Registered Dental Assisting Program Handbook

2026-2027

Approved by Cabinet – April 2026

Welcome to Western Dakota Technical College's Registered Dental Assisting Program!

The intention of this document is to provide students with policies and procedures that apply specifically to the Registered Dental Assisting program. Be advised that this handbook is in addition to the WDTC 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 Registered Dental Assisting Program. Please sign the form and turn into your advisor at the start of the first semester.

The Registered 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 Technical College Student Handbook.

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

Registered Dental Assisting Program

Western Dakota Technical College

800 Mickelson Drive

Rapid City, South Dakota 57703-4018

Mission of the Registered Dental Assisting Program

The mission of the registered dental assisting program at Western Dakota Technical College 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 Registered Dental Assisting Program Learning Outcomes and additional professional standards of a Registered Dental Assistant are also discussed later in this document.

ADA/504 Accommodations

WDTC does not discriminate on the basis of disability. Students with disabilities who are seeking accommodations are strongly encouraged to work with the Disability Services Office prior to the start of the semester as accommodations are not retroactive and the process to become Registered can be lengthy. With that said, students can Register at any time during the semester. Disclosure by the student to a faculty or staff member does not qualify as self-identification to begin this process. Students with disabilities are not required to Register with the Disability Services Office if they are not seeking accommodations.

For more information regarding ADA/504 Accommodations, refer to Policy 4415 and the Disability Services page housed on the Student Hub in My.WDT.

Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination:

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ancestry, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, disability, sexual orientation, genetic information, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC 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 has been designated to handle inquiries or complaints regarding the non-discrimination policies: VP for Institutional Effectiveness and Student Success who serves as the Title IX Coordinator.

Pregnancy Modifications

WDTC does not discriminate in its education programs or activities against any student based on the student's current, potential, or past pregnancy or related conditions. Students seeking modifications for pregnancy or pregnancy related conditions need to contact the Title IX Office at TitleIX@wdt.edu.

For more information regarding modifications for pregnancy and pregnancy related conditions, refer to Policy 4420.

Title IX at Western Dakota Technical College:

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D206, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu

WDTC Policies 9090/4430, 9090/4430.Procedure.001, and 9090/4430.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy *https://www.wdt.edu/assets/docs/uploads/policy/4430.pdf*

Procedure.01 *https://www.wdt.edu/assets/docs/uploads/policy/4430procedure01.pdf*

Procedure.02 *https://www.wdt.edu/assets/docs/uploads/policy/4430procedure02.pdf*

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

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REGISTERED DENTAL ASSISTANT PROGRAM: TOTAL PROGRAM COST

The total program cost of the Registered Dental Assistant Program can be accessed on Western Dakota Technical College's website (www.wdt.edu) under the Paying for School (Cost) link. WDTC 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 WDTC 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 Technical College.

ESSENTIAL FUNCTIONS OF REGISTERED 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 psychosocial 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 changes 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 to assess and respond to changes in a patient's condition
- Integrate information and evaluate outcomes (e.g., effectiveness of care)
- Problem-solve and prioritize care to ensure timely and effective decision-making
- Utilize both short-term and long-term memory to apply learned concepts in practice
- Organize tasks efficiently and complete them in a timely manner
- Model accountability for learning by sharing knowledge and learning from others
- Think critically and take immediate action to meet patient requests or needs

Interpersonal Skills

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

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 patients
- 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 patients
- 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 cement

REGISTERED DENTAL ASSISTING APPLICATION PROCESS

APPLICANT CHECKLIST

To gain acceptance into the Registered Dental Assistant program, applicants must:

- ☐ Complete WDTC application online at www.wdt.edu
- ☐ Submit high school transcript or GED scores.
- ☐ Submit immunization records verifying two doses of MMR vaccinations.
- ☐ Submit official college transcripts if you have previously attended a post-secondary institution.
- ☐ Schedule an Admissions Advising session (can be completed on campus or by phone)
- ☐ Complete the ACCUPLACER test ($15.00 fee). Call 605-718-2565 to schedule an appointment.

  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.

CLINICAL ROTATION REQUIREMENTS

To continue into the Registered Dental Assisting clinical rotation, students must submit the following to the Program Director:

- ☐ Copy of current American Heart Association Healthcare Provider AHA-CPR certification (this certification will be earned in the program)
- ☐ Copy of immunization records (Hepatitis B Series) *

*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, differential shifts (evenings, nights, weekends and holidays) that meet industry expectations. This may require travel outside the Rapid City Area.

ADMISSION SELECTION PROCESS

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

GENERAL APPLICATION INSTRUCTIONS FOR RDA PROGRAM

1. Applicants are responsible for maintaining current mailing address, phone numbers, and email addresses with the RDA Program department and the Enrollment Services 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 RDA 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 RDA courses, at any time, according to published semester hours. Please consult with the Enrollment Services Office and/or the RDA Program 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 RDA 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 RDA 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 RDA 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 RDA clinical rotations is a requirement for graduation.

ABOUT THE PROFESSION

Registered 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 registered dental assistant are among the most comprehensive and varied in the dental office. The RDA 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 and registered 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 registered dental assistant depends primarily upon the responsibilities associated with the specific position and the geographic location of employment. Registered 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 RDA/CDA certification $17-29/hour.

*Adapted from: U.S. Bureau of Labor Statistics

REGISTERED DENTAL ASSISTANT OATH

"In my practice as a registered 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 – REGISTERED DENTAL ASSISTING

Critical Thinking	Students will be able to: • Apply critical thinking skills by performing patient assessment and care, evaluate the patient's needs, and apply safety measures.
Technical Knowledge and Skills	Students will be able to: • Demonstrate competency with Dental Assisting technologies by proficient use of dental software, and effective operation of patient care and specific dental equipment.
Communication	Students will be able to: • Employ communication skills by applying interpersonal communication skills with all dental team members and patients, maintain accurate medical and dental records.
Professionalism	Students will be able to: • Model professionalism by effectively working as a team, demonstrating effective behaviors in ethics, and completing assigned duties.

REGISTERED DENTAL ASSISTING STUDENT POLICIES

The following policies of the Registered Dental Assisting program are in addition to the policies in the WDTC Student Handbook and the Registered Dental Assisting Lab Manual's policies and procedures.

RESPONSIBILITY FOR REPAIRS AND/OR REPLACEMENTS

Students in the Registered Dental Assisting program are issued a class set of items at the beginning of the program. Students are responsible for the cost of any repairs or replacements for items that are damaged, lost, or broken due to negligence or misuse.

Item	Cost
Orthodontic Dental Typodont	$370
Safety Glasses*	$25
Typodont Springs (2)	$5

* Students are encouraged to purchase their own.

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 RDA clinical rotations will be unpaid, without exception. As an enrolled WDTC student, each student is automatically covered:

a. Up to $1,000,000 each claim professional liability coverage
b. Up to $3,000,000 aggregate professional liability coverage

c. 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

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. WDTC is not responsible for those charges.

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

In the event of exposure to a communicable disease or a needle/sharps injury during a clinical rotation, students are required to follow the treatment protocols of the clinical facility. The student must report the incident or injury to WDTC Human Resources as soon as possible and notify the Registered Dental Assisting Program at **Dental_Assisting@wdt.edu** within 24 hours. Students will be provided with the necessary accident report forms and are responsible for completing all required documentation. Any expenses related to the injury or incident must be submitted to WDTC Human Resources promptly. Additionally, the clinical instructor or designated dental personnel at the practicum site must report the incident in a timely manner to the Vice President for Teaching and Learning, or their designee.

BACKGROUND SCREENING

To continue into RDA 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.

TRANSPORTATION

Student 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, and one lab coat with program patch (can be purchased from the campus store). Students have the option to purchase their own set of safety glasses 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.
Scrub tops are to be purple, and pants are to be black or purple. Lab coats are to be a solid color.

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

- Proper personal hygiene must be maintained including, but not limited to personal cleanliness, use of deodorant, and good oral hygiene.
- Hair should be clean, neatly combed, and styled so it does not fall forward into face or workspace.
- Hair longer than the collar must be pulled back and off the shoulders.
- Beards must be neat, clean, trimmed, and covered by a surgical face mask.
- Perfumes and colognes are not to be worn.

- Tattoos that are excessive, construed as vulgar, contain profanity or nudity must be covered at instructors or preceptor's discretion. Tattoos below the wrist and above the collar are prohibited and must be covered with the exception of wedding band.
- Nails should be clean and trimmed. Artificial nails and/or nail polish is prohibited.
- Jewelry is limited to a watch and small stud earrings that do not dangle.
    - Students may be requested by an instructor or clinical affiliate to remove jewelry that is not considered acceptable professional attire or that interferes with maintaining infection control.
    - Students may be required to remove rings, including wedding bands, that tear and interfere with maintaining infection control per the instructor and/or preceptors' discretion.
- 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 always expect a professional appearance.

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 employees' personal content on media websites and make hiring decisions based on the integrity of the postings viewable. Therefore, all WDTC's Registered Dental Assisting Students will follow the best practices policy when using social networking sites.

THINGS TO KEEP IN MIND WHEN USING OR POSTING TO SOCIAL MEDIA:

- Would I want my (parent, child, pastor, friend, employer, patient) to see me doing this in this picture?
- Do not 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 pictures in a provocative manner
- Posing in your registered dental assisting uniform while at a clinical facility, and posting this on your social media 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 WDTC Student Handbook. Please see the WDTC 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 WDTC 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 Registrar to determine the course of action for continuation in the program. Students must obtain a minimum grade of C (79-86%) in all RDA technical courses to be eligible to graduate from the RDA Program and to progress to the RDA clinical practicum.

Continuation in the program is at the discretion of the registered dental assisting program and appropriate WDTC staff in accordance with WDTC 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 WDTC Student Handbook. Issues of concern may include:

- 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, open lab space, 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 RDA Program caps the student seats at 24 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) TAKEN AS PART OF THE PROGRAM CURRICULUM

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. This certification will be taken as part of the program curriculum. 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. Lab and clinical education are an essential component of the program, and exposure to radiation is an inherent

risk in both settings. Pregnant students may face increased risks compared to non-pregnant individuals, as there is medically recognized evidence that the human embryo/fetus is more sensitive to radiation. Therefore, students must make informed decisions regarding radiation exposure during pregnancy. Appropriate education and tools for radiation protection will be given to the pregnant student to make an informed decision.

Pregnancy disclosure is voluntary, and students are not required to report their pregnancy. However, to benefit from the accommodations (Title IX modifications), a pregnant Registered Dental Assisting student must submit a written declaration of pregnancy to the Program Director and the Title IX Office.

CERTIFICATION EXAM ELIGIBILITY

The Registered Dental Assisting program encourages all graduates to take the national certified dental assisting 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 and students can take the exam after graduation.

ACKNOWLEDGEMENT OF RECEIVING REGISTERED DENTAL ASSISTING PROGRAM STUDENT HANDBOOK

Western Dakota Technical College
Registered Dental Assisting Program
Student Handbook

I have received from my advisor a copy of the Registered 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 Registered Dental Assisting Program

ESSENTIAL FUNCTIONS VERIFICATION

I have reviewed, understand and have the ability to perform the Essential Functions, with or without accommodations, in the Registered Dental Assisting Program. We encourage you to contact us if you have any questions about or need accommodations by calling the WDTC 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 Registered Dental Assisting Program Director 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 faxing to 605-718-2570