

Dental Assistant Program

Student Handbook



July 29, 2019

Welcome to the Dental Assistant Program at Lord Fairfax Community College!

Please review this Course Specific Handbook, as well as the LFCC Student Handbook.

<https://lfcc.edu/wp-content/uploads/2014/07/Student-Handbook.pdf>

Upon successful completion of this program, students will receive a BLS CPR Certification and a Certificate in Dental Radiation Safety. Students will also receive a certificate of completion from Lord Fairfax Community College.

Admission Requirements

1. Must complete registration for the class, including payment to LFCC.

Student Essential Performance Standards

Students are expected to complete course requirements that prepare them to perform essential job functions as a Certified Dental Assistant. These functions and skills are:

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
3. Speaking — Talking to others to convey information effectively.
4. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Service Orientation — Actively looking for ways to help people.
6. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
7. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Any student who thinks he/she does not possess one or more of these functions should contact the disability services provider at the campus. Provisions for accommodations will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For more information please go to the LFCC website at the following link: <http://www.lfcc.edu/?s=accomodations>

Student Essential Soft Skills Standards

Students are encouraged to continually develop the following soft skills in order to be successful in the classroom and beyond. These skills will not only help you to get a job, but also help you to keep the job.

1. **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
3. **Integrity** — Job requires being honest and ethical.
4. **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
5. **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
6. **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
7. **Social Orientation** — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
8. **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
11. **Initiative** — Job requires a willingness to take on responsibilities and challenges.
12. **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.

Documentation Required

1. Signed Assumption of Risk Form (See Page 6)
2. Signed Statement of Understanding Form (See Page 7)

Course Structure

This course is 161 hours of classroom instruction including a BLS CPR class and Dental Radiation Health and Safety course. This is a condensed class and students need to be prepared to spend several hours outside of class each week completing homework, and preparing for quizzes and exams in order to be successful. This course utilizes computer applications routinely. Regular computer and internet access are vital to success. On average, students should plan to spend around 4 hours per week on homework and other activities outside of the classroom.

**** Externships are not included in this program at this time. Students may seek one out on their own if they are interested in this option. Many free clinics offer opportunities through volunteer hours.**

Grading System

- Must achieve a minimum of a 70% cumulative grade average.
- Each of the following make up a portion of your total grade:
 - Tests and Quizzes
 - Homework
 - Skills Assessments

Books

All books and supplies are included in the cost of tuition. Students will need to purchase their own scrubs (of any color), white lab coat and closed toed shoes by the 2nd week of the class. (See the dress code below)

Attendance Policy

Students are expected to be present, on time, and ready to participate at all regularly scheduled classes. This is a rigorous program and attendance is vital to success. One of the top reasons why people are fired is for tardiness or not showing up for their scheduled shift! Workforce Solutions facilitates learning opportunities and connections that empower individuals, organizations and communities. By meeting these expectations, students will be prepared for solid attendance at their externships and for their future workplace.

- Being tardy **more than 10 minutes** to class will count as an absence.
- In case of an emergency or illness that will result in an absence, students are to contact the instructor prior to class.
- **Missing more than 5 classes will result in being dismissed from the program.** It is STRONGLY recommended that you save your absences to use in case of illness or emergency. **There is no distinction between excuses and unexcused absences.** Your instructor and classmates are counting on you being there.

A good motto -- PLAN TO BE IN EVERY CLASS, don't plan to be gone.

Students will be required to make up any missed work, including quizzes, exams, and skills assessments. Failure to do so will result in a grade of zero for the assignments.

Grounds for Dismissal from the Program

Include but are not limited to:

- Disrupting the learning environment
- Failure to comply with safety standards
- Any form of cheating or plagiarism
- Refusing to participate in skills training – **students practice on each other!** Everyone must participate in the entire process.
- More than 5 absences

No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have their decision reviewed.

Cancelled Classes

If for any reason the instructor needs to cancel a class, students will receive an email or phone call as soon as Workforce Solutions is notified. It is your responsibility to keep your contact information current so that we are able to reach you. Cancellations are not always system wide. Please check cancellation notices for specific campus details. Lord Fairfax Community College uses LFCC Alert to immediately contact you during a major crisis or emergency. All weather related cancellations will also be relayed through LFCC Alert. Please register all of your information at: <https://www.getrave.com/login/lfcc>

Cell Phone/Electronics Policy

Cell phones may not be used during class. Students are not to take or place calls, send or receive text messages, or use social media applications during class. All cell phones are to be turned to silent, not vibrate, while in class.

Dress Code & Personal Hygiene

Personal presentation is important in the healthcare field both to find employment and to maintain it. **Wearing scrubs and closed toed shoes to class will aide in preparing students for the workplace, and is therefore mandatory.** Scrubs may be any color of your choice, but must be clean, wrinkle-free, and fit appropriately. Students should plan to wear their scrubs by the 2nd week of class. **Students will also need a white lab jacket to be worn over their scrubs.** Long hair should be tied back. Fingernails must be clipped short and artificial fingernails will not be permitted, as they harbor bacteria. Limited jewelry is allowed.

Smoking

Although smoking is permitted in designated areas on campus, it is good practice to refrain from smoking during the workday. You will be in direct contact with patients, some of whom will have medical conditions that cause sensitivity to cigarette smoke, such as asthma or migraines. Please also be aware that the majority of healthcare facilities do not allow smoking on site, and some employers do not hire candidates who use tobacco products.

Students are free to make their own choices in regard to the use of tobacco products. We wish only to inform you of the potential limitations that smoking may place on your career goals.

Pregnancy

It is expected that a student notify the instructor of pregnancy in order to protect the welfare and safety of the student. Pregnant students may continue in the program with written physician approval. Susceptibility to cytomegalovirus (CMV) should be tested at the student's expense, as continued clinical involvement will expose the student to blood, urine, and other bodily fluids. Non- immunity to CMV increases the risk to the fetus and continuation in the course should be considered carefully.

Immunizations

While we do not require students to show their up to date vaccinations in order to enter the program, **we strongly encourage students to make sure all of their immunizations are up to date!** We do teach and practice safety precautions throughout the class but it's your responsibility to make sure you protect your own health and safety.

See Something, Say Something

If you have a concern about something you've observed or heard that may give you concern about another student, impact the safety of our environment or disrupt the delivery of our educational process, we encourage you to [fill out the See Something, Say Something report form](#). This link can be found at <https://lfcc.edu/about-lfcc/office-of-financial-and-administrative-services/safe-and-secure-preventing-violence-and-protecting-academic-integrity-at-lfcc/>.

**** This document is subject to change based on the needs of the program. ****

Assumption of Risk Form

Students of Dental Assisting Training Programs will be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that learning and practicing these skills may be accompanied by potential dangers as identified below:

I understand and acknowledge that:

1. Students will be required to learn skills necessary to become entry-level dental assistants. These skills will include, but not be limited to, proper infection control and OSHA standards; anatomy and physiology; tooth morphology; oral histology; preventative dentistry; applied psychology; effective communication; office administration and management; use of dental software; operative dentistry techniques; and dental materials/laboratory skills.
2. Students will practice procedures on each other. Prior to the skill practice; students will receive instruction regarding the skills to be practiced, including information on safety and the potential dangers inherent in such procedures.
3. Such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death. The potential hazards may include instrument and needle sticks, autoclave and/or chemical burns, exposure to saliva and blood borne pathogens, jaw pain and others.
4. Students may be subject to drug screening at any time during the course.

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Lord Fairfax Community College, its Board of Directors, Instructors, Employees, Clinical Affiliates, or hosting facility and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained.

I have received a personal copy of the Student Handbook containing rules and regulations relative to the program. The Program Instructor has reviewed the content with all members of the class and time was made available to the student for questions and clarification of content.

I agree to follow the outlined guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

STATEMENT OF UNDERSTANDING

I have read, understand, and agree to abide by the requirements of the Dental Assisting program as stated in The Dental Assisting Student's Handbook.

I have read, understand, and agree to abide by the general policies of the College as stated in the College Catalog.

As I complete the Dental Assisting course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor, in a proactive and professional manner.

Signed _____

Date _____