

**GREAT FALLS COLLEGE  
MONTANA STATE UNIVERSITY  
DENTAL ASSISTANT PROGRAM**



**GREAT FALLS  
COLLEGE**

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**MONTANA STATE  
UNIVERSITY**

**Student Handbook  
Fall 2017-2018**

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**GREAT FALLS  
COLLEGE**

**MONTANA STATE  
UNIVERSITY**

Welcome to the Great Falls College Montana State University (GFC), Dental Assistant Program. This college is part of the Montana University System. The Dental Assistant program is accredited through the American Dental Association's Commission on Dental Accreditation. Northwest Commission of Colleges and Universities provides accreditation to GFC. The program is designed to prepare you for an exciting career in Dental Assisting. You will receive the necessary information and preparation to sit for the Dental Assisting National Board (DANB) examination.

This handbook has been designed to explain the policies and guidelines unique to the Dental Assistant program. The handbook is to be used in conjunction with the college catalog to provide general information, which will assist you in your college experience. It is your responsibility to become familiar with the handbook, as your faculty may refer to it throughout the academic year. You should keep the handbook in a safe and convenient place. It will help answer questions that may arise at any point during the program. Additions and/or changes may be made to this handbook during your training. You will be provided with documentation of any changes as they occur.

Please do not hesitate to ask for further information. We hope that the time spent in class and in the clinical sites will be a rewarding time for you as you pursue a challenging and rewarding profession as a Dental Assistant. Best wishes to each of you for a stimulating and successful program and career.

Sincerely,

**Robin R. Williams, MS, CDA  
Program Director**

**Carmen Perry, BS, M.Ed., CDA**

## **DENTAL ASSISTANT PROGRAM FACULTY AND STAFF**

### **Faculty**

#### **Robin Reed Williams, MS, CDA Dental Assisting Program Director**

Ms. Williams received her Certificate in Dental Assisting in 1987 from Great Falls College MSU (formerly the Great Falls Vo-Tech) and is a Certified Dental Assistant. She returned to GFC in May 2002 with an MS in Microbiology and 13 years of dental assisting/dental office management experience. She is the director of the Dental Assistant program and teaches Theory of Infection Control & Disease Prevention, Dental Office Management, Chairside Theory & Practice I and II, Dental Science/Preventive Dentistry, Dental Specialties, and is the Clinical Coordinator for summer clinical rotations. Ms. Williams also teaches adjunct for the Dental Hygiene program.

#### **Carmen Perry, AA, BS, M.Ed., CDA. Faculty**

Mrs. Perry received her national certification as a Certified Dental Assistant in the 1980's and worked eleven years as a clinical dental assistant prior to securing her faculty position with the college in 1993. Mrs. Perry is beginning her 25<sup>th</sup> year as a faculty member at the college. During that time, she served as the program director for seven years, clinical coordinator for eleven years, and played major roles in the development and initiation of the dental hygiene program which started in 2002. She has also held state-level positions representing dental assistants and the dental assisting profession and served many years as the testing proctor for Montana's oral radiology certification exam. Mrs. Perry holds an associate degree in health sciences, a bachelor's degree in biology and chemistry, and a master's degree in adult and higher education. She has experience with teaching all dental assisting courses, with the exception of Dental Office Management, and currently teaches Oral Anatomy, Oral Radiology/Radiography I and II, Chairside Theory and Practice I and II, Dental Specialties, and Clinical Practice Seminar. She also serves as a faculty evaluator during summer clinical rotations and has taught adjunct for dental hygiene.

### **Staff**

#### **Donald Blevins, D.D.S--Supervising Dentist**

Dr. Blevins joined the dental programs at the Great Falls College MSU in 2010 as a supervising dentist providing clinical supervision of dental hygiene students, exams and clinical supervision of clients, and providing clinical instruction to dental assisting students during restorative clinic. Dr. Blevins comes to the college with extensive private practice clinical experience; he owned and operated his dental office in Great Falls for 35 years.

#### **Terri Jarvey-- Administrative Assistant for Dental and Trades**

Terri is the newest addition to the dental programs, having joined us in July 2017. She has a BA in Anthropology with a minor in Native American Studies from The University of Montana. She has 20 years of experience working in an office environment which includes 5 years of experience working in higher education (UM), and 4 years working in a dental office. Given her vast experience, Terri understands the importance of helping students achieve success in their college career in order to be successful in their professional career.

## **PURPOSE OF THE HANDBOOK**

The Dental Assistant student handbook provides the students with policies specifically related to the Dental Assistant Program and the Division of Health Sciences. The student will need to rely on the [College catalog](#) for policies related to all students attending Great Falls College MSU.

## **MISSION OF THE COLLEGE, DIVISION AND DENTAL ASSISTANT PROGRAM**

### **College Mission Statement**

The mission of Great Falls College MSU is to educate and inspire you.

### **Health Sciences Division Mission Statement**

The Health Sciences Division is a student-centered division providing quality care in health science education that is responsive to community health care needs.

### **Program Mission Statement**

The mission of the Great Falls College MSU Dental Assistant Program is to prepare competent and professional dental assistants who are prepared to pass the DANB Certified Dental Assistant Exam, become employed as entry level dental assistants, and contribute to the profession as a whole through participation in professional affiliations and lifelong learning activities.

### **College Learning Outcomes**

All graduates will engage in learning activities that enhance their professional and personal lives, as well as their communities. During their academic careers at Great Falls College Montana State University, students will engage in learning activities that demonstrate:

**CLO 1 – Effective Communication:** The active expression and exchange of ideas through listening, speaking, reading, writing or other modes of non-verbal or artistic expression.

**CLO 2 – Technical Literacy:** The ability to form strategies to locate, evaluate, and apply information, and know the ethical issues surrounding information and technology.

**CLO 3 – Critical Thinking and Quantitative Reasoning:** The ability to analyze data, arguments, assumptions, and problems in order to draw conclusions.

**CLO 4 – Workforce Readiness:** The ability to exercise the skills, competencies and behaviors necessary to succeed in the workplace or at a transfer institution.

**CLO 5 – Citizenship:** The ability to apply the knowledge, skills and values individuals utilize to be effective, active citizens.

## **PROGRAM OUTCOMES**

- Sit for the national certification examination administered by the Dental Assisting National Board.
- Perform entry-level skill and competence in assigned chairside dental assistant duties and responsibilities (including expanded duty functions as defined by the Montana Board of Dentistry.)
- Substantiate the mastery of oral radiography theory and techniques.
- Utilize computer technology associated with the profession of dentistry including but not limited to digital radiography, intraoral cameras, and dental-specific software for the operation of a dental practice.
- Integrate concepts in the dental sciences, prevention and oral health promotion to a variety of treatment situations in the dental setting
- Demonstrate appropriate cultural, legal, ethical, and professional values, including adherence to HIPAA standards.
- Articulate dental language appropriate in business, clinical, and educational situations.
- Apply OSHA Infection Control and Hazard Communication standards during all aspects of dental care and practice.

## **CURRICULUM**

Courses are designed to meet the requirements of the Commission on Accreditation of the American Dental Association. The course content is also planned to meet the requirements of the Dental Practice Act Expanded Duties Section of the State of Montana Board of Dentistry regulations (ARM rule 24.138.406 of the Administrative Rules of Montana.) The material covered is intended not only to prepare the student to function in the dental office or clinic, but also to facilitate a satisfactory performance on the Dental Assisting National Board, which is taken upon graduation.

## **LIABILITY & HEALTH INSURANCE**

Each student must have professional liability insurance while enrolled in the Dental Assistant Program. The liability insurance is available through a college-selected company and is included in the fees each semester.

Basic terms of the policy are:

- Each student is covered only while a member in an official Great Falls College MSU Dental Assistant course. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal or dismissal.
- Coverage is limited to activities that are part of, and a requirement of, the student's curriculum.

It is the student's responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or Great Falls College MSU. An unusual occurrence report must also be completed to document the incident. The program director or Health Sciences division director will provide the appropriate protocol for documentation.



The student is responsible for all expenses resulting from injuries that he/she experiences during program activities. . Student health and medical insurance can be obtained through Great Falls College MSU. Visit the Information Desk in the Student Central for details.

### **IONIZING RADIATION AND PREGNANCY POLICY**

Any pregnant student, faculty, or staff member must inform the Dental Assistant Oral Radiology Instructor and the Dental Assistant Program Director at the earliest knowledge of pregnancy and must have written authorization from their attending physician in order to participate in instruction involving ionizing radiation. Pregnant students/personnel will be required to wear protective lead aprons during all radiographic exposures. All students and faculty are also required to be out of range of scattered radiation before exposing x-ray receptors. If physician authorization (to expose radiographs) is denied, the student will have to withdraw from the class. Said student would thereby become ineligible for program completion and graduation.

### **EQUAL OPPORTUNITY/AMERICANS DISABILITY ACT POLICIES**

The Great Falls College MSU as a unit of Montana's University System, and the Dental Assistant Program, is committed to provide for all students, a program of equal opportunity for education and participation in all college activities. The Dental Assistant Program complies with the Equal Opportunity, Sexual Harassment, and Americans Disability Act policies. Please refer to the current [College catalog](#) for details.

### **Technical Standards for the Dental Assistant Profession**

We are providing a listing of our technical standards and exit criteria so that all students will understand the broad scope of the program and its expectations.

To successfully complete the dental assistant program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

1. Accurately perform dental assisting procedures such as positioning patients, setting up and operating dental equipment.
2. Accurately perform expanded function dental assisting procedures such as dental sealant placement, coronal polishing, topical anesthetic placement, and using dental instruments in the oral cavity.
3. Accurately assessing the condition of the oral cavity.
4. Maneuver patients and themselves within the dental clinic operatory & dental facility.
5. Effectively communicate and interact with faculty, staff, peers, patient/clients, families, and healthcare workers in a culturally sensitive manner.
6. Accurately perform CPR and other basic life support functions and assess medical emergencies in the clinical setting.
7. Consistently adhere to standard precautions for infection control by:
  - a. sterilizing and disinfecting contaminated equipment
  - b. sterilize dental instruments
  - c. breakdown and set up dental operatory for patient treatment
  - d. maintaining asepsis throughout patient treatment

8. Accurately document treatment information in patients' charts.
9. Accurately check quality of radiographic films.
10. Demonstrate understanding and adherence to the professional standards of the American Dental Assistants Association and the state of Montana.
11. Effectively communicate critical information in oral and/or written form to faculty, staff, peers, patients, families while adhering to HIPAA standards.

*Requests for accommodation should be directed to Kathy Meier in the Accessibility and Disability Services Office.*

## **DIGNITY STATEMENT**

The Dental Assistant Program is committed to providing all students with an education of the highest quality and in a manner that exhibits concern and sensitivity to our students, faculty and others who use our services. It is therefore essential that every person who is connected with this program exhibit appropriate and conscientious behavior in dealing with others.

Students and staff members have the right to be treated fairly and with sensitivity. They must be given the maximum opportunity to learn and work in an environment that is caring, friendly, and free from **harassment** and **discrimination**. Every student and employee of Great Falls College MSU is expected to treat every person with dignity and respect.

## **CLASSROOM, LABORATORY AND CLINICAL ATTENDANCE POLICY**

Regular attendance, punctuality, and responsibility for class work are three of the most significant factors for success in the program. Most of the coursework in the Dental Assistant program is sequentially specific and must be completed in the order stated in the college catalog. Students are urged to be present, punctual, and prepared for every class and they are urged to seek additional help from the instructors or tutors when needed. While absences or tardiness may be unavoidable, you should keep in mind that regular attendance is important.

If you are unable to attend class, or will be tardy, it is expected that you will contact the course instructor (or instructors if a team-taught course) to inform them of your absence. Instructors for each course will have their attendance policy and consequences addressed in the course syllabus. Please refer to each course syllabus for the policy.

Clinical rotations in the Dental Assistant program include restorative clinic rotations, clinic assistant rotations, end of week clinic maintenance duties, and summer clinical office rotations. Attendance in lab and clinical rotations is essential to the success of the student enrolled in this program. Students should arrive early for lab and clinical rotations to allow time for preparation for the session. All students are expected to be present and prepared for all assigned lab and clinical sessions.

The nature of laboratory and clinical sessions does not allow for breaks to be scheduled. To be respectful of your clinical instructors, patients, and other classmates, avoid the disruption of getting up and leaving the lab/clinical area during the scheduled session unless it is an emergency. If the student must leave the lab/clinical area, it is asked that your instructors and lab partners be aware of it and your location.

## **Personal Appointments**

Students should not make personal appointments during the time they are scheduled for lab, clinical rotations or didactic classes. You should schedule your non-emergent appointments for school breaks or times that you do not have didactic/lab classes or clinical rotations.

## **SMOKING, DRINK, AND FOOD**

Great Falls College MSU is a tobacco-free building. Designated outdoor areas are provided for this activity. The faculty encourages that the Dental Assistant students consider the negative health effects of smoking. The clinical sites you will be assigned to are smoke-free environments which means that smoking is prohibited on all properties owned by the clinical site including parking lots.

All students are asked not to have food or drink in the dental clinic and laboratory. Individual instructors will have their own food and drink policies for didactic classes.

## **VISITORS**

No visitors will be allowed in the classroom during class without permission of the instructor. Children and infants can be a big distraction in class to the students and instructor. For this reason, they are not allowed in the classroom.

## **ADVISORS**

Due to the size of the class and the cohort nature of the program, Dental Assistant program faculty will advise the program students. The faculty is here to make your time at the college as productive and comfortable as possible. You are encouraged to see them at any time, but may be asked to make an appointment if necessary. The Dental Assistant faculty will provide you with your advisory pin number and course schedule for registration.

\*Note: If you have a question or concern regarding a specific course, please address the instructor for that particular course as she will be your best resource.

## **PROFESSIONAL BEHAVIOR/CONDUCT**

The students enrolled in this program are expected to conduct themselves in a manner which will be a credit to their school and the profession of a Dental Assistant. They are expected to abide by the code of ethics for this profession provided by the American Dental Assistants Association, as well as the policies and procedures of the college and clinical sites they are assigned to. Courtesy, cheerfulness, tact, kindness, and consideration should govern your contact with peers, dental professionals, patients, visitors, and employees encountered at your clinical site. What you say and do becomes associated, in people's minds, with the school and the clinical site. The time you spend at the clinical site is a privilege that the clinical site provides for you to learn this profession.

Student conduct in the Dental Assistant program must allow for a safe and comfortable atmosphere that is conducive to learning. Violation of any of the program specific rules and/or any of the college rules and regulations as outlined by the college will subject the student to disciplinary action.

Disciplinary Action will be taken against a student enrolled in the Dental Assistant program for the following list of reasons which is illustrative of, but not inclusive of, situations that can result in discipline, counseling, and/or dismissal:

The student will maintain a professional attitude at all times. Unprofessional conduct shall include but not be limited to:

- a) Performing acts beyond the limits of legal practice.
- b) Insubordination towards clinical preceptors, clinical staff, and/or Great Falls College MSU faculty and staff.
- c) Inappropriate behavior including body language e.g. rolling eyes when receiving direction from staff or faculty or being argumentative with patients, dentists, faculty, and/or other members of the health care team.
- d) Arguing with clinical preceptors, clinical staff, and/or Great Falls College MSU faculty.
- e) Failure or refusal to follow the instructions of the clinical preceptor or faculty.
- f) Not properly identifying the patient which results in performing the examination/procedure on the wrong patient.
- g) Unexcused absences from either clinical, lab, or didactic sessions.
- h) Violations of the Dental Assistant Program Clinical Dress Code and/or related requirements.
  - i. This would include not having your own scrub outfit available to wear or taking clinic site-owned scrubs outside the clinical site. While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.
  - ii. The program uniform is not to be worn in public venues, other than in an official capacity.
- i) Uniformed students will show professionalism and represent the program and the profession at the highest level.
- j) Sleeping during class, lab, or clinical rotation.
- k) Receiving guests during clinical/internship rotation
- l) Using, possessing, distributing, or being under the influence of any alcoholic beverage, narcotic, or any other drug capable of altering a student's judgment and/or physical activity during clinical/internship rotation.
- m) Use of tobacco products during any clinical/internship rotation.
- n) Use of personal electronic devices during class, lab, or clinical rotation, including but not limited to, cell phones, MP3 players, gaming devices, radios, CD players, recording devices, computer laptops with sound, etc except when devices such as iPads/tablets are used for instructor approved reference and/or research.
- o) Assuming duties and responsibilities without adequate training or when competency has not been evaluated by a supervisor.
- p) Willfully committing an unsafe act that would potentially endanger anyone.
- q) Tampering with, damaging, or theft of any equipment or personal property of clinical site, preceptors, site employees, other observers, student or instructor.
- r) Touching any person in any manner considered threatening, offensive, or degrading.

- s) Making any verbal statement or gesture to any person that is considered threatening, offensive, or degrading.
- t) Harassment at any time of others including preceptors, instructors, clinical/internship staff, or fellow students.
- u) Stalking. Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- v) Possession of lethal or non-lethal weapons, firearms, and/or explosives on campus or clinic sites.
- w) Diverting supplies, equipment or drugs for personal or other unauthorized use.
- x) Actual or threatened hostile acts, including verbal abuse against student peers, patients, clinical site employees, or Great Falls College MSU faculty and staff.
- y) Falsifying or otherwise altering patient or agency records.
- aa) Failure to maintain patient confidentiality/HIPPA violations.
- bb) Failure to follow all policies, procedures, standard operating guidelines, protocols, rules, and/or regulations of the clinical site.
- cc) Abusing, neglecting, or abandoning patients.
- dd) Conduct unbecoming a Dental Assistant student or detrimental to the best interests of the public as determined by clinical site preceptors, course instructors and/or college administration.
- ee) Failure to comply with the professional code of ethics and/or failure to demonstrate those traits necessary for success in this profession.

## **GROUND FOR DISCIPLINARY ACTION/ PROBATION/ DISMISSAL**

The complaint will be discussed with the student by the program director and/or course instructor.

The complaint will be discussed by the program faculty with the school administration to determine the necessary disciplinary action. Results of this discussion will be documented and a copy will be provided to the student. This documentation will be signed and placed in the student's file.

One of the following actions will be taken depending upon the seriousness of the infraction:

Verbal and/or written reprimand: This will be used for minor infractions of non-academic policies and procedures. The program faculty will talk to the student and remind him/her of the correct behavior and answer any questions the student may have about the incident. Documentation of the discussion will be made and signed by the student and course instructor. This documentation will be maintained in the student's file.

Probation: This will be the final warning a student will receive before being suspended or dismissed from the program. It may be accompanied by additional conditions to fit a given situation and may result in lowering the student's course grade.

Dismissal: Under certain circumstances, if deemed necessary by the program director and course instructor, a student may be dismissed from the program. Repetition of an infraction for which the student received a reprimand and/ or probation will warrant dismissal from the program. For more serious incidents such as those involving a threat

to patient safety, gross insubordination, the disclosure of confidential information,

falsifying student or patient records, cheating, theft, willful damage of property, intoxication or being under the influence of drugs or alcohol during clinical, lab, or class hours, or possession of a dangerous weapon while in the clinical site or the school will be just cause for immediate dismissal.

## **PROGRAM RE-ADMISSION**

### **Policy for Re-Admission to the Dental Assistant Program**

The Dental Assistant Program requires students to complete coursework with a grade of 70% “C” or higher. Students receiving a grade lower than a 70% in any dental course will not be allowed to continue into the next term. Students can refer to the Academic complaint policy in the Great Falls College MSU Catalog and if they feel a complaint is warranted, students have three (3) months from their date of termination to grieve the final grade. Any student leaving the Program prior to graduation is required to meet with the Program Director and appropriate faculty for an exit interview to document the reason for leaving. All department fees and assessments must be cleared at the time of the exit interview.

### **Re-Admission**

With the Dental Assistant Program having a progressive type of curriculum, repeating courses will be very difficult, if not sometimes impossible.

- A student who must repeat one or more courses in dental assistant program to graduate must first be readmitted to the program.
- Decision to readmit a student reapplying to the program will be based on:
  - a. Letter of intent demonstrating the ability to be successful in completing the program the 2<sup>nd</sup> time around.
  - b. Reasons the student was dismissed or failed out of the program previously.
  - c. The program director’s consultation with the faculty

*Note: The program director has the right to approve or disapprove re-admission applications based on previous educational and behavioral concerns. A new applicant can be enrolled into the re-admission opening over a re-applying student if the concerns outweigh the desire for re-admittance.*

- Re-admitted students, like all students in the program, must maintain a minimum grade of 70% “C” in each program course taken.

### **Re-Admission Procedure**

Re-admission application and a letter of intent must be submitted by June 1 prior to the academic year they are applying for.

- The student must submit a letter to the Dental Assistant program director outlining their intent for re-admission, specific reasons why they should be readmitted, and a very specific plan for successful completion of the re-admission year. *A complete formal Dental Assistant program application for the current year must also be submitted along with it.*
- Re-admission applications must be within 5 years of leaving the program. If the student is granted re-admittance there may be stipulations made of the retaking of courses dependent of student’s current knowledge and abilities upon reentry. Due to the sequential nature of

the Dental Assistant program, safety of patients, and our commitment to graduating competent dental assistants, some coursework may need to be retaken and reviewed before slotting back in the position the readmitting student was once in.

Demonstration of knowledge and skill may be requested prior to those decisions.

***Being readmitted into the program does not automatically ensure successful completion; it is up to the students' dedication of completing the requirements of the program.***

## **MEDICAL RECORDS/ CONFIDENTIALITY**

The health care team handles a large amount of confidential information concerning the medical history and medical condition of patients that they come in contact with. Safeguarding the privacy of the patient is the responsibility of everyone on the health care team. A patient's medical condition or personal problems must **never** be discussed with anyone except those who have a direct tie to the patient's care. Release of information to newspapers, radio stations, and TV stations or their representatives is forbidden. Names must not be used in any written case studies or discussions. The release of any privileged information regarding any patient is cause for immediate suspension and recommendation for dismissal from the program. Discussion of your clinical assignment and information obtained while there, is **NOT** a topic for social conversations.

Respectful consideration of all clinical areas and personnel is required. The students are at the clinical sites by invitation which could be rescinded at any time if undesirable conduct occurs. The clinical site was chosen for specific learning experiences and the value you receive will depend on you and your attitude. Any problems that might develop should be discussed privately with the program faculty. **Students will follow the policies and procedures of the clinical site.**

The student is responsible for complying with all the rules and regulations of the college. Any new policies will be posted.



## **CLINICAL DRESS CODE**

With the knowledge that many times our personal appearance makes strong impressions on the patient's impression of the dental program and the dental profession as a whole, it is beneficial both to the students and school that certain regulations be followed. These policies concerning dress will be in effect for all clinic experiences including public presentations. The following regulations will be enforced:

1. Uniforms (to include matching scrub top and bottom, lab jacket, socks, and clean shoes) must be clean and pressed at all times. Only school program-approved uniforms and jackets are authorized. For the safety of those outside of the clinical/laboratory setting, contaminated lab jackets may not be worn outside the clinic or locker room.
2. Clean, closed-toed, low-heeled, moisture-impermeable, mostly solid colored shoes with clean white laces if applicable. Clinic shoes must have the capability to be cleaned.
3. Socks that cover the ankle are to be worn. No bare skin should be exposed when you are seated.
4. If a shirt is worn under the scrub top, it must be plain (no pattern) and be white or match the color of scrub top. The hem should be no longer than the hem of the scrub top. It must have a conservative neckline (women: high enough so that no breast cleavage is visible) with the top of the shirt not visible above the top snap of the lab jacket.
5. Safety glasses and other appropriate personal protective equipment (PPE) must be worn during all clinic and laboratory procedures.
6. Hair must be clean and styled in a way that no hair hangs over the face (if bangs are longer than eyebrow length, they must be pinned back). Hair must be pulled back off the shoulder when wearing uniforms or laboratory jackets.
7. A wedding ring and one pair of earrings (one earring each per ear) are acceptable. All visible tattoos and hickeys must be covered. Nose, tongue, or lip (or any other oral/facial-type) piercing is not appropriate or acceptable within the dental assistant program. Therefore, the student will be asked to remove any oral/facial jewelry.
8. Fingernails must be natural, neatly trimmed, and have no polish. Artificial nails are unacceptable. Hands must be free of all objectionable odors, particularly tobacco.
9. Your teeth must be clean and your breath fresh and free of odor. Brush and floss after each meal and after each time you snack. Avoid food seasoned with garlic/onions before coming to clinic.
10. Chewing gum is not permitted in the clinical setting.
11. Students will sign a separate and specific clinical contract, prior to participation in clinical practice.

**FINAL AUTHORITY FOR APPROPRIATE DRESS AND ACCESSORIES IN A LABORATORY SETTING IS DETERMINED BY THE INDIVIDUAL COURSE INSTRUCTOR/S. STUDENTS WHO DO NOT CONFORM TO THE DRESS AND APPEARANCE REQUIREMENTS MAY BE ASKED TO LEAVE THE LAB/CLINIC UNTIL THEY ARE APPROPRIATELY DRESSED FOR LABORATORY EXERCISES.**

## GRADING

You are engaged in college level courses and are responsible for your own study procedures. This material is quite extensive and may present difficulties for some of you. If difficulties arise, it is your responsibility to ask the respective Dental Assistant course faculty for help. Refer to Student Services in the current College catalog.

All students must meet scholastic requirements. A grade of “C” (2.0) or higher must be maintained in all required courses to continue in and complete the program. Individual faculty will provide you with a syllabus explaining their grading procedure. The student is responsible for submitting all assignments on time. Each course has a policy for make-up work for test, quizzes, etc. which will be explained by the instructor at the beginning of the course/semester.

Performance evaluations will normally be completed by the clinical staff, clinical instructors, or program faculty at regular intervals. You should discuss your opinion of the program and your studies honestly with your course instructor. In this way mutual expectations can be understood and realistic goals can be established.

Objectives must be met in all courses. Any absenteeism could affect the completion of these objectives.

If it becomes necessary to withdraw from a course, please do not withdraw without a conference with the Dental Assistant program faculty. Proper withdrawal **MUST** be completed to avoid receiving a grade of “F” on your transcript for the course. It is the student’s responsibility to be sure withdrawal forms are completed. The instructor of each course will keep you informed of your grade. You may request a conference with any of the faculty, by appointment, to verify your standing.

## **ACADEMIC INTEGRITY POLICY**

As an institution of higher education, Great Falls College MSU requires its students to adhere to high standards for academic integrity. It is a violation of academic integrity to present ideas, designs, or work of another person as one's own effort or to permit another person to do so. The College will regard the following as violations of academic integrity requiring disciplinary action:

**Plagiarism** – Submitting an assignment – whether written, oral, graphic, or computer-generated – which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

**Copying** – Using crib notes, cheat sheets, books, or other material, resource or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given permission to use such materials. Collaborating with another student or students on an examination or other graded exercise, without instructor permission. Contributing to violations of Academic Integrity – Knowingly assisting another student in an act that violates academic integrity.

Violations of academic integrity will not be tolerated at Great Falls College Montana State University. The consequence for the first such violation is at the discretion of the instructor and may range from a failing grade to the particular assignment/test to a failing grade in the course in which the act of academic dishonesty occurred. Faculty must report all violations of academic integrity to their respective Department Chairs. In the instance of repeated offenses, the Department Chair will recommend disciplinary action ranging from a failing grade for the assignment/course up to and including expulsion from the College. Appeals of Department Chair decisions on academic dishonesty are made to the Associate Dean for Academic Affairs.

Cheating, plagiarizing, or knowingly furnishing false information may result in dismissal from the program.

# **HEALTH SCIENCES GENERAL HEALTH POLICY**

## **POLICY**

All Health Science students must complete the required Great Falls College MSU Student Immunization and Verification Form and submit to their Program Director after acceptance into their program. If a student has an illness or infectious disease or has sustained an injury which could potentially be exacerbated by attendance at a clinical site or by participating in a laboratory experience on campus, or could potentially place a fellow student or patient at risk, the student has an obligation to seek treatment of the medical problem or injury. A signed release form from a physician or other healthcare provider must be submitted to the Program Director before the student will be allowed to participate in a lab or clinical experience.

## **RATIONALE**

Future healthcare providers must understand the impact of personal health and safety in on-campus labs and at clinical sites. Patients who seek healthcare are vulnerable due to altered health/risk status and must be protected; the safety of fellow students on campus must also be recognized. Health Sciences students who are potential health/safety risks to others or themselves should not have contact with patients at clinical sites, or participate in potentially unsafe situations on campus. The potential unsafe situation must be discussed with the program director.

## **RECOMMENDATIONS**

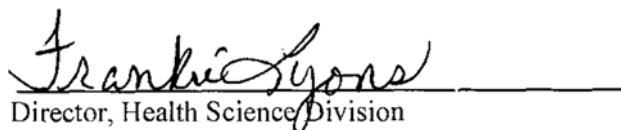
All Health Science students will submit a physical examination form and complete required immunizations to their Program Director after acceptance into their program. At registration the student will select or waive their comprehensive health insurance. It is expected that the student carry comprehensive health insurance as indicated on BannerWeb. There are health risks inherent in working in a clinical environment. Students are urged to use good sense in acquiring and maintaining health insurance coverage. Liability insurance which covers students while attending clinical sites is included in student lab fees for each program. This is not health insurance for the student; liability insurance covers the student in the event of harm or injury caused to a patient the student is treating at a clinical site.

Approved, Great Falls College Montana State University

  
CEO/Dean

7/22/13  
Date

Approved, Health Sciences Division

  
Director, Health Science Division

7/22/13  
Date

## **CLINICAL CONTRACT**

To provide protection for the clinical institution, patient, college and student, a contract for clinical performance must be signed by the students before entering the clinical portion of the program. You must retain clinical acceptance at all clinical sites to continue in the program.

## **TRANSPORTATION**

The Dental Assistant Program is dependent on utilization of community resources for your clinical experience and assignments. It is the student's responsibility to arrange for transportation to the clinical area and for housing during out-of-town rotations. Clinical assignments are designed to carry out the objectives of the program and must be followed as to hours and duties performed.

## **HEALTH RECORDS / CPR**

Before a student can be accepted into some clinical settings, the student must show that a TB test and Hepatitis B vaccination (HBV) have been completed. A healthcare provider CPR card will be obtained prior to program entry and maintained throughout the Dental Assistant Program. Failure to complete the above items prior to the start of clinical rotations will result in dismissal from the clinical course, resulting in dismissal from the Dental Assistant Program.

## **PROFESSIONAL ORGANIZATIONS**

The Dental Assistant faculty believes that professionalism is a responsibility of individuals who work in the healthcare field. One of many methods of displaying professionalism is joining professional organizations. Students enrolled in the Dental Assistant program are encouraged to join the American Dental Assistants Association.

## **STUDENT PARKING DURING CLINICAL ROTATIONS**

Students will be expected to follow the parking guidelines of each clinical site that they are assigned to. Generally parking areas close to the clinical site are reserved for patients and visitors to the facility. Students who fail to follow the guidelines of the clinical site will be subject to disciplinary action. Parking guidelines for each site will be explained during clinical orientation sessions and site tours.

## RECEIPT OF HANDBOOK

It is the responsibility of each student enrolled in the Dental Assistant program to read and be familiar with the information in this handbook.

I, \_\_\_\_\_, have received a copy of the Dental Assistant Student Handbook. By signing this, I acknowledge that I have read, understand, and agree to abide by the policies set forth in this handbook.

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Student Signature

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Printed Student Name

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Date

PLEASE SUBMIT THIS SIGNED DOCUMENT TO THE PROGRAM DIRECTOR. IT WILL  
BE KEPT IN YOUR STUDENT FILE.