

**Dental Assisting
Program Handbook
2019-2020**



Welcome to Western Dakota Tech's Dental Assisting Program!

The intention of this document is to provide students with policies and procedures that apply specifically to the Dental Assisting program. Be advised that this handbook is in addition to the WDT Student Handbook. Please read thoroughly and ask your advisor for clarification of any policies that are unclear before you sign. An acknowledgement form appears at the end of this document that states you agree to the policies while you are enrolled as a student in the Dental Assisting Program. Please sign the form and turn into your advisor at the start of the first semester.

The Dental Assisting Program reserves the right to make changes to policies and procedures. Students will receive in writing any revisions as they occur. As stated, the policies and procedures in this document are in *addition* to the policies and procedures in the Western Dakota Tech Student Handbook.

Thank you for choosing Western Dakota Tech's Dental Assisting Program for your education and training. We are excited to have you!

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Mission of the Dental Assisting Program

The mission of the dental assisting program at Western Dakota Tech is to educate highly trained dental assisting students who have the skills required to be competent members of a dental healthcare team, deliver quality dental healthcare to the public, and have the knowledge necessary to become an RDA in the state of South Dakota.

Intended Program Outcomes

Refer to the Program Learning Outcomes on www.wdt.edu under the Degree Programs link. The DA Program Learning Outcomes and additional professional standards of a Registered Dental Assistant are also discussed later in this document.

Notice of Non-Discrimination

Western Dakota Technical Institute (hereinafter WDT) does not discriminate based on disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester. WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, gender identity, or status as a veteran. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person is designated to handle inquiries or complaints regarding the non-discrimination policies: Student Success Director

The Student Success Center:

Western Dakota Technical Institute

800 Mickelson Drive Rapid City, SD 57703

(605) 718-2955 / StudentSuccessCenter@wdt.edu

Dental Assistant Program: Total Program Cost

The total program cost of the Dental Assistant Program can be accessed on Western Dakota Tech's website (www.wdt.edu) under the Paying for School (Cost) link. WDT produces a cost sheet annually and provides total program costs, including tuition and books, fees (institutional fee, facility fee, M&R fee, State Technology fee) and other costs (laptop computer, uniforms, and career fees) associated with each program. While WDT strives for accuracy, the cost sheet may not reflect the exact costs for any program. Please contact Enrollment Services for any questions and explanations regarding the cost of programs at Western Dakota Tech.

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Essential Functions for Dental Assisting Students

Functional Ability/Activity-Attribute-Task

Emotional Stability

- Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy)
Provide client with appropriate psycho social support
- Deal with unexpected situations
- Maintain attention on task
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g. grief, anger)
- Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way
- Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
- Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site
- Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others.
- Be willing and able to examine and change his or her behavior when it interferes with productive individual or team relationships.

Analytical Thinking

- Gather data
- Transfer knowledge from one situation to another
- Assess and respond to change in patient's condition
- Integrate information
- Evaluate outcomes (e.g. effectiveness of care)
- Problem solve
- Prioritize care
- Utilize long term memory
- Utilize short term memory
- Organize tasks to completion
- Think critically
- Takes immediate action to meet patient requests or needs

Critical Thinking Skill

- Identify cause-effect relationships
- Synthesize knowledge and skills
- Complete tasks in a timely manner
- Model accountability for learning by sharing knowledge and learning from others

Interpersonal Skills

- Manage conflict between persons
- Respect differences in clients/families/co-workers
- Establish and maintain rapport with clients/families/co-worker
- Treat others with respect
- Build effective working relationship

Critical Thinking

- Assess and respond to change in patient's condition
- Integrate information
- Evaluate outcomes (e.g. effectiveness of care)
- Problem solve
- Prioritize care
- Utilize long term memory
- Utilize short term memory
- Organize tasks to completion
- Think critically
- Takes immediate action to meet patient requests or needs

Communication Skills

- Communicate information (e.g. teach patient, family, or groups)
- Explain procedures
- Give oral and written reports
- Interact with others (e.g. effective group participation)
- Use the telephone – communicate summary of data
- Advocate for patient
- Direct activities of others
- Convey information orally and in writing (e.g. charting, reports, papers) and computer
- Employ therapeutic communication techniques

Gross Motor Skills

- Provide standing support to patient
- Manipulate equipment above shoulders (e.g. dental light)
- Reach below waist (e.g. plug-ins)
- Assist transfer of patient (e.g. wheelchair to dental chair)
- Maintain patient / client safety at all times

Fine Motor Skills

- Pick up objects (e.g. hand piece, instruments)
- Grasp small objects (e.g. instruments, sealant syringe tips, burs, needles)
- Write legibly
- Use a computer
- Pinch/pick or otherwise work with fingers (e.g. dental instruments, gloving, small equipment)
- Turn knobs with hands on door or equipment
- Squeeze (e.g. tubes, syringe)
- Put on caps, gown, gloves, and mask
- Apply pressure to remove calculus and cement

Please refer to the last page of this document to indicate that you have read and understood Western Dakota Tech's Dental Assisting Program's *Essential Functions* and believe that you can meet the comprehensive list of essential function requirements



Dental Assisting Application Process

To gain acceptance into the WDT Dental Assisting program, applicants must:

- _____ 1. Complete WDT Application online at www.wdt.edu
- _____ 2. Submit High School transcript or GED scores.
- _____ 3. Submit Immunization Records verifying two doses of MMR vaccinations.
- _____ 4. Submit official college transcripts if you have previously attended a post-secondary institution.
- _____ 5. Complete the ACCUPLACER test (\$15.00 fee).
(The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be within the last five years.)

The ACCUPLACER test is offered Monday – Friday at 8:00 a.m. or 12:00 p.m.

Please call 605-718-2565 to make an appointment.

- _____ 6. Complete 4 hours observation of a Dental Assistant in a general dentistry office. Submit before the start of the semester. (Form is at end of handbook)

To continue into the Dental Assisting clinical rotation, students may have to provide the following:

- _____ 1. Background check*
- _____ 2. Complete a drug test*
- _____ 3. Provide a copy of immunization records (Hepatitis B Series, Varicella, TDAP, Annual Record of TB and Annual Flu Shot) *
- _____ 4. CPR certification*

*Students are responsible for additional costs.

The program director will assist students with any clinical or internship site requirements.

Note: If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Students that sit out for a spring or fall semester or longer will return under a new Catalog and may be required to repeat courses or successfully complete new or revised skills or competency assessments. Before re-admittance, the program may need to determine if a student is eligible to continue in technical courses. Program sequencing and cohort size may prevent enrollment in technical courses.

Clinicals may include but are not limited to shifts that meet industry expectations. This may require travel outside the Rapid City Area.

Please mail application packet for consideration of acceptance to the Dental Assistant Program. Completed applications will be reviewed on a first come, first serve basis.

Admission Selection Process for Acceptance to the Dental Assistant Program:

The following general application instructions are utilized to assess all *completed* applications received for admission to the Dental Assistant Program at Western Dakota Tech.

General Application Instructions for DA Program:

1. Applicants are responsible for maintaining current mailing address, phone numbers, and email addresses with the DA Program department as well as Western Dakota Tech's Admissions Office.
2. As a matter of courtesy, accepted applicants are requested to inform the DA Program Director of their decision not to enroll in the DA Program; other applicants may be waiting for vacancy.
3. The fall Semester is the entry period for new incoming students. Students may begin academic courses, other than DA courses, at any time, according to published semester hours. Additionally, it is strongly recommended students enroll in as many of the required General Education courses as possible **before** beginning the three-semester DA Program. Several of the General Education courses are available in the summer Semester and/or online. Please consult with the Admissions Office and/or the DA Program at Western Dakota Tech for additional information.
4. Transfer Students: Courses from CODA accredited DA Programs will be evaluated on an individual basis.
5. Applicants who are not accepted for admittance will not be carried over to the following year. Applicants must reapply to the DA Program by the next application deadline and must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any application change in criteria.
6. A criminal background check may be required prior to entering the DA clinical rotation. In the event the student background check reveals any disqualifying factors, that student will not be permitted to continue with the clinical rotation portion of the DA Program. Additionally, students may be required to perform and pass a drug test(s) depending on the clinical rotation's policy. The background check and drug test(s) may be the financial responsibility of the student. Please note that successful completion of all DA clinical rotations is a requirement for graduation.

About the Profession

Dental Assistant

Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. If you have strong communication skills, enjoy working with your hands as well as your mind and want a career with responsibility, dental assisting is the career for you.

Job Description

The duties of a dental assistant are among the most comprehensive and varied in the dental office. The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, responsibilities may include:

- assisting the dentist during a variety of treatment procedures
- taking and developing dental radiographs (x-rays)
- reviewing the patient's medical history and taking blood pressure and pulse
- serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during and after dental treatment
- providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling)
- taking impressions of patients' teeth for study casts (models of teeth)
- performing office management tasks that often require the use of a computer
- communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
- helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery

Career Advantages

- **Variety:** Dental assisting is a challenging and rewarding career, demanding versatility and a willingness to assume responsibility for many different tasks.
- **Flexibility:** Since dental assistants are in demand, career options include both full-time and part-time positions.
- **Excellent working conditions:** Dental offices are interesting, pleasant, people-oriented environments in which to work.
- **Personal satisfaction:** Dental assisting involves people contact, and with this personal interaction comes the personal satisfaction of knowing you have really helped someone by helping to provide a valuable health service.

Opportunities

Since many dentists employ two or more dental assistants, employment opportunities in this field are currently excellent. The types of practice settings available to dental assistants include:

- solo dental practices (practices with only one dentist)
- group practices (practices with two or more dentists)
- specialty practices, such as oral and maxillofacial surgery (removal of teeth and correction of facial deformities), orthodontics (straightening teeth with braces or other appliances), endodontics (root canal treatment), periodontics (treatment of gum problems), prosthodontics (replacement of lost teeth) and pediatric dentistry (treatment of children)
- public health dentistry, including settings such as schools and clinics which focus on the prevention of dental problems within entire communities
- hospital dental clinics, assisting dentists in the treatment of bedridden patients
- dental school clinics, assisting dental students as they learn to perform dental procedures
- Other career opportunities for dental assistants include:
 - insurance companies, processing dental insurance claims
 - vocational schools, technical institutes, community colleges dental schools and universities, teaching others to be dental assistants (which may require associate or baccalaureate college degrees)
 - dental product sales representatives

Earning Potential

The salary of a dental assistant depends primarily upon the responsibilities associated with the specific position and the geographic location of employment. Dental assistants earn salaries equal to other health care personnel with similar training and experience such as medical assistants, physical therapy assistants, occupational therapy assistants, veterinary technicians and pharmacy assistants. Dental assistants who pass the Dental Assistant National Board and hold DANB's Certified Dental Assistants (CDA®) certification earn more per hour than dental assistants who do not. The average wage in our region (SD, NE, WY, MN, ND) is entry-level \$14-16/per hour and with CDA certification \$17-20/hour.

*Adapted from: <https://www.ada.org/en/education-careers/careers-in-dentistry/dental-team-careers/dental-assistant>

Dental Assistants Oath

“In my practice as a dental assistant, I affirm my commitment to improve the oral health of the public, and to promote high standards of quality dental care. I shall faithfully respect the Principles of Professional Ethics by the profession.

I pledge to continually improve my professional knowledge and skills and, to uphold the highest standards of professional competence and personal conduct in the interests of the dental assisting profession and the public I serve”.

Program Learning Outcomes Dental Assisting

<i>Life Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate personal wellness by exhibiting professional and ethical behavior and engaging in professional development for life-long learning.
<i>Analytical Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Apply critical thinking in the dental field through assessing, evaluating, and planning for treatment of patient conditions.
<i>Communication Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate professional communication skills within the dental office by using clear verbal communication skills, produce organized and accurate written communications and display active listening skills.
<i>Technology Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Utilize current technologies in the dental field by preparing for procedures, proficiently operating dental equipment and materials, and appropriately maintaining all dental equipment.
<i>Teamwork Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Operate as a vital member of a dental team by effectively completing assigned tasks, demonstrating respectful interaction with others and participate in solving problems.
<i>Social Values</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Exhibit an awareness of diversity in the dental practice by working collaboratively with co-workers from different backgrounds and recognizing the impact of the differing needs of patients from diverse cultures and backgrounds.
<i>Employability</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Exhibit essential employability qualities by displaying the knowledge, skills and professionalism to gain employment in the dental field.

Student Policies and Procedures

The Dental Assisting program has established the following policies and procedures in addition to the policies in the Western Dakota Tech Student Handbook.

Student Advising

Students will meet with their assigned academic advisor at the start of each semester, at mid-semester, and as needed throughout the course of the program. The advisor will have posted office hours for each semester and will assist in the following areas:

- a. Registration assistance, scheduling, and general record keeping
- b. Referrals to student resources (counseling, financial aid, disability services, learning resources, tutoring, Student Success Coaches, placement, and career services)
- c. Student questions or concerns
- d. Degree requirements and graduation procedures

Student Liability

Students are covered during their clinical experience as long as they are in an unpaid position. All DA clinical rotations will be unpaid, without exception. As an enrolled WDT student, each student is automatically covered:

- e. Up to \$1,000,000 each claim professional liability coverage
- f. Up to \$3,000,000 aggregate professional liability coverage
- g. Students are responsible for their own personal medical and health care costs. Affiliated sites will provide emergency health care to students; however, students will bear the associated costs.

Student Health, Illness, and Injury Policies and Procedures

Students incurring any injury in the clinical setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDT is not responsible for those charges.

If a student sustains an injury at WDT, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. The student must report any injury or incident to WDT Human Resources as soon as possible and to the Dental Assisting Program Director within 72 hours. Students will be instructed to complete required accident report paperwork (will be given to student to complete). All expenses incurred from the injury/accident during a clinical rotation must be submitted to WDT Human Resources as soon as possible. Timely reporting of any incident to the Dean of Teaching and Learning or designee is required by the clinical instructor or dental personnel at the clinical practicum site.

Background Screening

To continue into DA clinical course, the clinical site organization may require a criminal background check. Each organization will follow their own procedures and practices for background check review and acceptance of the clinical student. Even if the student is granted admittance to the program, they may be denied registration, certification, or employment based on that entity's policies and procedures. If students have questions or concerns, they may contact their academic advisor, the national certification board or a potential employer.

Drug Testing

Drug Testing will be based on Clinical site preferences. If a student is placed in a Clinical site that requires a drug screening(s), they will notify the student and guide the student through their process. This cost may be incurred by the student.

Load/Study Time

A large amount of course material is covered in a short period of time. Readings and assignments must be completed, and the student will need to plan for study time outside of class time. The amount of study time needed will vary for each individual. For example, a three-credit lecture course will meet a total of 48 hours over the semester. Homework can take approximately 96 hours over the same period of time. The result is a student can expect to spend 144 hours on one three credit class. Each student will require a different amount of time studying and completing homework, therefore the homework time is an average calculation.

Transportation

Student lecture and lab classes are held on campus. **Clinical experiences may be scheduled in areas outside of Rapid City.** Clinical hours are scheduled according to the preceptor's needs. Transportation is the responsibility of each student. The student must allow sufficient time for commuting and must have reliable transportation.

Attendance Policy

Regular attendance is required for all classroom and clinical experiences and is a significant factor that promotes success in coursework. Students must adhere to the attendance policies stated in each course syllabus.

Students must notify the instructor as early as possible prior to any known absences from class or clinical (weddings, funerals). They must also notify the clinical site. In the event of an unexpected absence (illness, transportation issues, weather conditions), the instructor and clinical site should receive notification before the starting time of class or clinical. Make-up work is allowed with excused absences. Make-up clinical time may be allowed at the discretion of the clinical preceptor. Promptness is expected. Students should arrive on time and prepared for class and clinicals.

Uniforms and Appearance

Students will be required to wear scrubs during all labs and clinical rotations. Students must wear their nametag when at a clinical site and in lab (according to facility policy), and when requested by an instructor.

Students are required to purchase two sets of scrubs within the first 30 days of the fall semester. Students are required to wear scrubs every scheduled lab period during fall semester and during spring semester.

Workplace requirements are adopted by the dental assisting program for lab and clinical, and for class where appropriate, and are as follows:

- Proper personal hygiene—personal cleanliness, use of deodorant, and good oral hygiene
- Hair should be clean, neatly combed, and styled so it does not fall forward
- Long hair must be pulled back
- Beards must be neat, clean and trimmed
- Perfumes and colognes are not to be worn
- Visible tattoos must be covered
- Nails should be clean and trimmed, no nail polish
- Jewelry is limited to a watch and small stud earrings that do not dangle, limited to one in each ear, that may be worn during lab and clinicals
 - Students with pierced areas that are visible to the public are to cover these areas during lab or clinical experiences or remove jewelry
- Students may be requested by a clinical affiliate to remove jewelry that is not considered acceptable professional attire
- Closed-toe shoes are required with long socks as to not expose skin when seated
- Dress code policy and personal hygiene standards of the clinical affiliate must be followed. We expect a professional appearance at all times.

Social Media Guidelines

The use of social media websites is common for students. Be aware that it is also common for faculty, and potential employers. These communication tools have the potential to create a significant impact on the reputation of the student and the professional program in which the student is enrolled.

Remember that content postings may be redistributed throughout the internet and other media channels and may be viewed by the general public. If deleted or modified, older versions may continue to exist online. Share only information that is appropriate for the public. Content should not be posted if it depicts a dangerous or illegal activity such as drug use. Posting inappropriate photos of classmates, class activities, or anything that could otherwise portray students or the dental assisting program in a bad light is not part of best practice policy.

Employers often look up potential employee's personal content on media websites and make hiring decisions based on the integrity of the postings viewable. Therefore, all Western Dakota Tech's Dental Assisting Students while in the dental assisting program when using social networking sites will follow a best practices policy.

Two things to keep in mind when using or posting to social media:

- Would I want my (insert appropriate person i.e. parent, child, pastor, friend, employer, patient) to see me doing this in this picture?
- Don't post something about anyone you wouldn't feel comfortable saying to him or her in person

Examples of postings, which may be viewed as inappropriate and/or negatively affect employment and licensing opportunities:

- Posing in lingerie and having photos posted to a website
- Posing in your dental assisting uniform, in the clinical facilities, and posting this on your Facebook site where there are other photos displayed that are inappropriate
- Posting photos of you with alcohol, especially if you are a minor
- Discussing other students in postings in a manner that is disparaging and/or that violates their privacy

Student Conduct

It is expected that students follow the conduct policies in the WDT Student Handbook. Please see the WDT Student Handbook Code of Conduct for details.

Clinical and lab affiliate policies for appropriate behavior must be followed when in clinical/lab areas. Professional conduct is expected at all times. Good judgment must be used in the choice of words. Profane language may not be used, and tactfulness is expected. Tobacco use is not permitted while at the clinical site as well at WDT campus.

Confidentiality regarding any patient information is expected, and students must agree to and sign confidentiality policies of their clinical affiliates. Students will be provided patient confidentiality and HIPAA training prior to any clinical practice. Students are not to have a social relationship with patients and/or clinical preceptors as this is a conflict of interest. Honesty in all communication is expected.

Progression Policy

If a student fails to meet a passing grade requirement for a course but does wish to continue in the program, the student must meet with his/her advisor and the Student Success Center to determine the course of action for continuation in the program. Students must obtain a minimum grade of D (73-78%) in all DA technical courses to be eligible to graduate from the DA Program and to progress to the DA clinical practicum.

Continuation in the program is at the discretion of the program director and appropriate WDT staff in accordance with WDT policy. All required technical courses must be successfully completed prior to entering the summer clinical phase of training.

Discipline/Dismissal Policy

All student issues will follow the Student Code of Conduct as found in the WDT Student Handbook. Issues of concern may include:

- a failure to maintain a passing score in all required courses
- a lack of integrity (stealing, lying, cheating, plagiarism) or breach of confidentiality
- exhibiting behavior that jeopardizes the safety of others

The faculty reserves the right to recommend discipline at any time for a student who exhibits behavior that jeopardizes the safety of others.

Remediation

All students are given equal attention and allotted equal time in their courses. Those requiring more attention or remediation can book separate sessions with faculty for one-on-one instruction. This opportunity is open to all students based on their individual needs and instructor availability.

Service Work and Compensation

Students must operate under the supervision of qualified personnel at all times. Students are not to be compensated for procedures performed or substituted for regular staff during scheduled clinical practice hours in accordance with CODA accreditation guidelines.

The DA Program caps the student seats at 36 students. Depending on enrollment, there are an adequate number of clinical sites to place students. If the clinical site availability changes, students may be required to extend their graduation date until a clinical site is secured. In this scenario, student placement is given based upon GPA and Attendance.

Basic Life Support (CPR)

All students, faculty, and staff involved in direct provision of client care are to be certified in the American Heart Association's BLS for Healthcare provider level CPR/AED. All students upon entrance into the dental assisting program are required to enroll in a Basic Life Support Certification course unless they were recently certified within the past three months. (June or later). This course is offered and taken through the program during the fall semester with an additional fee for the course. This certification will be copied and maintained in the program files. The card will be valid throughout the program. Students without valid/current certification will not be allowed at their clinic site.

Pregnancy

The pregnant student needs to be aware of the risks of working in the dental field for the unborn child. Occupational risks include heavy lifting, radiation, chemical exposure, exposure to blood, airborne pathogens, and nitrous oxide. These risks have been linked to miscarriages and/or congenital abnormalities. Western Dakota Tech does not assume any liability for complications directly resulting from student clinical practice.

- Students are required to notify the dental assistant program director if she is pregnant upon entering the program or if she becomes pregnant during the program.
- The pregnant student must have written permission from her obstetrician to expose and receive radiographs as part of radiology laboratory requirements or provide a substitute “patient” when needed.

Certification Exam Eligibility

The Dental Assisting program encourages that all graduates take the national certification exam provided by the Dental Assistant National Board (DANB). Just prior to the summer clinical semester, students are provided with information necessary for this exam. The exam is proctored at a PearsonVue location, currently not in Rapid City.

**Western Dakota Technical Institute
Dental Assisting Program
Student Handbook**

I have received from my advisor a copy of the Dental Assisting Program Student Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name _____

Student Signature _____

Date _____

*Please turn in the signed form to the Dental Assisting Program Director

Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions, with or without accommodations, in the Dental Assisting Program. We encourage you to contact us if you have any questions about or need accommodations by calling the WDT Student Success Center 605-718-2421

*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Director of the Dental Assisting program must be scheduled prior to continuing with the selection process.

Print Name _____

Signature _____

Date _____ Email _____

Please verify:

English is my first language

English is not my first language

This form must be signed and submitted to the program to complete the selection process requirements.

Submit the form by sending to admissions or emailing Jenna.Golden@wdt.edu or faxing 605-718-2570

Dental Assisting Observation Hours

The application process to the Western Dakota Tech Dental Assisting Program requires applicants to observe a Dental Assistant for 4 hours of practice in a general dentistry office.

Please verify below that _____
(Applicant)

has observed a dental assistant in your office for the 4-hour requirement.

(Dentist/Office)

(Address)

(City, State)

(Signature of Dentist or Dental Assistant)

This observation form must be sent from the dental office to:

Email: Jenna.Golden@wdt.edu

Fax: (605) 718-2570

Thank you for providing this experience for the applicants to our program!

(Applicant: Please schedule this observation well in advance with the dental office. Dress professionally, no jeans, t-shirts or jewelry and hair must be restrained)



Dental Exam Verification

The following individual has been accepted for the Dental Assisting program at Western Dakota Tech. One of the requirements after acceptance is a dental exam, should the student not have access to a dentist, one will be provided. Please have this form signed verifying these requirements have been met.

Name of Applicant _____

I verify that I have examined the above individual and found them to have good oral health. Please make a notation below of any exception to this statement.

The following procedures may be performed on the above individual:

Radiographs	Bleaching
Coronal Polishing	Alginate Impressions
Fluoride Treatment	Sealants Teeth # _____

Dentist Name _____

Address _____

City _____ State _____

Office Phone _____

Dentist's Signature _____ Date _____

Applicant: Please return this completed form to the Dental Assisting Program Director or Admissions, or fax 718-2570 Western Dakota Tech, 800 Mickelson Dr. Rapid City, SD 57703

