a student leaves the Program, and the length of time a student is away from the Program, a student may need to repeat some courses upon reinstatement. Assessments will be made on a case by case basis.

PROGRAM POLICIES AND GUIDELINES

- (1) You must earn a grade of “C” or better in each professional course and related requirements in order to be allowed to progress through the program. Each semester of classes is a prerequisite to the next, so if you do not earn a “C” in a course, you will NOT be allowed to continue the program.
- (2) The Program Director, at his/her discretion and upon recommendation by the faculty, may suggest any student who is not attaining a "C" or above to seek assistance from the Mary Stangler Center for Academic Success or other methods of assistance. Progress reports will be issued for below “C” performance.
- (3) Successful completion of the St. Cloud Technical and Community college dental assisting program requires that students take attendance seriously. Students are expected to arrive on time and participate in each lecture, lab and clinical session. Notification by email should be provided in advance if the student is aware of circumstances that will prohibit them from attending. In the case of illness or emergency, you are expected to call or email and report to your instructors and the program director. Attendance will be taken in all courses and students will be held accountable for all missed class time.
- (4) Attendance in lab and clinic is required whether you have a patient scheduled or not. Failure to follow this policy will directly affect your lab/clinical grade. Absences jeopardize acquisition of the skills required to complete the dental assisting courses. Since all lecture, laboratory and clinical experiences are considered a valuable component in the student's education, they will be evaluated and included in the course grade according to each course syllabus.
** Additionally, there is no substitute for the experience and skills you develop in lab and clinic. All missed lab and clinic time must be made up. Tardiness and excessive absenteeism will not be tolerated and will jeopardize a student from being placed in an intern office.*

** Expanded Functions and Radiology Requirements: The Minnesota Board of Dentistry mandates certain minimum requirements and a student may fail a course if the didactic, lab and/or clinical hours are not met. (Please see individual course syllabi for specific regulations). The requirements for patient contacts are a minimum requirement. If a clinic time is missed, it must be made up. See instructor for alternative clinic time. There are NO excused absences from clinic. According to college policy, incompletes are given to students with medical or extenuating circumstances and are handled on a case-by-case basis.*
- (5) Although we endeavor to follow the program's class and clinic schedule as outlined, from time to time, extenuating circumstances arise that require a change in schedule. Therefore, some flexibility on your part will be required. Schedule changes include advising days, enrichment experiences, extracurricular activities, meetings and public health presentations, MN Dental Convention, MDAA presentations and similar activities. All students must attend one advising day each semester with an advisor.
- (6) The Program Director and faculty are here to assist you to reach your career goals. If you feel you need to discuss grades, requirements, or personal problems, please feel free to request an appointment with them. By the same rule, if the program director or faculty needs to discuss anything with you, they will request an appointment with you. It is only through open communication and getting to know one another that we can help make the teaching/learning situations as mutually satisfying as possible. Any health problems that could affect your success at school or affect the health of those with whom you come in contact must be reported to the program director immediately.
- (7) The dental assistant program is accredited through the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611, phone number 312-440-4653,

www.ada.org. There are specific accreditation standards that our program must follow that are directly related to the quality of our dental assisting program. If for some reason you believe that the program goals, institutional objectives and/or accreditation standards are not being met, you may contact the Commission of Dental Accreditation at the above address.

- (8) As a health professional, cleanliness, dress, grooming, and communication skills must be of highest priority. Faculty members are committed to ensuring your educational success. Therefore, please accept any such constructive comments as an expression of their care and concern for you as a professional.
- (9) Official transcripts of all completed college work, as well as proof of medical exams, immunization records, and proof of CPR must be on file before beginning the program. Send your medical records to the program director or hand them in by August 21, 2017.
- (10) In the event circumstances arise that you are unable to continue the program, the program cannot be responsible for any expenses incurred in your name. Any books or items you have purchased are your property.
- (11) Dental Assistant students must abide by the general policies and procedures that are provided in the St. Cloud Technical and Community College Student Handbook.

GENERAL POLICIES

1. Instructors and staff should be approached with courtesy and addressed by Doctor, Mr., Mrs., Miss, Ms., or by first name if permission is granted by the instructor.
2. Undue conversation, excessive noise, abusive language, and loitering are unbecoming conduct and will not be allowed in the clinic, classroom, or adjacent areas. Professional behavior will be exhibited when treating patients and during lab/clinic sessions.
3. During class time students are expected to be actively participating in the learning process, therefore cell phones and pagers must be placed on non-ring mode. The use of cell phone and text-messaging is prohibited during didactic, laboratory and clinical courses.
4. No gum chewing, food or drink is allowed in the dental clinic or laboratory. Food and drink may be allowed in some classrooms.
5. Legal responsibility requires that a faculty or staff member supervise all student lab and clinical activities. Students may not work in the lab/clinic unless a faculty member or college lab assistant is present.
6. Students are expected to attend all lectures, lab and clinics and need to be on time (not tardy). Students should treat their training as if it were a job. Excessive absenteeism and tardiness are not acceptable and will affect the student's final grade.
7. Students are expected to remain at their duties during the assigned hours of lab and clinic. Students must notify instructors if they must leave lab or clinic area for any reason.
8. Students will be evaluated on personal appearance and conduct during dental assistant lab and clinical classes during the entire program. Instructors will give students constructive feedback on personal appearance and conduct throughout the students training that will benefit them in the workplace.

GENERAL RESPONSIBILITIES

All students will conform to the regulations and policies, pursue the required course of study, and conform to all regulations set forth by the college and affiliating dental facilities. It is expected that the student will be considerate, courteous, and helpful toward his/her instructors, classmates, patients, and associates. This curriculum is planned with the hope that the student will develop desirable attitudes toward patients, coworkers, and the dental profession that will affect the personal development of the student. “Teamwork” is critical to your success and future as a member of the dental health care team.

STUDENT AND PATIENT SAFETY

A medical examination is required prior to starting the program. The ADA has passed a resolution urging all education programs to encourage students to be vaccinated against all infectious diseases. This includes vaccination for **Hepatitis B**. Students are strongly encouraged to have appropriate vaccinations or they will be asked to sign release forms. Students must have a recent **Mantoux test** prior to starting the dental assistant program.

All students must be current in CPR prior to first semester classes as well as maintain currency throughout the program. Current CPR is also required to become a certified and licensed dental assistant. CPR for the Health Care Provider must be obtained through the American Red Cross (ARC) or American Heart Association. (AHA)

BACKGROUND CHECK

A background check and fingerprinting will be completed as a requirement of this program. At the time of the background check submission, students must provide documentation as required by the MN Department of Human Services. There will be a charge for the background/fingerprinting process. If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

- An integral part of the dental assisting program is the clinical practice portion which occurs both at SCTCC dental clinic and contracted dental offices and clinics. In order to provide direct patient care, criminal background checks will be required each year of the program. In addition, the Dental Assistant National Board and the State Board of Dentistry requires that all dental assistants pending state licensure complete an application requesting information regarding the following:
 - Criminal charges pending
 - Conviction of felony or gross misdemeanor
 - Use of alcohol or drugs or the existence of a physiological or psychological medical condition impair or limit your ability to practice in the dental profession

BREAKDOWN OF EXPENSES

Uniforms- Each student is required to have a complete set of uniforms, which will consist of at least two (2) tops, two (2) pants, and usually two (2) jackets. (One for first year and another second year) Three sets of uniforms are recommended, especially during internships. The styles and colors will be specified at the program orientation and will be ordered at that time.

Textbooks/Packets- These should be purchased as soon as possible. Many of them are available in the bookstore by mid to late summer and can be purchased ahead of time. Be careful about buying used books as editions and texts change regularly. If packets are required for the course, they must be purchased new, as they are changed and updated each year.

Clinic shoes- Must be white and of regulation nursing shoe design or **leather** walking/tennis shoes (no canvas or no moccasins, Croc’s or clogs; ties are recommended over slip-on styles). Specific style is left to the discretion of the student with emphasis placed on comfort and adhering to the dress code policy.

Name Tags - These are required for all lab/clinic classes and while participating as an intern in dental offices. Name tags with **FIRST NAME ONLY** need to be ordered through the bookstore prior to the start of your first semester. Deadline date is August 19, 2017

Eye Protection - Required for all lab/clinic courses because of safety and infection control factors. Safety lenses are required and prescription lenses alone are NOT acceptable. Safety glasses may be ordered through an optical company or are also available at Home Depot or Menards as long as they meet safety standards. They may not be “mirrored” type glasses.

Gloves - These will be needed the first week of fall semester. We will determine your size so that they fit properly and gloves will be ordered at the program orientation. Students should NOT purchase gloves from any other source without first checking with faculty; they must meet expected standards.

Clinic Supplies and Equipment Rental- Starting spring semester, selected dental materials, x-ray film and supplies will be utilized in the dental clinic as part of your laboratory and clinical courses. A breakdown cost for each semester is included on the estimated expense sheet of this student handbook. Students will purchase these supplies from a selected vendor.

Laptop/iPad/Tablet- The purchase of a laptop is highly recommended for use in many of your dental assistant classes. Students will utilize their own laptop, computer or tablet in some classes for completing assignments, class activities and presentations. The SCTCC dental assisting program (as well as the entire college) utilize the D2L (Desire to Learn) platform for distribution of online information and coursework. Notes, assignments and handouts are posted on D2L for dental assisting courses.

Liability Insurance - Individuals working in health occupations are encouraged to carry personal liability insurance to protect them against a malpractice lawsuit. The college maintains a liability policy for the student’s clinical practice.

Medical Insurance - Proof that the student is covered by appropriate medical insurance must be provided before the first day of class. Students are required to have medical insurance before the student enters any clinical/lab classes and internship.

Professional Membership Dues

ADAA (American Dental Assistants Association) is the professional organization representing dental assistants. Their primary goal is education. Membership entitles you to attend various dental continuing education courses with minimal charge and also provides your subscription fee for The Dental Assistant, the ADAA’s professional online publication. This journal may contain reading assignments for several classes. Participation and attendance at the local St. Cloud Dental Assistant Society meetings throughout the year will be required as part of your educational professional requirement.

Clinical Requirements and Costs:

During Expanded Functions clinic the fall of 2nd year, **patients** will be needed for digital imaging (a minimum of 5 patients over 12 years old who have not had full mouth x-rays recently), mechanical polish (a minimum of 7 patients from all age groups, including children), fluoride treatments (on the mechanical polish patients) and sealants (at least 2 patients per student). **Minimal fees are charged to the patient to cover the costs of supplies and materials.** All services must be paid for the same day they are provided. Students are required to recruit and schedule their own patients.

Examination Fees

Certification (DANB) Examinations – 2016 computerized tests costs:

End of spring semester, first year

ICE – Infection Control Examination \$250

Middle of spring semester, second year

RHS – Radiation Health and Safety \$250

Following graduation, second year

GC – General Chairside \$250.00

The three components of the CDA examination may be taken at one time following graduation at a cost of approximately \$425.00

Minnesota Licensure Examination

This test cannot be taken until all the requirements for graduation have been met. The cost for the test is \$70.00. After passing this examination, the fee for application to become licensed is \$125.75. The Board of Dentistry requires all licensees to also pass Jurisprudence examination. This test is an additional \$70.00.

Additional expenses may occur that cannot be anticipated. The program tries to keep all student costs at a minimum while at the same time providing maximum learning opportunities. Additional expenses required throughout the duration of training will be the responsibility of the individual student.

Clinical Internship (Overview & Expectations)

Clinical internship is the final phase of the Dental Assistant Program. The student will utilize the didactic and clinical knowledge acquired throughout the program within the dental office/clinic environment.

In order to provide the necessary "hands-on" time for the students, clinical internship sites are selected according to the guidelines of the dental assistant program. Under no circumstances may a student contact clinical sites to secure placement. A student who violates this provision is subject to dismissal from the dental assistant program.

Clinical internship occurs during the last semester of the program. The College will make every effort to secure sites within driving distance from the student's residence; however it may require a student to relocate since many facilities are not in the St. Cloud area. Clinical sites may vary year-to-year in accordance with the sites ability to provide a quality-learning environment for the student.

The Program Director will assign student(s) to a clinical facility, matching the student(s) with the internship site. Consideration will be given to the site's needs and student's desires. The clinical site will be notified and given the name of the student assigned to their respective site. Students are expected to interview at the clinical site and the site has an option not to take a student after an unsuccessful interview.

Once a student is assigned to a site for clinical internship, he/she must conform to that specific sites code of dress and conduct. Failure to adhere to clinical site regulations including attendance policies may result in immediate dismissal of the clinical internship and subsequent academic disciplinary actions.

Students must have the following PRIOR to starting clinical internship:

1. Basic Life Support Certification
2. Physical exam with proof of immunizations
3. (State/Federal) Criminal background check
4. Proof of medical insurance

St. Cloud Technical and Community College
Dental Assistant Program
***Estimated Expenses First Year (per Semester)**
(Subject to Change)

Prerequisites

* Tuition -AAS (10 credits x \$202.00)	\$2020.00
* Tuition- Diploma (6 credits x \$202.00)	\$1212.00

Fall Semester 2017 Diploma/AAS

*Tuition 9 credits x \$202.00)	\$1818.00
Uniforms/lab coat	150.00
Books/packets/laptop (technical courses only)	450.00
SADAA Dues	40.00
Clinic shoes	50.00
Safety glasses	50.00
Name tag	10.00
Student ID	25.00
Masks/gloves/gowns	30.00
Total	\$2623.00

Spring Semester 2018 Diploma/AAS

*Tuition (12 credits x \$202.00)	\$2424.00
Gloves	50.00
Books/packets	400.00
Radiography film	150.00
Dental Materials	50.00
Miscellaneous clinic supplies	50.00
Dental Convention	300.00
Certification Exam – ICE component	250.00
Total	\$3674.00

General Education Courses for AAS- 6 credits (in addition to prerequisites) \$1212

General Education Course for Diploma- 3 credits (in addition to prerequisites) \$202

**St. Cloud Technical and Community College
Dental Assistant Program
*Estimated Expenses Second Year (per Semester)
(Subject to Change)**

Fall Semester 2017 Diploma/AAS

*Tuition (12 credits x \$202.00)	\$2424.00
Gloves/masks	50.00
Uniforms	150.00
Miscellaneous clinic supplies	50.00
Books/packets	150.00
SADAA Dues	50.00
Certification Exam – RHS component	250.00
Total	\$3124.00

Spring Semester 2018 Diploma/AAS

*Tuition (11 credits x \$202.00)	\$2222.00
Books/packets	200.00
Dental Convention	300.00
Certification Exam –GC component	250.00
Licensure Exam and License	200.00
Jurisprudence Exam	70.00
Graduation	30.00
Total	\$3272.00

DENTAL ASSISTANT PROFESSIONAL DRESS CODE

Technical training involves not only learning employment skills but also prepares the student for the expectations of future employers. The professional appearance of the allied health employee is crucial to obtaining and retaining employment. The regulations outlined below are designed to prepare the student for professional dress attire to be worn in health care facilities and complies with recommendations by the ADA, CDC and OSHA.

UNIFORMS:

REQUIRED IN ALL CLINIC/LAB COURSES

Students are required to wear the scrub type approved uniform top with matching solid colored lab jacket and pants while in clinic/lab. Uniforms must be clean and pressed. Students may wear white or black turtlenecks or crew neck shirts under the uniform top for warmth, however, no sweatshirts, sweaters or shirts with writing or designs are permitted. Shirts must have modest necklines and be long enough to be tucked in. No sweatpants or leggings are permitted. Uniform (scrub) pants must be hemmed to the top of the shoe (not drag on the floor) and may not be tucked in socks. No low-ride pants are allowed. Uniforms should be removed after clinic/lab sessions are complete; outer lab jackets are NOT to be worn outside of the clinic/lab.

NAME TAGS:

Nametags are to be worn at all times. Replacement nametags can be purchased in the bookstore.

HAIR:

Hair is to be shampooed regularly. Long hair **MUST** be clipped or pulled back off the collar while in uniform/clinic/lab. No hats are to be worn. Hair needs to be secured out of the face using hair clips, plain headband or approved alternative and cannot be hanging in the student's face. Items must be able to be laundered on a regular basis. Excessive hair ornaments are not allowed.

FINGERNAILS:

Fingernails must be clean, short (no longer than ¼ inch from the nail bed) and manicured. Artificial nails are not allowed. Clear polish may be worn, no other color is allowed.

UNDERGARMENTS: Natural or white shades of undergarments are to be worn. No lacy, print or colored designs that will show through the uniform are to be worn.

SHOES:

White, clean, closed toe and heel **leather** shoes are required. If a clinic shoe is not worn, the majority of the shoe must be white.

SOCKS/HOSE:

White above the ankle socks **MUST** be worn with uniform pants. No tennis (bootie-type) socks can be worn.

ACCESSORIES:

Jewelry may be worn in moderation only. Only one small, post earring (per ear) may be worn. No dangling styles are permitted. Other facial/tongue piercing/s (including clear bars) are not to be worn in clinic/lab. In addition, body piercings, tattoos or other body art must not be visible while in clinic. A medical ID bracelet and/or watch are allowed. Rings are not recommended since they can harbor bacteria; if a wedding or engagement ring must be worn, only one ring is allowed. All other jewelry must be removed. Extreme make-up, perfume or cologne should not be worn while in lab/clinic. Gum chewing is also not allowed in clinic. Since SCTCC is a smoke free institution, students may not use tobacco products while in uniform or smoke on the premises. Personal protective equipment must be worn in the dental clinic. Masks are worn over the nose and under the chin with loops over the ears. Gloves are worn over cuffs of jacket. Eye protection must be worn whenever the student is working or observing in the clinic and must be worn when working with rotary equipment. No "mirrored" safety glasses are allowed.

**DENTAL ASSISTING
PROGRAM PLANNING SHEET**

**DIPLOMA
FALL 2017-2018**

PREREQUISITES			ENROLLED	COMPLETED/GRADE
_____	CPR for the Healthcare Provider			_____
_____	ENGL 1100 Writing for the Workplace	3 credits	_____	_____
_____	GBEH 1300 Human Relations or Diversity & Social Justice	3	_____	_____
FIRST SEMESTER				
_____	DENT1400 Dental Sciences	3		
_____	DENT1405 Intro to Dental Assisting	2	_____	_____
		lec/lab		
_____	DENT1413 Preclinical Dental Assisting	2	_____	_____
_____	DENT1415 Infection Control/Dental Env.	2	_____	_____
_____	Psychology ** (PSYC 1300, 1304 or 1310)	3	_____	_____
SECOND SEMESTER				
_____	DENT1425 Chairside Assisting I	lec/lab 3	_____	_____
_____	DENT1435 Dental Materials	lec/lab 3	_____	_____
_____	DENT1441 Dental Radiology I	lec/lab 3	_____	_____
_____	DENT1445 Expanded Functions I	lec/lab 3	_____	_____
THIRD SEMESTER				
_____	DENT2406 Dental Health	1	_____	_____
_____	DENT2424 Chairside Assisting II	lec/lab 4	_____	_____
_____	DENT2447 Dental Radiology II	lec/lab 3	_____	_____
_____	DENT2454 Expanded Functions II	lec/lab 4	_____	_____
FOURTH SEMESTER				
_____	DENT2413 Dental Practice Mgmt.	2	_____	_____
_____	DENT2461 Internship	7	_____	_____
_____	DENT2486 Internship Seminar	1	_____	_____
_____	DENT2488 Dental Ethics&Jurisprudence	1	_____	_____
TOTAL			53	

****Appropriate Accuplacer score will be required for General Education courses**

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools
St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.
ADA Accessible Facility. Affirmative Action/Equal Opportunity Educator and Employer

TTY users may call MN Relay Service at 711 to contact the college.
St. Cloud Technical & Community College
320-308-5000 – 800-222-1009
1540 Northway Drive, St. Cloud, MN 56303

**DENTAL ASSISTING
PROGRAM PLANNING SHEET**

**AAS DEGREE
FALL 2017-2018**

PREREQUISITES	ENROLLED	COMPLETED/GRADE
_____ CPR for the Healthcare Provider		_____
_____ Communications (Written)*Technical Writing 3 credits	_____	_____
_____ Communications (Oral) 3	_____	_____
_____ Natural Science (Goal Area 3- **Gen Bio) 4	_____	_____
 FIRST SEMESTER		
_____ DENT1400 Dental Sciences 3	_____	_____
_____ DENT1405 Intro to Dental Assisting 2	_____	_____
lec/lab		
_____ DENT1413 Preclinical Dental Assisting 2	_____	_____
_____ DENT1415 Infection Control/Dental Env. 2	_____	_____
 SECOND SEMESTER		
_____ DENT1425 Chairside Assisting I lec/lab 3	_____	_____
_____ DENT1435 Dental Materials lec/lab 3	_____	_____
_____ DENT1441 Dental Radiology I lec/lab 3	_____	_____
_____ DENT1445 Expanded Functions I lec/lab 3	_____	_____
 SUMMER SESSION		
_____ Psychology **(PSYC 1300, 1304 or 1310) 3	_____	_____
_____ Gen Ed Electives (Goal Area 2,6,7,8,9 or 10) 3	_____	_____
 THIRD SEMESTER		
_____ DENT2406 Dental Health 1	_____	_____
_____ DENT2424 Chairside Assisting II lec/lab 4	_____	_____
_____ DENT2447 Dental Radiology II lec/lab 3	_____	_____
_____ DENT2454 Expanded Functions II lec/lab 4	_____	_____
 FOURTH SEMESTER		
_____ DENT2413 Dental Practice Mgmt. 2	_____	_____
_____ DENT2461 Internship 7	_____	_____
_____ DENT2486 Internship Seminar 1	_____	_____
_____ DENT2488 Dental Ethics & 1	_____	_____
Jurisprudence		
TOTAL	60	

**Suggested Written Communications, Natural Science and Psychology courses

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Revised 07-10, 01/11,01/12, 02/12, 05/12, 03-13. 9/13, 11/15, 04/16

ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE

CONFIDENTIALITY AGREEMENT

I, _____, a student at St. Cloud Technical and Community College, understand my responsibility to clients and have been sufficiently educated and trained about the significance of confidentiality and agree not to breach that confidentiality.

I will not access medical information that I do not need to perform my job/student responsibilities.

I will not inappropriately divulge information that I have obtained in the course my job/student responsibilities.

I understand that a breach of confidentiality will subject me to disciplinary action by the college, **which may range from a written warning to immediate dismissal**, and may subject me to legal action. I understand that the disciplinary action would become a part of my student file.

A breach occurs in the following instances, which are not intended to include all situations:

Discussing any information pertaining to clients with anyone (including my own family) who is not directly involved with such patients.

Discussing or displaying any information pertaining to clients where it can be overheard or seen by anyone not directly involved with such clients, including other clients and their families.

Describing client behavior, which has been observed or learned through my affiliation with the college.

Sharing or failing to properly protect computer passwords or other information authorizing or providing access.

Transmitting client information to any individual, entity, or agency outside the college, except as authorized by law.

Signature: _____

Date: _____

I have read and understand the contents of St. Cloud Technical and Community College Dental Assistant Program Handbook. I also understand that deviation from the guidelines set for the in the “Program Policies and Guidelines” and “Clinical Internship (Overview and Expectations)” sections of this handbook may result in generation of an adverse progress report or termination from the clinical internship and/or the Dental Assistant program.

Student Name (print) Date

Student Signature Date

Starting date of DA program: Fall 2017
Completion date of program: Spring 2019

(Student Copy)

I have read and understand the contents of St. Cloud Technical and Community College Dental Assistant Program Handbook. I also understand that deviation from the guidelines set for the in the “Program Policies and Guidelines” and “Clinical Internship (Overview and Expectations)” sections of this handbook may result in generation of an adverse progress report or termination from the clinical internship and/or the Dental Assistant program.

Student Name (print)	Date
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Student Signature	Date
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Program Director Signature	Date
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Starting date of DA program:	Fall 2017
Completion date of program:	Spring 2019

(File copy for Dental Assistant Department)

