2026-2027

REGISTERED DENTAL ASSISTING

PROGRAM

STUDENT

HANDBOOK

Student Handbook

Student Handbook

MARIN
COLLEGE OF MARIN

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Novato, CA
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Dear Student,

Welcome to the College of Marin Registered Dental Assisting Program. This Student Handbook contains information you will find useful while enrolled in the program. It is vitally important you read this handbook and understand its contents thoroughly. The policies and procedures described within it apply directly to you. I suggest you retain this handbook for future reference. Please direct any questions you may have regarding the handbook, or any other aspect of the Registered Dental Assisting program to your faculty members.

I wish you success in your endeavors with the College of Marin Registered Dental Assisting Program.

Sincerely,

Alina Varona,

Alina Varona
Dean of Career Education & Workforce Development
College of Marin

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Welcome
Welcome to the College of Marin Registered Dental Assisting Program. You have chosen to enter a demanding and rewarding professional training program. The faculty and staff are committed to providing a quality learning experience that will prepare you to enter the career of a dental assistant.

With use of current technology, hands-on learning experiences, and instruction that promotes learning and critical thinking, the faculty supports each student in attainment of their professional goals.

Introduction to the Student Handbook
This student handbook will help you to become acquainted with the program. It contains information on the Registered Dental Assisting Program philosophy and curriculum framework, program objectives and outcomes, course structure and progression, program regulations, and student resources.

This handbook is not meant to replace the COM Student Handbook or the individual course syllabus, but rather to serve as a supplemental source of information. You will find that it contains a general overview of the procedures and policies of the Registered Dental Assisting Program. It is your responsibility to become familiar with and abide by the policies and regulation as stated within this handbook.
Please read this handbook carefully and keep it available for future reference

Additional References for the Registered Dental Assisting Program
Information about the dental program can be found in the College of Marin Catalog, Schedule of Classes, the College of Marin Homepage (www.marin.edu/dentalassisting), recruitment flyers, enrollment materials, and course syllabi.

The College of Marin Catalog provides information of the College's mission, goals, degree, certificate and transfer requirements, admission policies, tuition and fees, refund policy and financial aid, graduation, licensing requirements, academic policies, academic calendar, program, length, and program course requirements and descriptions.

Schedules of credit classes provide listings of courses, the academic calendar, registration procedures, fees and grading policies, and information on student services. The most current schedule is located online.

The College of Marin internet homepage provides access to the College Catalog and the current schedule of classes. The Dental Department has a homepage (www.marin.edu/dentalassisting), which includes information on the program, the faculty, enrollment procedures, pre-requisites, graduation requirements, schedule of classes, and the job outlook.

REGISTERED DENTAL ASSISTING PROGRAM ACCREDITATION

College Accreditation
College of Marin is accredited by the Western Association of Colleges and approved by the California State Department of Education and the California Board of Dental Examiners.

Program Accreditation
The Commission of Dental Accreditation of the American Dental Association accredits the Registered Dental Assisting Program every seven years. The Commission is a specialized accrediting body recognized by the Commission on recognition of Postsecondary Accreditation and by the United States Department of Education.

Notice of opportunity to file complaints with the Commission on Dental Accreditation (CODA)
The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, commission consultants, specialty and dental-related organizations, patients and/or consumers.

A copy of the appropriate accreditation standard and/or the Commission's Policy and procedure for submission of complaint may be obtained by contacting the Commission at 211 East Chicago Ave., Chicago IL 60611-2678 or by calling 1.800.621.8099 extension 4653 or at www.ada.org.

Note: The Commission on Dental Accreditation, of the American Dental Association, accredits the programs in dental assisting. The Commission is a specialized accreditation body recognized by the United States Department of Education. The Commission of Dental Accreditation can be contacted at (312) 440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611

COLLEGE OF MARIN MISSION STATEMENT

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year colleges and universities
- associate degrees and certificates
- career technical education
- basic skills improvement
- English as a second language
- lifelong learning
- community and cultural enrichment

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social, racial, and environmental justice.

The District believes that our commitment and accountability to diversity, equity, and belonging enriches the District's mission and supports students in achieving their educational goals.

The mission is evaluated on an annual basis and revised regularly.
Last updated: February 14, 2023.

COLLEGE OF MARIN VISION STATEMENT

College of Marin will be a premier educational and cultural center that provides programs of the highest caliber to meet the needs of an increasingly interconnected global society. Our vision will be guided by our values.

REGISTERED DENTAL ASSISTING PROGRAM MISSION STATEMENT

The Registered Dental Assisting Program provides competency-based education to students by instilling knowledge, skills, and attitudes as required to become Registered Dental Assistant within an environment that fosters professionalism, respect, and individual growth.

REGISTERED DENTAL ASSISTING PROGRAM VALUES STATEMENT

Student and Community Centered Education
We promote student success by providing a learning environment where students are encouraged and supported in their progress toward the professional goal as a dental assistant.

Academic Excellence and Innovation
We promote student success by incorporating industry standard practices and information in the learning environment to prepare graduates for entry level dental practice.

Collaboration and Open Communication
We promote student success by providing a learning environment that promotes critical thinking, active learning, and opportunities for personal and professional growth.

Diversity
We promote student success by supporting the unique qualities of each student providing a learning environment that supports diversity demonstrates respect for all individuals and utilizes process that support individual student success.

Sustainability
We promote student success by advocating for continued professional development.

Accountability
We promote student success by exhibiting academically responsible decisions on the behalf of students and the program. We believe that students are an integral part of this process and expect that each student will demonstrate the commitment necessary for successful completion of the program.

REGISTERED DENTAL ASSISTING PROGRAM PHILOSOPHY

The faculty of the Dental Assisting Department at College of Marin shares the beliefs that:

All people have dental health needs and the right to adequate care to meet those needs. Dental care is a collaborative effort in which dental assisting is a major component.

The process of dental assisting involves the deliberate use of teaching communication, assessment, planning, intervention, and evaluation to meet the dental health needs of individuals. Dental assistants and registered dental assistants' function in a variety of settings to coordinate and plan dental care in conjunction with the dentist.

College of Marin exists to serve the demands of a democratic society which recognizes and fosters the diversity, integrity and individuality of its members. These demands issue from a community and students motivated by diverse educational needs, preparation and goals. Education for dental assisting in this setting includes liberal and technical education and assists students to develop their potential both as individual and practitioners.

The faculty has recognized that students with diverse backgrounds, experiences and needs, learn in varying rates and in different styles. We believe that dental assisting curriculum should allow and assist students to meet their educational and career goals also in diverse ways. Faculty, using an individualized approach to students, should serves primarily as facilitators, roles models, and resource persons.

The philosophy of the Certificate of Achievement Registered Dental Assisting Program reflects the philosophy of College of Marin in that a community college is obligated to serve both the individual and society. Emphasis is placed on assisting students to develop their potential as individuals and practitioners and in preparation of dental assistants able to function skillfully in a variety of settings.

Dental assisting has proved itself to be one of the privileged careers for both women and men. To be an integral part of a dental care team is, in essence, a professional way of life filled with self-esteem and security and it has everlasting value.

PROGRAM GOALS

1. The goals of the Certificate of Achievement Registered Dental Assisting Program is to assist the student's varying backgrounds and abilities to gain the knowledge, skills and attitudes which will enable them to practice as ethical and responsible dental assistants and develop their potential for personal and professional growth.
2. Upon completion of all requirements, the student is eligible to take the licensing and certification examinations given by the appropriate Boards for certificated and licensed registered dental assisting.

PROGRAM OBJECTIVES

1. To provide a program in which a qualified individual can acquire the knowledge, learn the skills, and develop the attitudes necessary to obtain employment in the health education field as a dental assistant.
2. To provide the dental profession with a adequate supply of personnel trained to a level that they are an immediate and continuing asset to the practicing dentist.
3. To further enhance the performance of the graduates in order that they assume more critical and demanding duties in the dental office reducing the load of the employing dentist and contributing to the total efficiency of the dental team operation.
4. To provide graduates with the capability of monitoring and contributing to the dental health of the community

Learning Experiences and Methods of Instruction in Dental Assisting Courses
Each dental assisting course is structured with a course description and objectives, which reflect the philosophy, curriculum framework, and student learning outcomes of the College of Marin Registered Dental Assisting Program. Specific learning experiences are described in each course syllabus. Learning experiences are selected to enable students to meet the practical or clinical objectives for the course. These learning activities may include readings, use of audio-visual media, computer-assisted instruction, practice sessions for skill development, and client care assignments. Instructional methods are chosen to facilitate learning of the content and synthesizing knowledge. These methods may include lecture presentations, seminars, group work, case studies and clinical simulations, oral presentations, class projects, and pre and post-clinical conferences.

Suggestions for Learning and Being Successful in Dental Assisting Course

- Do the Learning Activities before class: Read all materials and view all audiovisual materials. This preparation is essential for you to utilize the class time most effectively. Bring your course syllabus to class. It contains information which may be use in the class.
- Come prepared for skills laboratory. Read the assigned readings and syllabus prior to class and bring your skills lab syllabus to class. Practice skills either individually or in a small group prior to a skill check-off.
- Be actively involved in both your learning experiences and in the evaluation of your learning.
    - Participate in class activities and seminars by asking questions, posing issues, and offering insights and suggestions. Form a study group with a few of your classmates. Discussing the material, clarifying concepts, and applying the content to clinical situations will help you learn.
    - Ask for conferences with the instructor to discuss your clinical or class performance
    - Dialogue with peers and the instructor regarding clinical care during clinical conferences and consider their verbal critiques.
    - Assess your own achievement of clinical objectives in the evaluation conferences.
- Refer to the course schedule and syllabi for class topics and examination dates. Do not get behind in your reading and class work.
- Build on what you know. Each one of you brings insight/knowledge/skills from each and varied backgrounds in education, work, and life in general. These are to be valued and used in learning the practice of dental assisting.

STUDENT LEARNING OUTCOMES

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

- Perform the components of preventive dentistry with regards to nutritional diet analysis, oral hygiene instruction, caries detection, pit and fissure sealants, and coronal polishing procedures.
- Explain the ethical parameters of the Dental Law as it relates to the dental assistant.
- Expose intraoral and extraoral dental radiographs as a component of an oral health assessment.
- Prepare dental diagnostic impressions used for study models
- Assist the dentist as chairside with regards to moisture control, oral evacuation, instrument transfers, charting, and dental patient emergencies
- Sterilize instruments and disinfect dental equipment to prevent cross contamination following OSHA compliance
- Seek entry level employment in the dental field in the role of a dental assistant
- Quality for completion of State Registered Dental Assisting Examination and the Dental National Board.

Licensure in California

The licensing agencies may deny licensure to dental assistants for crimes substantially related to the practice of dental assisting. This includes convictions involving sex crimes, drug crimes (including DUI. Which the state may require additional information to confirm this offense will not jeopardize anyone in the dental arena), and crimes of violence. It is the responsibility of the applicant to present sufficient evidence of rehabilitation to the California Dental Board or the California Committee on Dental Assisting prior to licensure application.

FACULTY AND STAFF DIRECTORY
AND
EMERGENCY CONTACT INFORMATON

Title	*Office Number*	*Office Phone*	*E-mail*
Dean of Career Education & Workforce Development Dr. Alina Varona Dean Angela Olmanson Director of Allied Health	 IVC Campus BLDG 7 IVC Campus BLDG 7	 415-883-2211 415-485-9667	 avarona@marin.edu aolmanson@marin.edu

Program Coordinator Wende Bohlke Dental Coordinator & Faculty	IVC Campus BLDG 27, Room 209	415.883.2211 Ext. 8412	wbohlke@marin.edu
Shelley Smith Faculty	IVC Campus BLDG 27, Room 208	Ext. 8319	sasmith@marin.edu
Sandra Murray - Faculty	IVC Campus BLDG 27, Cubical #4	Ext. 8518	sdmurray@marin.edu
Rebecca Bugas- Administrative Assistant II	IVC Campus BLDG 7, lobby	Ext. 8206	rbugas@marin.edu

Scheduled Office Hours:
Scheduled office hours will be announced, posted on the MyCOM portal, Canvas, and posted on the doors of the faculty members' offices. Additional hours are available by appointment.

Messages:
Voice mail messages may be left for part-time faculty at 415.883.2211 plus faculty ext. Please be sure to identify which part-time faculty member the message is for. Please arrange with your instructors for a way to contact them (appointments, etc).

PROGRAM REQUIREMENTS

Program Pre-requisites:
Students must meet the following requirements **prior** to enrollment in the program:

- 18 years or older
- Current vaccinations/testing: **Hepatitis B** (series of 3 doses or titer), **TB** (Quantiferon Gold blood test), **Tdap** (within 10 years)
- **CPR(BLS)/AED** from the American Red Cross or American Heart Association. Skills must be done in person, cannot be a fully online course. CPR certificate of completion must be current throughout the duration of the program, current to take the RDA exam, and current as an RDA.

Requirements to Complete the California State Licensing Examination
- Fingerprint background clearance
- If felony conviction on record – state may require additional information

CERTIFICATE AND AS DEGREE INFORMATION

Upon completion of the Registered Dental Assisting Program, students can earn a Certificate of Achievement in Dental Assisting: Registered. Upon completion of the Registered Dental Assisting Program and College of Marin General Education requirements, students can earn an Associate of Science Degree in Dental Assisting: Registered. ***Please note: It is recommended that students meet with a College of Marin Counselor to plan coursework and develop an education plan.***

The information on the proceeding pages can be used by the student to monitor their progress through the program.

Certificate of Achievement Dental Assisting: Registered
Course Requirement and Course Sequence

Fall Semester	**Units**
DENT 172 Dental Science I	2.5
DENT 174 Dental Materials	3
DENT 176 Dental Morphology, Histology, and Recordings	1.5
DENT 180 Chairside I	3
DENT 182 Dental Radiology	2.5

Spring Semester	**Units**
DENT 178 Dental Science II	2
DENT 183 Dental Specialties	1.5
DENT 184 Chairside II	4
DENT 186 Clinical Dental Radiology	0.5
DENT 187 Clinical/Technique Practicum	0.5
DENT 188 Clinical Application: Chairside Functions and Operative Procedures	6
DENT 190 Dental Practice Management and Economics	1.5

Summer Session	**Units**
DENT 192 Clinical Applications in Dental Offices	1.5
DENT 192A Pit and Fissure Sealants	1

Associate of Science DENT: Dental Assisting: Registered
Course Requirement and Course Sequence

Fall Semester	**Units**
DENT 172 Dental Science I	2.5
DENT 174 Dental Materials	3
DENT 176 Dental Morphology, Histology, and Recordings	1.5
DENT 180 Chairside I	3
DENT 182 Dental Radiology	2.5

Spring Semester	**Units**
DENT 178 Dental Science II	3
DENT 183 Dental Specialties	1.5
DENT 184 Chairside II	4
DENT 186 Clinical Dental Radiology	0.5
DENT 187 Clinical/Technique Practicum	0.5
DENT 188 Clinical Application: Chairside Functions and Operative Procedures	6
DENT 190 Dental Practice Management and Economics	1.5

Summer Session	**Units**
DENT 192 Clinical Applications in Dental Offices	1.5
DENT 192A Pit and Fissure Sealants	1

Select one course from each general education category. *	**Units**
1. Natural Science (1 course, 3 unit minimum)	2
2. Social and Behavioral Science (1 course, 3 unit minimum)	3
3. Humanities (1 course, 3 unit minimum)	3
4. Written Composition – English 150	3
5. Communication and Analytical Thinking (1 course, 3 unit minimum)	3
6. American Institutions (1 course, 3 unit minimum)	3
7. Cross-Cultural Studies (1 course, 3 unit minimum)	3
8. Physical Education (1 unit minimum)	1

*General Education courses are listed on the following page

GENERAL EDUCATION COURSES

One course from each category required for graduation (**19 units minimum**).

A. NATURAL SCIENCES

*Select one course from the following. (**Three units minimum**.)*

Anthropology 101, 101L
Astronomy 101, 105, 117F, 117L
Biology 100, 101, 105, 107 108A, 109, 110, 110L, 115, 116,120, 138, 159, 162, 169A, 169B, 224, 235, 240
Chemistry 105, 105L, 110, 114, 131
Geography 101, 101L, 109, 112
Geology 103, 105, 109, 110, 114, 120, 120L, 121, 138
Physical Education 107
Physics 108A, 110, 207A

B. SOCIAL AND BEHAVIORAL SCIENCE

*Select one course from the following. (**Three units minimum**.)*

Anthropology 102, 103, 110, 204, 215
Behavioral Science 103, 201
Biology 251
Business 101
Early Childhood Education 110, 112
Economics 101, 102, 201

Ethnic Studies 110, 111, 112, 121, 151, 154, 242
Geography 102, 109
Health Education 142
History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 211, 214, 215, 216, 238
Political Science 100, 101, 102, 103, 104, 201, 203, 210, 211, 220
Psychology 110, 111, 112, 114, 116, 120, 140, 142, 145, 204, 205, 230, 251
Sociology 110, 112, 114, 140, 205, 230, 250

C. HUMANITIES

*Select one course from the following. (**Three units minimum**.)*

American Sign Language 101, 102, 110, 203, 204
Architecture 100, 101, 102, 131
Art 101, 102, 103, 104, 105, 106, 107, 108
Biology 145
Chinese 101, 102
Communications 108 (three units), 109A, 109B, 110, 160
Dance 108
Drama 110, 116, 117, 119

English 151, 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242
Ethnic Studies 108, 154
French 101, 102, 108A, 108B, 203, 204, 225, 226
Geology 145
Humanities 100A, 100B, 107, 108, 109A, 109B, 114, 118, 125, 242
Italian 101, 102, 108 (three units), 203, 204, 225, 226, 228
Japanese 101, 102, 108 (three units), 203, 204
Journalism 110, 160
Music 101, 102, 105, 106
Philosophy 110, 111, 117
Spanish 101, 102, 203, 203HB, 204, 225, 226, 228A, 228B, 228C, 230A, 230B, 230C
Speech 128, 140, 141

D. COMPOSITION, WRITTEN ***(Three units minimum.)***
English 150 with a grade of C or higher

NOTE
1. English 150 is the first level course in college freshman English that is transferable to the University of California and the California State University. English 120SL transfers as an elective to the University of California and California State University. English 120 transfers as an elective to the California State University.

E. COMMUNICATION AND ANALYTICAL THINKING
*Select one course from the following. (**Three units minimum**.)*

Computer Information Systems 215
Computer Science 130, 135, 136, 200, 230, 232
English 130, 151, 155
Mathematics 103, 103A and B, 103X and Y, 104, 104X and Y, 105, 109, 110, 114, 115, 116, 121, 122, 123, 124, 190
Philosophy 112
Psychology 205
Sociology 205
Speech 110, 120, 122, 128, 130, 132
Statistics 115

F. AMERICAN INSTITUTIONS
*Select one course from the following. (**Three units minimum**.)*

Ethnic Studies 111, 112, 121, 151
History 100, 117, 118
Political Science 100, 101

G. CROSS-CULTURAL STUDIES

*Select one course from the following. (**Three units minimum**.)*

Cross-cultural studies courses, which are listed in other general education categories, will satisfy both the Cross-Cultural Studies Requirement and the requirement of one other category.

American Sign Language 110
Anthropology 204, 215
Art 108
Communications 160
English 235, 237
Ethnic Studies 108, 110, 111, 112, 121, 151, 154
History 109
Humanities 108
Journalism 160
Music 105
Psychology 120
Speech 128

H. PHYSICAL ACTIVITY ***(One unit minimum**.)*

This requirement may be satisfied by degree-applicable activity courses in physical education or dance.

SECTION 2

Program Policies and Procedures

It is the responsibility of all students enrolled in the registered dental assisting programs to read and comply with these policies. Failure to do so may result in dismissal from the program. Specific requirements are provided in each individual course syllabus.

PROGRAM POLICIES and PROCEDURES

Health Requirements

It is important to maintain a high level of personal wellness while you are in the program. Physical or emotional illness and stress can alter your energy level, and central nervous system responses. This can interfere with your effectiveness in meeting the course requirements and can also create a hazard to the health and safety of the patient.

1. All students must provide proof that they are in good physical and mental health PRIOR to clinical assignments.
2. The proof shall be from a licensed physician or nurse practitioner who conducts a physical examination and reports their findings to the Student Health Evaluation Form. The Health Evaluation Form must be turned into the dental assisting coordinator or designee no later than end of the first week after beginning the program. Failure to do so may result in removal from clinic/lab classes.
3. PRIOR to clinical assignments, students must have;
    - Annual evidence of a negative tuberculin test.
    - Documentation of MMR immunization
    - Documentation for Hepatitis B vaccination
    - Note: You must have 1st vaccine by the first day of class, the 2nd vaccine is administered one month later and the 3rd vaccine five month after the 2nd vaccine
    - Documentation of Tetanus-Diphtheria(TDAP) booster documented within the last 10 years
4. The tests and immunizations will be the financial responsibility of the student
5. The student must provide updates to their health record. Changes in medical condition and/or drug regimen that may affect clinical classroom performance of safety should promptly be reported in writing to the dental assisting coordinator.
6. It is the responsibility of the student to see that the appropriate documentation is sent to the program director or administrative assistant.
7. The student must complete the COM Dental Assisting Health History form to screen for medications and conditions requiring modifications in treatment as a student/patient.
8. It is the student's responsibility to report to the lead instructor of class or clinic if you are aware of any acute illness or infection. Such illness should be reported to the instructor prior to the beginning of class or a clinical assignment. This includes any medical or surgical problem that might interfere your ability to carry out your clinical assignment

Additional Health Requirements

1. Students must provide evidence of current (two years) certification in Cardiopulmonary Resuscitation (CPR); American Heart Association or American Red Cross: Health Care Provider or Basic Life Support (BLS)prior to entering the program. Training in HIV/AIDS prevention as well as the OSHA blood borne Pathogens Standard is obtained in Dent 172.
2. TB testing must be completed and the test results provided to the dental assisting coordinator PRIOR to attending the first clinical assignment.

Policy on Individuals who have blood borne Infections Disease(s)
College of Marin does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures or practices as noted previously and that includes individuals who have blood borne infectious disease(s). The Human Immunodeficiency Virus-seropositive student, patient, faculty or staff member has rights as a legally handicapped individual. The Americans with Disabilities Act of 1990 grants specific benefits including the right to access tohealth care, education, housing etc. A faculty member or student involved in providing patient care who may pose a risk of transmitting blood borne infectious agents should consult with appropriate health care professionals to determine whether continuing to provide patient care represents any material risk to the patient, and if so should not engage in any professional activity that would create a risk of transmission of the disease to others as recommended by the American Association of Dental Schools (AADS). Until Federal legislation addressing HIV-I testing of health care workers and a decision about disclosure of the healthcare worker's HIV-I status to the patient is enacted we will follow the Centers for Disease Control and Prevention Recommendations regarding the practice of health care workers infected with HIV or Hepatitis B (HBV) as well as American Dental Association's interim policy to request with that HIV infected students or faculty refrain from performing Invasive (exposure prone) procedures or to disclose their seropositive status to patients (gain informed consent) until the uncertainty about transmission is resolved.

Policy on Latex Allergies
There has been an increasing incidence of allergic reaction to latex products reported in the scientific literature. Students are advised that the dental facility cannot be rendered latex free, latex aerosol is probable. COM Registered Dental Assisting Program will have on supply latex free gloves and request that faculty and other students use latex-free gloves when working on them. All students and faculty will wear powder-free gloves to reduce the incidence of latex aerosol.

If you suspect that you have, or are developing a reaction to latex, you must contact a physician for a diagnosis and report that diagnosis to the dental assisting coordinator.

Student policy on CPR Certification
All students accepted into the Registered Dental Assisting Program will be required to have a current Health Care Provider CPR certification. Current CPR certification must be maintained throughout the program.
Students who do not have a current CPR certificate will not be allowed to participate in any clinical activities.

For your Registered Dental Assisting board examinations, the Dental Board of California require that this basic life support BLS be obtained from an instructor approved by the American Red Cross or American Heart Association.

Dental Assisting students must provide such evidence to the Manager of Allied Health or Administrative Assistant by the 1st day of school.

It is your responsibility to maintain a current BLS/CPR/AED license.

Student policy on Hepatitis B Vaccinations
Students who are being vaccinated for Hepatitis B should begin the series proper to beginning the program, and receive the subsequent vaccinations as recommended by the healthcare provider administering the vaccination series.

Policy for Treatment of Dental Patients with Active or Suspected Infection with Tuberculosis

A. During initial medical history ask patients about a history of TB disease and symptoms suggestive of TB. Symptoms include chronic cough, coughing blood, night sweats, and weight loss. **Note:** positive TB skin test without symptoms does not indicate **active infection** in most cases.

B. Patients with history and symptoms suggestive of active TB should be promptly referred to a physician for evaluation for possible infectiousness.

C. Elective dental treatment should be postponed until a physician confirms, using recognized diagnostic evaluations, that the patient does not have active tuberculosis.

D. If urgent dental care must be provided for a patient who has, or is suspected of having, active TB infection, TB isolation practices must be implemented. Treatment provided should be limited to the minimal necessary to relieve the patient's immediate pain. Generally, referral to a medical center with proper isolation rooms will be required. Respiratory protection (HEPA-filter masks) must be used by the dental care providers when performing procedures on these patients. The respirators must be fit tested prior to each use.

E. Patients with persistent cough and other symptoms suggestive of active TB should be evaluated promptly for TB. The individual should not return to work until a diagnosis of TB has been excluded or until the individual is on therapy and a determination has been made that the worker is not infectious.

Substance Abuse Policy
The use of illicit drugs and/or alcohol disrupts classes and the college environment, compromises physical and mental health, subjects an individual to criminal penalties, and compromises the quality of the services we provide. A student in the Registered Dental Assisting Program that is found to be involved with the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or being under the influence of a controlled substance will be dismissed from the program and referred for prosecution. You may learn more about the health risk from Drug and Alcohol Prevention Program (DAAPP) http://policies.marin.edu/daapp-students.

PREGNANCY POLICIES
If you are pregnant it is critical that you receive a statement, in writing, from your doctor indicating their opinion about your health condition and the impact your condition may have on your safety, the safety of your child or patients. They would also need to provide a recommendation regarding your continuation as a student in the Registered Dental Assisting Program.

Pregnancy Policies & Radiography

The following agreement pertains to any student who is pregnant or who is planning a pregnancy while enrolled in the COM Registered Dental Assisting Program. Any student exposing radiographs in the Dental Radiography course or at any Internship/Externship site must comply with the following guidelines:

If I become pregnant, I agree to consult my physician regarding this issue and to provide adequate documentation, in writing, to that effect to the dental program office.

I agree to adhere to all COM Dental Assisting Radiography safeguards and guidelines pertaining to proper radiologic technique as stated in the course documents.

I understand that I must complete all radiography requirements prior to graduation from the program. This may require a delay in completion of the program.

We are concerned about your health and the health of your unborn child. There are many hazardous materials that you and your unborn child may be exposed to. Dental X-rays (radiation), dental processing solutions (fixer and developer), gypsum products used to make diagnostic models, acrylic resin used to fabricate temporary crowns, alcohol and formaldehyde solutions in the chemical sterilizer, Nitrous oxide sedation that may be administered to patients at the clinical internship/externship locations. In addition, you may be exposed to patients with infectious disease during your clinical internship/externship experience while you are pregnant

Standard Operating Procedures

All courses, labs and externships during the program.

INFECTION CONTROL PROTOCAL

Today, it is important to realize that in the dental profession many of the patients that we will be treating are potentially infectious. Therefore, an infection control protocol has been established to protect the faculty, students, and patients.

Any private and protected health information related to faculty, staff, students, and patients is confidential and will be safeguarded in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

It is critical that faculty, staff, and students routinely update their medical history and obtain the vaccinations recommended by the Centers for Disease Control and Prevention, to boost your immune system to protect yourself and others form disease. Patient's health histories must be reviewed to alert staff of any health conditions that may complicate treatment and to ensure that the medical and dental needs of the patient are being met.

The Minimum Standards for Infection Control as required by the Dental Board of California must be met.

Objectives:

1. To make faculty and students aware of effective methods of sterilization and disinfection
2. To minimize cross contamination
3. To provide a safe working and treatment environment

Personal Barriers:

1. Dental Assisting students must have appropriate immunizations
2. Face masks, safety glasses, gloves, scrubs, or disposable gowns will be worn during patient treatment and during cleaning and sterilization procedures
3. Hair must be clean and neat and worn off the face and shoulders
4. Nails must be short, neatly trimmed, and clean. No fake acrylic nails are permitted.
5. Minimal jewelry will be worn. Necklaces must be inside lab coat and not visible. Finger rings must be kept at minimal and must not affect the integrity of the gloves
6. Hands must be washed with soap before and after treatment and between glove changes.

EMERGENCY PREPAREDNESS FOR DENTAL PROGRAM

The Emergency Protocol for students and faculty in dental program includes responsibilities in the following positions:

- Notify the instructor there is medical emergency
- Positioned the person properly for the emergency
- Make sure the HH is out – if applicable
- Calm the person

Student Handbook

- Report the particulars of the incident to the faculty who come to assist in the Emergency
- Assist at the directions of the faculty
- Faculty /student to determine medical/drug interaction particulars
- Get the Oxygen, AED*, Narcan*, and First Aid/Emergency Kit
  *located in the hallway of the West Wing, 2nd floor, Building 27
- Follow exposure incident protocol if applicable
- Assist person to eye wash station if applicable *Room 224-back left corner, Room 220 – Sink in sterilization area.

Student asked to initiate the 911 protocols

- Location of the phone – 1 in each classroom near door
- Dial 911 or 7455 on the phones in the clinic
- Remain on the phone with the emergency operator
- Direct another student to go outside to the parking lot 2 area, holding the door open and direct the EMS personnel

All students and faculty

- Know location of medical emergency equipment **-demonstrate**
- Know location of phones and how to dial for campus police - demonstrate
- Know basic life support procedures and medical emergency protocol (current CPR cards)
- Follow up with College Nurse or Insurance incident report.

Emergency Evacuation Plan - environmental

In the unlikely event of a fire, earthquake or other disaster necessitating a Building 27 evacuation, students and faculty are encouraged to follow these guidelines:

- Determine the safest way to leave the classroom and the building. Do NOT use the elevator.
- **Once outside the building, please proceed to the front of Building 27 toward gather in the parking lot 2 closest to the main entrance on Ignacio Blvd.**

EARTHQUAKE

Indoors

- If you are indoors, stay there, and drop to the floor and take cover under a sturdy desk or table, and hold on to it firmly until the shaking stops. DROP, COVER, and HOLD ON!
- If you are not near a desk or table, drop to the floor against an interior wall and protect your head and neck with your arms.
- Avoid glass, hazardous materials, heavy equipment, exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects.
- Do not shelter in doorways!
- Tell others to seek cover and protect their heads.
- Do not use elevators, and do not be surprised if the fire alarm or sprinklers activate.
- Well after the shaking has stopped, evacuate the building. The building fire alarm does not need to be activated unless there is a fire, or there is no other way to notify the building occupants.
- Be prepared for aftershocks!

Specific Rooms used by the Dental Program

- Room 224
  - Move away from the windows.
  - Take cover in the knee space under the counters
  - Protect your head and neck with your arms.

Student Handbook
- Avoid areas under the projector.
- When possible evacuate the building through the side or front door leading out to the front of the building. Gather at the front of the building in the parking lot 2 area.

- Restorative/Clinical lab
- If there is a patient/student in your chair, assist your patient/student out of the chair and drop to the floor near a sidewall away from the overhead light, x-ray machine and chair.
- Protect your head and neck with your arms.
- When possible evacuate the building by one of the side doors leading to the parking lot. Gather at the front of the building parking lot 2 area on Ignacio Blvd.

Outdoors
- If you are outdoors, move to a clear area if you can safely do so; avoid buildings, power lines, trees, and other hazards.
- Always assume fallen power lines are live!

Be Prepared for Aftershocks!

Evacuate a Building When:
- The evacuation/fire alarm sounds
- You smell gas
- You smell of see fire or smoke
- District Police or other law enforcement agencies instruct you to do so • Remember – **DO NOT** use elevators during an earthquake or fire
- **DO** assist those with disabilities to exit the building

Our Assembly Area
- **Once outside the building, please proceed to the front of Building 27 toward Ignacio Blvd near parking lot 2.**
- Faculty is to take role and determine if all are present or accounted for.

POWER OUTAGE
The only person(s) who can close the school is the District Superintendent/President or the campus police
General Considerations A power outage at a campus or center may be of a temporary nature, or may be more prolonged. In the early stages, the possible duration of the loss will be uncertain. Most times power is restored in a matter of a few minutes, otherwise it is likely that there will be no information for at least 30 minutes, while Facilities Operations and District Police assess the problem.
- If the area you are in is unsafe, or only lit by emergency lights, evacuate to the nearest evacuation assembly area.
- Security alarm systems on each floor will sound during a power outage and will be silenced as soon as possible. In the event of a power outage with the fire alarms sounding, begin evacuation protocol immediately.

Please do not call the District Police unless you have an emergency or need immediate assistance. Be assured District personnel will be assessing the situation and will get information out to the community. District Police will not have specific information about the power outage, how long it will be, or whether a campus is to be closed in the first 30 minutes. It is imperative that the District Police phone lines remain as open as possible so they can receive emergency calls for service and not be inundated with non-emergency calls.

Please refer to the protocol below to determine how to proceed in the event of an outage:
Daytime Considerations Classrooms/labs/clinic, and/or faculty offices that have sufficient natural light may not require evacuation and the class may continue as scheduled. The instructor will determine if there is sufficient

light to safely continue to conduct a lab or clinic. If there is insufficient light or the class/lab/clinic is still in session after dark, faculty should evacuate their students to the designated evacuation assembly area.

Classes and/or faculty offices in internal rooms with no natural lighting must be evacuated.

Evening Considerations If the class is in session after 5:00 p.m., it will be the sole responsibility of the faculty member to safely evacuate their students to the designated evacuation assembly area. Faculty should carry a flashlight, and encourage their students to also carry one. One way to do this is by placing a short statement in the class syllabus. Even during daylight, some internal spaces can be dark. **Note:** Many cell phones have a flashlight application.

Evacuation Assembly Areas In the event a building or area needs to be evacuated, the evacuation assembly areas will remain the same as outlined in the District's Emergency Guidelines Handbook.
When evacuating due to a power outage, faculty should make sure their classroom is empty, lock the classroom door (if possible) and turn off lights and equipment. Faculty, staff and students should remain in the evacuation assembly area until notified about the next steps. Note: This may take at least 30 minutes. Faculty should attempt contact their supervising administrator to see if the class can be moved to an unaffected location.

Since some evacuation assembly areas are unshaded and exposed to the elements, faculty, staff and students may wish to relocate to a more protected area. The relocation of an evacuation assembly area should be conveyed to the Building/Area Safety Coordinator, and District Police as soon a new location is identified.

Elevators will not operate in a power outage, unless the lift has been fitted with an alternative power supply, or is located in a building, which is unaffected by the outage. People trapped inside lifts should use the emergency telephone installed inside to contact District Police immediately and inform them that they are trapped inside a lift. Be precise about the building you are in.

GENERAL SAFETY TIPS

- To report an emergency occurring on campus dial (415) 485-9696 to reach the campus Police Department.
- Know your location! If you are calling from a mobile phone you must be able tell us where you are if you need help.
- Get to know the names of buildings, fields, streets, etc. around campus.
- Lock your car doors anytime you leave the car. It takes only seconds and can save you from being victimized.
- Don't leave obvious valuables in plain view in your car. Sometimes, availability is all that is needed to cause someone to break in and rob you.
- Check the back seat of your car before you get in. You may have an uninvited passenger.
- Be extra alert as you approach your vehicle to get in it. Many suspects use this as an opportunity to commit a crime.
- Walk with a friend when out after dark. Walk on designated pathways and well-lit areas. There is truly safety in numbers. Be aware of your surroundings.
- If you are alone and do not feel comfortable walking to your car, call the Police Department for an escort.
- Don't walk while staring at your phone; you may become the victim of an accident or a crime.
- Report any criminal or suspicious activities or other emergencies that occur on campus to the College of Marin Police Department (415) 485-9696.
- Every time a crime is reported, there is a chance to catch the criminal. When a crime goes unreported, the suspect will become more brazen and strike again.
- In most sexual assaults, the victim and suspect knew each other prior to the assault. Knowing someone does not guarantee a sexual assault will not occur.
- Limit the amount of personal information you share online. Some services archive messages indefinitely, providing word search capabilities to find anything that you ever posted on a public site.

SHELTER IN PLACE

When an evacuation is not safe, or conditions are more dangerous outside
If a message is received from campus security that there is "Shelter in Place":

- Immediately seek refuge inside the nearest building
- Move to rooms without windows if possible
- Close any open windows and doors if you cannot move
- Close window blinds
- Rooms that have little or no ventilation are preferred
- Silence cell-phones
- Only come out when you are told that it is safe by District officials or emergency personnel at the scene

ACTIVE SHOOTER

Run - Hide - Defend
If a message is received from campus security that there is an "Active Shooter":

- Run - If there is a shooter and you can safely get away, do so. Get as far away as possible and take cover. You are important, not your stuff.
- Hide - If escape isn't possible, take cover. If possible, lock/blockade doors, turn off lights, and remain quiet. If unable to secure the area, hide out-of-sight.
- Defend - If you cannot run or hide, commit to fighting, Disarm the shooter.
- Find out more tips for surviving an active shooter event through campus security.

Bloodborne Pathogen, Infectious Disease Lab/PreClincal/Clinical Protocols

OPERATORY PRE-CLEAN AND DISINFECTION

1. Place on gown, mask, safety glasses, face shield and utility gloves. If needed, use designated cleaning solution (Simple Green) and paper towels to "pre-clean" (spray into the paper towel to saturate), clean the operatory: all front of cabinets, counters, operator and assisting chair including belly bar, and patient chair including bases and bracket tray. Only use cleaning solution on chair upholstery if it is visibly soiled.

2. Clean floors in corners and under sink controls – look for "dust bunnies"

3. Get disinfectant wipes or solution.

4. Using disinfectant wipe counter tops, bracket tray, touch pad, hoses, connectors, holders, light switch and handles, plastic portions of patient chair, operator chair, assisting chair including belly bar, and back and lift handles. **Surface must remain wet based on Manufactures instructions. Do not wipe computer monitor with disinfectant.**

5. While wearing the utility gloves, wash them with soap and water to remove visible debris, dry sink area of excess water, dry gloves with paper towels, remove them and leave in designated area.

OPERATORY SET-UP

1. Review patient record for proposed treatment.

2. Wash and dry hands.

3. Retrieve supplies, instruments, and additional equipment as indicated.

4. Set up operatory and place barriers (headrest cover, saliva ejector connector and air/water syringe, handpiece connectors, and both operator chair adjustment levers).

5. **Waterline Procedures: IF PATIENTS ARE GOING TO BE SEEN for a restorative procedure**; at the beginning of the clinical session **or** when refilling the water bottle during a clinical session put a dental waterline tablet into the water bottle and fill with distilled water.

Procedure:

a. Drop 1 tablet into an empty dental unit water bottle.
b. **Avoid touching the tablet with bare hands; tear the packet open over the opening of the bottle.**
c. Fill the bottle with distilled water and swirl the bottle until the effervescent tablet is completely dissolved (60 seconds).
d. Connect bottle to the dental unit and flush line for 20-30 seconds
f. The solution is used during clinical procedures and is completely harmless to the patient.

HAND WASHING BEFORE GLOVING

1. Dispense liquid soap and scrub hands.

2. Wash between finger, thumbs, fingertips, back and front of hands, lather at east 15 seconds.

3. Rinse hands with cool water.

4. Use paper towel to dry hands.

5. Thoroughly dry hands and fingers.

8. Dry sink area of splashed water.

NOTE: Use antimicrobial soap at the beginning and at the end of the clinic or when hands are visibly soiled.
Use alcohol-based hand rub immediately after removing gloves and before putting gloves on.

APPLYING ALCOHOL-BASED HAND RUBS

1. Check hands to be sure they are not visible soiled or contaminated with organic matter, such as blood and/or saliva.

2. Read directions carefully to determine the proper amount to dispense.

3. Dispense the proper amount of the product into the palm of one hand.

4. Rub the product between your fingers, thumbs, and fingertips, back and front of hands, rub at least 15 seconds. (It is important to thoroughly cover both of your hands).

5. Rub the product over your hands until the alcohol is dry for antimicrobial effectiveness.

NOTE: Use alcohol-based hand rub between patients and after removal of gloves.

PLACING AND REMOVING PPE

PLACING

1. Wash hands and put on gown.

2. Put on mask (mask must be changed between patients or when noticeably moist).

3. Put on glasses and face shield.

3. Wash hands and put on gloves (gloves must be changed between patients, never washed).

REMOVING

1. Remove gloves (do not pull off rapidly) Remove one glove and place into the hand with the remaining dirty glove. Pull the second glove over the first. Wash hands.

2. Remove mask (handle by periphery or band only).

3. Remove glasses (glasses may be washed with soap, never disinfectant).

4. Wash hands.

NOTE: All patients must have on safety glasses for any intraoral procedures in Restorative Clinic. Safety glasses must be washed with soap before giving to the next patient.

ULTRASONIC CLEANER

1. While wearing PPE, turn nozzle to close and place enzyme ultrasonic tablet in metal basket within the machine.

2. Fill the machine up to the fill line with water.

3. Completely submerge instruments in ultrasonic cleaner.

4. Cover tank and set timer for 10 minutes.

5. When cycle is completed, lift lid off tank and remove basket.

6. Rinse instruments under running water in a deep sink.

7. Empty basket onto a tray covered with paper towels.

8. Pat instruments carefully to dry, then dry mirror faces completely.

9. Bag instruments, label bag with date, initials and which sterilizer it will be placed in.

10. While wearing the utility gloves, wash them with soap and water to remove visible debris, dry gloves with paper towels, remove them and leave in designated area. Remove mask, wash and dry hands.

11. End of day: empty solution from ultrasonic cleaner and rinse machine thoroughly, (do not leave solution overnight).

STERILIZER

NOTE: DO NOT PLACE INSTRUMENTS IN THE STERILIZER UNLESS YOU ARE IMMEDIATELY GOING TO RUN THE MACHINE.

If loading from Dirty Side – wear utility gloves

1. Load chamber with packaged instruments, WINDOW side up.

Wash and dry hands when entering clean side

1. Check water level.

2. Press the ON/STANDBY button.
   Select sterilization program.

3. Close and latch the door.

4. Press the START button, sterilizer automatically begins processing.

5. When the exposure time is complete, the sterilizer vents the chamber.

6. When the venting is complete the door will open after 5 audible beeps.

7. The drying cycle takes 30 minutes - do not remove instruments until the drying cycle is complete, the bags will be wet and instruments may rust.

8. Open door and unload sterilizer.

NOTE: If an error is indicated, notify your faculty.

CONTAMINATED CLOTHING

SCRUBS AND LAB COATS

1. Contaminated personal protective wear should be handled carefully.

2. When taking these items off the school premises or rotation sites, they must be contained in a plastic bag or container.

3. Launder contaminated personal protective wear separately from other items in hot water and when possible bleach.

IONIZING RADIATION MANAGEMENT CRITERIA AND POLICIES

1. Patient Selection & Prescriptions

- Radiographs must be prescribed by the dentist based on clinical examination and patient history.
- Radiographs to be taken for diagnostic purposes, not just educational requirements
- Select patients using individual risk assessment, including caries risk, periodontal health, age, and prior radiographs.
- Frequency Guidelines:
  - Bitewing and periapical series (FMX): every 3–5 years for low-risk adults.
  - Children and high-risk patients: may require more frequent exposures as clinically indicated.
- Series Limit: Maximum of 3 additional exposures per series beyond the prescribed number.

2. Faculty/Instructor Responsibilities

- Ensure students demonstrate competency in radiographic techniques and safety before clinical use.
- Student must be a minimum of **6 ft away** from tubehead (note markings on floor in clinical area)
- Monitor ALARA compliance and PPE usage.
- Provide immediate corrective instruction for unsafe practices.
- Maintain equipment inspection and maintenance records.

3. Student Responsibilities

- Demonstrate **proper radiation safety** procedures for operator and patient prior to clinical exposure. Lead apron and thyroid collar for patients
- Always wear **proper PPE**
- **Always stand 6 feet away from tubehead – note markings on floor in clinical area.**
- **Never stand in the primary beam** or hold films/patients during exposure.
- Follow **ALARA principle**: keep exposure As Low As Reasonably Achievable.
- **Properly position patients and sensors** to reduce repeat exposures.

INFECTIOUS DISEASE POLICY

The risk of contracting Hepatitis B virus (HBV), Hepatitis C or other infectious diseases are greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B & C infections will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to Cal/OSHA guidelines shall be followed.

2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from syringes, or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.

4. Pregnant Dental Assisting students are <u>not known</u> to be at greater risk of contacting the HBV,

HCV or HIV than students who are not pregnant. However, if a student develops infection with HBV, HCV or HIV during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for HBV, HCV and HIV.

5. Dental Assisting students engaged in health care who are infected with the HIV or HBV, HCV and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

6. For Dental Assisting students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk precautions to minimize their risk of exposure to other infectious agents.

7. The Dental Assisting student's physician, in conjunction with the appropriate college official, will determine on an individual basis whether the student who is HIV or HBV positive, with symptoms, can adequately and safely perform patient care.

8. A Dental Assisting student with an infectious disease who cannot control bodily secretions and students who have oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college officials.

9. Dental Assisting students who are exposed to infectious body fluids in the clinical area must report to the supervisor/clinical instructor immediately. The clinic shall be notified and the clinic protocol for such exposure followed. In addition, program directors must be notified as soon as possible to assure proper follow-up in the event of blood borne pathogen exposure.

INFECTIOUS WASTE DISPOSAL/SHARPS

Infectious waste includes any disposal items that are saturate with blood and sharps.

1. All sharps must be disposed of in a sharp container. This container must be rigid and puncture resistant.
2. Fluids must be stored in rigid, leak proof containers.
3. All containers must be properly sealed for disposal.
4. Containers must be labeled as Infectious Waste.
5. Containers must be stored in a protected area until disposed of (should be within 24 hours).
6. Contact the manager of Buildings and Grounds for pick-up and disposal
7. Keep a log of: what was disposed; how much was disposed; when the items were picked up.

1. A lead apron and thyroid collar will be used on all patients
2. No x-ray will be taken on a pregnant woman.
3. The dental assisting student will use the recommended kVp and mA exposure times for the patients.
4. Gloves mask, and safety glasses will be worn at all times.

SECTION 3

Academic, Attendance, Grading and Evaluation Information/Policies

It is the responsibility of all students enrolled in the dental assisting programs to read and comply with these policies. Failure to do so may result in dismissal from the program. Specific requirements are provided in each individual course syllabus.

Academic & Attendance Policies

Overview

As a student in the Registered Dental Assisting Program, you are expected to make a commitment to the program. You are to be responsible for your own learning; the dental assisting faculty members will serve as your resource persons. You will need to use the library and participate in group discussions, practice in preclinical labs, and have clinical experiences in the clinic area and other community locations in order to meet the objectives of the program. The demands of the program and clinical commitments must take precedence over outside employment requirements. Therefore, you will need to plan accordingly to devote the time and energy required to succeed in the program.

The instructors and program coordinator are available to you for academic advising and counseling. Conversations with faculty or the dental assisting coordinator are considered confidential except when the student has agreed to the sharing of information in advance or when the instructor or dental assisting coordinator feels that withholding information would constitute a danger to the student and/or others related to the program. In such cases, the student is advised of the intent to share specific information.

ATTENDANCE STANDARDS AND POLICIES

Attendance Policy

It shall be the policy of the College of Marin to maintain an attendance policy and procedures consistent with state and local requirements.

Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. **Students who are late in attending the first class meeting may lose their place to another student on the waiting list.**

Students may be dropped from classes as a result of excessive absences, however, non- attendance does not constitute an automatic drop. The lack of required hours in these missed classes may constitute unsafe practice. (i.e) a student demonstrating a below competent level of skills because they have missed adequate exposure, peer reviews, Instructor Evals and demonstration of skills. Students are responsible for processing their own drops/withdrawals.

Unless state or federal law requires that the absence be deemed excused, no instructor shall be required to make a distinction between excused and unexcused absences.

In addition to the College of Marin policy and procedure on attendance, the Registered Dental Assisting Program attendance policy includes the following:

Overview

The Dental Assistant Program prepares the student for a professional career in the allied health field. Information presented in each class session addresses this preparation and is considered essential for successful practice as a registered dental assistant and **patient safety**. Regular and timely attendance is expectations of each student.

Absences

1. Attendance is mandatory. If you are absent from class/lab/internship/externship you **must contact the faculty directly.** A message left with a fellow student is not acceptable. All absences/tardiness will be documented and could negatively affect your grade of graduation.

   Please follow the directions within the course syllabus on how to contact the faculty if you cannot attend class for any reason.
   - If you are absent from a patient clinic class (radiology, sealants, coronal polish)you must notify your patient before the appointment. There are no make-up clinics
   - If you leave prior to the end of a class/lab it is considered an early dismissal and counts in the same way as a tardiness
2. Instructors have the right to dismiss you from a class/lab due to your inability to perform services in a **safe** manner.
3. If you have personal appointments, they must be scheduled at times other than class/lab.

Tardiness:

Students are expected to be present in the class/lab at the scheduled beginning time and remain until the end of class/lab. If you are tardy more than three (3) times, this will be considered an absence. Any tardiness of more than 30 minutes constitutes an absence. Leaving class prior to the scheduled ending time will be treated the same as a tardy with participation point deductions for the day. If there is a test/exam being held and you are late, you will have less time in completing the test/exam. Quizzes and tests may be given at the beginning/end of class/lab. If you are tardy to a class/lab you will have less time to take the scheduled quiz or test. If you are not in class, you are not part of the interaction that is taking place to participate and will not get credit for any assignments, in class quizzes or evaluations.

Missed materials due to absence

If you are absent from either a lecture or lab, it is your responsibility to obtain the notes and any handout material from the missed session. You should arrange in advance with a classmate in advance to pick up material and take notes for you. It is not the responsibility of the faculty to provide material from previous class sessions. Faculty reserves the right to give ZERO points on missed assignments and evaluations. Refer to each course syllabus for faculty policies and procedures.

Makeup policy

The student through his/her own initiative must make up all assignments. The student is responsible for obtaining information on the subject area or technique presented during the absence. The faculty member will NOT seek out the student to inform him or her of what has been covered in class or work that was missed by the student during the absence. Each instructor has the discretion to establish make-up policies for their class. Students missing class/lab may be required to write a paper on the material missed. There are no make-up labs.

Absences

Lecture absences

Theory material is designed to parallel laboratory and clinical skills and sets the framework for skills learned in lab. These skills provide students with a foundation of safe clinical practice as they progress toward entry to the RDA profession. A student who misses more than TWO of the scheduled classes may be dropped from the course for unsafe practice.

Laboratory absences

Laboratory skills are preparing students for safe clinical practice upon entry to the RDA progression. Skills are taught in a progressive manner with one skill building on the next to reach entry level competency. A student who misses more than TWO of the scheduled classes may be dropped from the course for unsafe practice.

Participation Rubric

Number of Absences	Percentage Affect to Grade on Workforce Preparedness Rubric	Instructor Conference	Counseling & Corrective Action Plan	Dean Conference
1-2 absences	10% Evaluate safe practice level	X	X	
3 absences	20% Evaluate safe practice level	X	X	X
4 absences	25% Evaluate safe practice level (Competency set at 75%)	X	X	X
Any # of absences	May be dropped depending on impact course content and skills have on safe practice (see explanation below).			

Explanation of Unsafe Practice: at any time during the program if an instructor feels a student is unsafe to practice, a corrective action form will be provided, and a discussion will incur. The dean may be present for that meeting depending on the level of unsafe practice. Students may be dropped from the program depending on the level of unsafe practice. It is the instructor's discretion what level and amount of missed assignments, evaluations, or examinations dictate unsafe practice. This is based on the content, the skill, and the level of competency required to accomplish safe practice for that course and may include, but is not limited to: Clinical practice, preclinical practice, laboratory skills, theory content, and any action that falls under local, state, or federal regulations and/or standards.

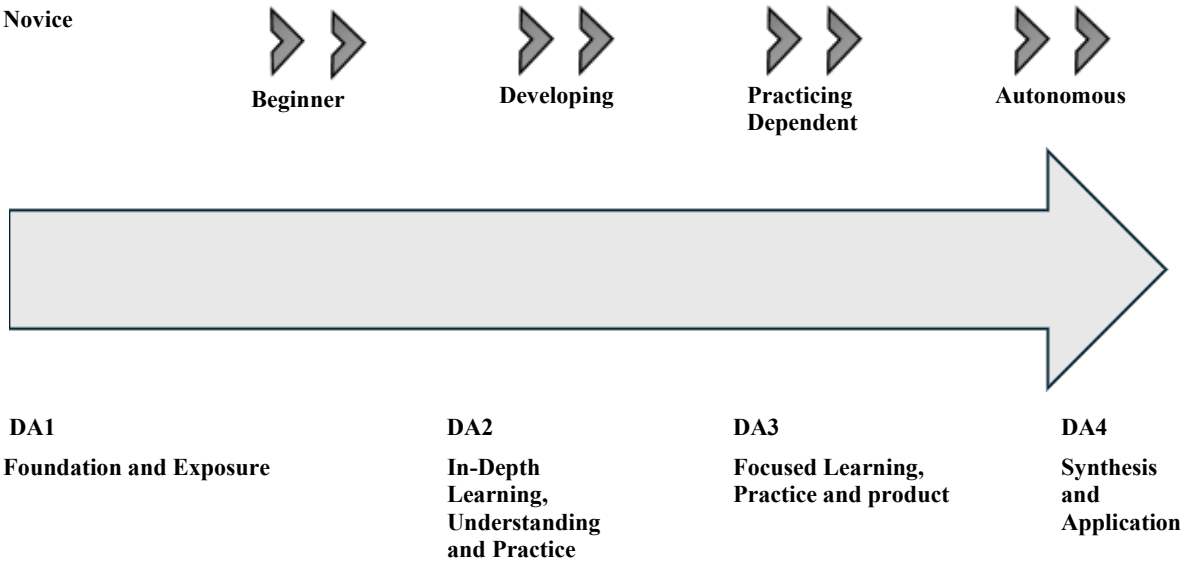
Internship/Externship Absences

Program accreditation standards require completion of internship/externship clinical hours to successfully complete the program and meet the requirements for the state licensing examination. Students, who are in jeopardy of not completing the mandatory minimal clinical hours (300), must make an appointment with the Dental Assisting Coordinator to discuss the situation and develop a plan for completion or an Incomplete in the Program.

Demonstration of Competency vs. Demonstration of Knowledge

The dental assisting student is expected to progress from a knowledge base to a competent level in skills and applications. A knowledgeable student may be able to pass an examination or recite information. The competent student is able to perform skills and respond to a range of variations in preventing problems and managing patient centered care. Demonstration of competency occurs over time and with consistency. The student must always demonstrate competency to the supervising faculty. This is done through ongoing activities and not always measured in concrete terms (i.e. passing a written examination). For a dental assisting student to progress from one semester to the next, **ALL** competencies must be successfully met under an entry level appropriate progression proficiency.

Progression Through Program Skill Competency Expectations



Fall Term

DA1

Knowledge and exposure: Coursework during the first term of study integrates the basic sciences with preclinical to clinical applications. Courses are designed to provide the preparatory foundational, practice, and product skills leading to clinical patient applications in advanced courses and externships in the second term. Students make extensive use of simulation, mannequin, and typodonts in this phase of learning.

DA2

In-Depth Learning, Understanding, and Practice: This level of the Registered Dental Assisting (RDA) Program curriculum continues course work integration of the basic sciences with preclinical to clinical applications. In this stage of learning students are elevating from foundation skills to increased depth and breadth of learning as they begin to transition from practice to product. Courses in the first term are designed to provide the preparatory foundational, practice, and product skills leading to clinical patient applications in advanced courses and externship in the second term. Students make extensive use of simulation, mannequin, and typodonts in this phase of learning and prepare for patient clinical applications through student preclinical experiences.

Fall & Spring Term

DA3

Focused Learning, Practice, & Product: Courses that contain requires preparation for clinical experiences elevate to D3 level learning during the fall term. Spring Term full time students rotate through a series of clinics which extensively exposes them to general dentistry and a variety of the clinical specialties: endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. Students spend the first two sessions of the term developing chair side and dental assisting skills in clinical application settings with transitional RDA and direct dentist oversight. Coursework continues with integration of the skills and the student works toward level DA4. During the first 4 weeks of this term, students will complete their patient clinical experiences in radiology, preparing them to enter the latter portion of the term entry level competency in radiographic exposure. Students will apply these skills during the rest of the spring term in their externship experiences, continuing the pathway to DA4 level of learning in preparation for summer term and entry to the profession.

Spring & Summer Term

DA4

Synthesis & Application: At the DA4 learning level, dental assisting students are involved in the collaborative delivery, as a student dental assistant practicing within the RDA scope of practice, of comprehensive dental care provided in private practice and specialty externship experiences. Students continue coursework that elevates from preclinical to clinical in advanced procedures and continued simulation practice. After completion of their state Radiology Certification in the first four weeks of the Spring Term, students are working toward their state Coronal Polishing and Pit and Fissure Sealant Certifications parallel to finishing their required program related competencies. By the close of the Spring and Summer Terms, students are expected to be competent in the knowledge and skills necessary to enter the dental profession as a dental assistant capable of practicing under the RDA scope of practice.

RDA Program Courses

Learning Level	Term
Fall Term	
DA1 - DA4	DENT 172 Dental Sciences I
DA1 DA2 DA3	DENT 174 Dental Materials
DA1 DA2	DENT 176 Dental Morphology, Histology, & Recordings
DA1 DA2 DA3	DENT 180 Chairside Procedures
DA1 - DA4	DENT 182 Radiology I
Spring Term	
DA3 DA4	DENT 178 Dental Science II
DA2 DA3 DA4	DENT 183 Advanced Clinical Procedures
DA3 DA4	DENT 184 Chairside Procedures II
DA3 DA4	DENT 186 Radiology II
DA3 DA4	DENT 187 Dental Assisting Clinical Technique/Practicum
DA3 DA4	DENT 188 Clinical Application: Chairside Functions & Operative Procedures I
DA2 DA3 DA4	DENT 190 Dental Practice Management & Economics
Summer Term	
DA4	DENT 192 Clinical Application: Chairside Functions & Operative Procedures II
DA3 DA4	DENT 192A Pit & Fissure Sealants

Progress from one course to another during the entire Registered Dental Assisting Programs are contingent upon **satisfactory and a grade of 75% or more for completion of both clinical and didactic components**. For courses that consist of both lecture, lab, and intern/externship components, students must achieve a minimum of 75% in **each** of the components. Failure to do so will result in a grade of "D" or lower in that course. If a student has failed a class within the program, under NO certain circumstances, may be admitted to the next class or semester. They can apply for the new program start in Fall. Due to limited number of spaces in the program the reapplicant may have to retake all courses unless there is space in the program to only retake the failed courses in that semester. This will be a case by case situation and need to be discussed and cleared by the Dean of Career Education & Workforce Development, Director of Allied Health and Dental Program Coordinator so as not to disrupt the flow of a course or program for the other students.

Instructor Assistance:
All students are encouraged to seek assistance from the course instructor. If you have any questions concerning assignments, content, etc., or if a problem arises that warrants instructor help, please do not hesitate to see your instructor during their scheduled office hours or schedule an appointment at your earliest convenience. In addition, students are encouraged to take advantage of the Instructional Specialist, Student Services Tutoring and Lab available at College of Marin.

Remediation
When deficiencies are identified, the student will receive a written counseling note describing the deficiency and plans and a timetable for improvement (Counseling and Corrective Action Plan). Students are encouraged to take advantage of the Student Services Tutoring and Lab available at COM.

Additional Lab Time:
If a student finds that they cannot meet the laboratory standards required for a course in the time provided, it is suggested that they request permission from the instructor to attend an additional lab session. The student may attend another lab session *only* with the approval of the instructor. The option of extra lab time may be provided for students having difficulty, NOT for students who have not used their own lab time efficiently.

WE ARE HERE FOR YOU. PLEASE SEEK THE HELP THAT YOU NEED!

Student Accessibility Services and Testing Accommodations
The Student Accessibility Services at College of Marin provides people with disabilities equal access to a community college education through specialized instruction, disability related support services and advocacy activities.

If you need disability related accommodations for classes, such as a note taker, test-taking services, special furniture, etc., please provide the authorization for Academic Accommodation Plan (AAP letter) from the Student Accessibility Services (SAS) to the instructor as soon as possible. You may speak with the instructor privately during office hours about your accommodations. If you have not received authorization from SAS, it is recommended that you contact them directly.

Students with verified disabilities are entitled to academic accommodations for limitations in the educational setting from a disability. Accommodations are not authorized if they fundamentally alter the course requirements. Each authorized accommodation is unique to each student and is based on both the diagnosis of a disability and evidence of the limitation in an educational setting. The SAS contact information is on College of Marin website. You can also contact them through email at sas@marin.edu or by phone at (415) 485-9406

You do not need to disclose the nature of your disability to an instructor in order to receive accommodations. The authorization for Academic Accommodation Plan (AAP) letters from

Student Accessibility Services never disclose a student's disability, only the accommodations that are authorized. It may be helpful for you to discuss with your instructor how the limitations of your disability may impact your learning.

If you have been given accommodations for test taking at SAS, the Dental Assisting faculty will request the following:

Registered Dental Assisting Program Student will:
- obtain the Academic Accommodation Plan Form from SAS
- complete the form prior to giving it to your instructor
- be responsible for bringing the form to SAS and scheduling your exams
- schedule your tests at least two weeks in advance for quizzes and midterms and at least one month in advance for finals
- need to make arrangements to take your quizzes/exams at the same time that they are given in class

Registered Dental Assisting Program Faculty will:

- deliver the exam to SAS prior to the exam date
- list the following:
  1) length of exam
  2) exam material allowed
  3) how the exam will be returned

In the instances where classes are scheduled back to back, faculty will work with you to arrange exam times to prevent you from missing another class.

Participation as a Student Partner
Gaining clinical proficiency requires preclinical as well as clinical lab practice. Preclinical practice is usually accomplished by using manikins and student partners**. ALL** students are expected to cooperate and participate as patients during preclinical and clinical lab practice.

Assignments
Students are required to perform specific skills at a pre-stated level of competency as part of the learning experience. The criteria of acceptability as well as the level of required performance are stated on the evaluation sheet for each task. Students are required to complete these tasks by a specific date.

ALL requirements for each course must be met, failing to meet any requirement will result in a failing grade for the course

All requirements must be demonstrated in the COM clinical lab. NO clinical laboratory requirements may be performed outside of the clinical lab or at a time other than when clinical lab is scheduled.

Student participation is critical. All students must participate in every course. If a medical reason

prevents a student from participating the student must provide a signed medical consultation to the course instructor stating any special circumstances that need to be followed. This must be given to the course instructor on the first day of class or as soon as the medical necessity is determined.

Process and Product Evaluations:
The method of evaluation in the Registered Dental Assisting Program include process and end-product assessments of student performance, in addition to a variety of written evaluations such as papers, reports, quizzes, midterms, and final examination.

Performance Tests for Grades
Instructors will administer performance tests, which are included in the total grade calculation. Such tests will be announced and are separate from laboratory performance assignments. Because clinical testing conditions cannot be duplicated, students failing to take scheduled clinical examinations will **NOT** be given the opportunity to retest.

Quizzes
Each instructor will administer quizzes on a regular basis and will inform the student at the beginning of the semester, through the course syllabus, regarding the value of performance on such quiz in the overall grade determination.

ACADEMIC POLICIES

Grading Policy –HTTP://POLICIES.MARIN.EDU/SITES/POLICIES/FILES/AP4230-GRADINGANDACADEMICRECORDSYMBOLS.PDF AP4230

In addition to the COM district policy and procedure on grading, the Registered Dental Assisting Program grading policy includes the following:

GRADING AND EVALUATION INFORMATION

Structure of Clinical Education Agreement

The faculty in the Registered Dental Assisting Program at College of Marin utilizes a team-teaching approach to impart clinical skills to dental assisting students. In each preclinical and clinical session, individual and collaborative instruction and observations provide students with the greatest opportunity for clinical skill development. Verbal and written feedback is provided at each session to ensure that students are informed of their progress in the development of such skills. The instructors are required to read one another's written documentation and consult with one another regarding student progress in skill development. This team teaching and clinical education structure enables the

faculty to focus on individual student needs.

Students will experience diverse teaching styles in clinic and lab. Instructional diversity provides a rich environment for learning. In order to obtain maximum learning in the clinical environment, it is important to learn to appreciate the knowledge, background, and experience of each clinical and laboratory instructor.

Teaching psychomotor skills may sometimes require close proximity or hand contact of the instructor to the student.

Overview of Evaluation Criteria
Each student will be evaluated on the following courses in the program

- Workforce Entry Preparedness (see below)
- Quizzes
- Lecture and lab class assignments
- Completion of study questions
- Midterm and Final exams
- Clinical laboratory performance
- Internship performance
- Table clinic skills
- Ability to follow written and verbal directions
- Professionalism

WORKFORCE ENTRY PREPAREDNESS

The dental profession is a profession of caring, educating and treating Patient's oral healthcare needs. While working with patient's in this profession, there are standards we need to uphold ourselves to: privacy, fairness, "to do no harm", working within your trained skills, respecting the patient's time and being fully prepared for the patient's treatment. State and National standards are aligned with our standards and have a Principles of Ethics and Code of Professional Conduct. These include patient autonomy, veracity, nonmaleficence, beneficence, and justice. (Do not worry, we will be covering this during our time together through this program. You will understand the importance that each one brings to dentistry and treating patients).

What we want you to understand right now is the importance of your new profession and how patients and co-workers will value your skills, knowledge and look up to you to help them. By being on time, in your appropriate uniform, prepared for class, participating in your learning and bringing questions to your classes you will be successful. We will be there to help guide you.
Workforce Entry Preparedness points are given to reward you daily on your preparedness towards your new profession.

Assignments

Written assignments may be required in dental assisting classes. Assignments or class activities that must be completed and submitted during regularly scheduled class **cannot** be made up due to an absence. Assignments that are to be completed outside of scheduled class hours will have a

specified due date.

Laboratory Skills

Laboratory skills assignments must be made up to successfully complete laboratory courses and the program. It is the responsibility of the student to contact the instructor and make arrangements for times to complete these skills.

Clinical Skills

Students must demonstrate behaviors that follow OSHA, infection control and professional standards in all interactions with clients/patients. A student who demonstrates behaviors that violate these standards will be placed on Academic Probation. A student who demonstrates unsafe behaviors will be removed from the clinical setting. A meeting will be held with the student, instructor, program coordinator, and Director of Health Sciences to determine if the student may continue in the program.

Final Examinations

Each instructor responsible for lecture content will administer midterm examinations (as announced) and a final examination for the semester. Midterm and final examinations will cover content included in the objectives of the course, from the textbook, and from each syllabus.

Make-up exams are not routinely given. Any deviation of this policy must be arranged IN ADVANCE with your course instructor. All instructors have the right to refuse to give make-up quizzes or examinations.

Scantron Examinations

Students provide their own Scantron answer sheets. When using Scantron answer sheets, it is the student's responsibility for the accuracy of the marks. The instructors will not change grades for machine errors resulting from stray marks or wrinkles on the answer sheet.

Grading Scale:

The Registered Dental Assisting Program use a scoring system that may be higher than in other departments at COM. Your percentage in each class is computed by dividing the total number of points possible into the number of points you earned. For courses that consist of both lecture and clinical lab components, students must achieve a minimum of 75% in **each** of the components. Failure to do so will result in a grade of "D" or lower in that course.

Dental Assisting Program Grading Scale

100% - 92%	**=**	**A**	
91% - 84%	**=**	**B**	
83% - 75%	**=**	**C**	**Cutoff score for passing**
74% - 68%	**=**	**D**	
67 % below	**=**	**F**	

Extra Credit

Extra credit may be offered in a class at the instructor's discretion. Faculty are not required or expected to arrange for extra credit for students.

Extra-credit assignments can be used to improve your grade.
However, extra-credit work MAY NOT be used to raise your grade from below 75% (non-passing to passing). Extra credit assignments are at the discretion of the instructor.

Satisfactory Program Progression
Students must successfully complete, with a grade of C or higher, each program course to earn the Certificate of Achievement and be eligible for the licensing examination. Students who do not successfully complete a minimum of 12 units of work and has a grade point average of less than a "C" (75%) will be placed on **Academic Probation. (BP 4250)**
http://policies.marin.edu/sites/policies/files/BP4250AcademicProbationDismissalandReadmission.pdf

The student must meet with the Dental Assisting Coordinator to develop a plan of remediation. Failure to follow the terms of the remediation plan or failure of any subsequent program courses will result in withdrawal from the program.

If a student wishes to change enrollment either into a Full-Time or Part-Time, once that student is enrolled, you must meet with the Dean of Health Science and/or Program Administrator of Health Sciences and Dental Assisting Coordinator for final approval. This is based on availability and not guaranteed.

Students may re-apply/repeat a course one time only. If a grade of C or better is not achieved in this repeated course, the student may not continue in the program. Reentry into the program is not guaranteed in any situation. (AP 5075) http://policies.marin.edu/sites/policies/files/AP5075-CreditCourseAddsandDrops.pdf

Posting Grades
Students may access their current and final grades via the MyCOM Portal. Students may make an appointment with their instructor to individually discuss grades.

Guidelines for Examinations
In order to assure that ALL students have the best testing environment possible, the Registered Dental Assisting Program has established the following guidelines:

1. Students must leave books and bags in their locker or in the designated location in the classroom. Please make sure your cell phone is turned off or silent.
2. Students must bring a Scantron and two pencils with erasers. Only the answer identified by the scantron machine will count; please be careful with your erasures.
3. Students may bring a non-dental book to read after the exam has been turned in.
4. You will not be allowed to return to the exam after you have turned it in. Please make sure you have answered all the questions.
5. After leaving the exam, students are not to stand outside the room and talk.

Please be courteous to your classmates.

ACADEMIC POLICIES

Cheating in any form will be viewed as a most serious violation of professional conduct and is grounds for immediate dismissal from this program.

Student Probation & Requested Withdrawal

The Dental Assisting Coordinator or faculty will counsel and may/may not place a student on academic probation for any of the following reasons:

1. Academic level below that required by the Registered Dental Assisting Program.
2. Failure to complete clinical requirements
3. Unprofessional conduct.
4. Health problems.
5. Unsafe clinical practice.
6. Inability to function adequately with members of health and dental teams.
7. Violations of the COM Student Code of Conduct

The Dental Assisting Coordinator may recommend that a student withdraw from the program for reasons stated above if the behavior is not corrected during the probationary period or, if the offense is of a serious nature, the coordinator may recommend immediate withdrawal.

In the event that the student wishes to withdraw from the program on his or her own volition, this should be discussed with the Dental Assisting Coordinator. Student self-withdrawal from the program should be in writing and submitted to the Program Coordinator.

Health Sciences Programs
Dental Assisting
Student Exit/Dismissal Form

Name:_____ Student ID:_____ Date:_____
Previously on Academic Probation (Y/N) ___

Reason for Exit/Dismissal:

- ☐ Didactic
- ☐ Psychomotor (Lab)
- ☐ Affective/Professionalism
- ☐ Personal Withdrawal

Please elaborate on the reason for exit/dismissal that was checked (see additional documentation if available): _____
_____
_____

Exit Interview: **Date:** _____

Please make a brief statement regarding your interview with the student (see additional documentation if available): _____

_____

~~Readmission Status~~ _____

- ☐ The student may return to the program during the (Fall/Spring/Summer, 20___) semester if **space is available** and contingent upon the student: (check all selections that apply)
  - ☐ Retaking course(s) #: _____
  - ☐ Completing the incomplete in: _____
  - ☐ Obtaining remediation in: _____
  - ☐ Meeting requirements of the program's course repetition and transfer policies (see attached)
  - ☐ Other: _____
- ☐ The student is denied readmission to the program.

I have read this student exit/dismissal form and have been given a copy for my records. I will notify College of Marin Records and Admissions of my withdrawal.

_____ _____

Student / Date Dental Coordinator / Date

Counseling and Corrective Action Plan

Student:_____Date:_____Instructor:_____

(Circle One) Class Lab Internship

Problem Behavior Description of specific event(s). Including date(s) of event(s)	Expected Standards	Action Plan to Achieve Competent Behavior/Time Line	Follow-up Evaluation
*Problem(s) Safety Professional Behavior Documentation Communication Attendance Other:_____ Specific Event(s):			Due Date:

*Circle appropriate problem(s)

Instructor:_____Student:_____Date:_____

Attach additional documentation/summaries if necessary Dist: White/File, Yellow/Instructor, Pink/Student

Dismissal Policy

A student may be dismissed from the College of Marin Registered Dental Assisting Program at any time for any of the following reasons:

1. A final grade of "D" or "F" in any course that is included in the Registered Dental Assisting Program.
2. Failure to complete class/clinical lab/ intern/externship requirements.
3. Breach of rules or regulations of the student's assigned clinical lab duties.
4. Conviction, distribution, or possession of illegal drugs or controlled substances. (Refer to COM Student Code of Conduct.)
5. Reporting for class, clinical lab, or internship/externship under the influence of alcohol or narcotics or partaking of these substances while in clinical lab, classroom, and internship/externship.
6. Malicious destruction or theft of property.
7. Refusal to comply with the Registered Dental Assisting Program policies and requirements.
8. Excessive absence (see Attendance and Academic Policies). **Unsafe Practice**
9. Academic dishonesty (see Attendance and Academic Policies).
10. Unprofessional or unethical conduct.
11. Violations of clinical or facility departmental policies and procedures appropriately documented by the supervising instructor and confirmed by the Dental Assisting Coordinator.

Student Complaints/Grievances –
HTTP://POLICIES.MARIN.EDU/SITES/POLICIES/FILES/AP5530-STUDENTGRIEVANCES.PDF **AP 5530**

A complaint which involves a student and a member of the faculty is defined as a student academic grievance. Your grievance shall be limited to issues involved in grading, assignments, and demonstrated mistreatment. The process for such a grievance begins with an attempt by the parties involved to resolve the grievance informally. If the grievance is not resolved at a lower level, there are a series of formal steps leading to a final determination by the Board of Trustees of the College.

The procedures and guidelines on the filing of an academic grievance are available from the Dean of Student Development, Student and Special Services, or his/her designee.

Student Complaint Process – Commission on Dental Accreditation (CODA)

The College of Marin Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA). Students have the right to file a formal complaint with CODA if they believe the program is not in compliance with CODA accreditation standards or policies.

Types of Complaints Reviewed by CODA

CODA reviews complaints related to the program's compliance with accreditation standards, including concerns involving:

- Program quality and educational standards
- Curriculum content and instruction
- Faculty qualifications and supervision
- Clinical education experiences

- Patient care and safety
- Student evaluation and assessment processes
- Availability of program resources and facilities
- Compliance with CODA accreditation requirements

CODA does not review complaints related to individual matters such as:

- Grades or academic evaluations
- Admissions decisions
- Promotions or disciplinary actions
- Personnel matters
- Student conduct issues
- Dismissal from the program

Students are encouraged to first follow the College of Marin student grievance procedures before submitting a complaint to CODA.

Procedure for Filing a Complaint with CODA

Students wishing to file a complaint with CODA should:

1. Prepare a written complaint describing the concern in detail, including relevant dates, documentation, and the specific accreditation standard or issue involved.
2. Submit the complaint to the Commission on Dental Accreditation at the address below:

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
Phone: (312) 440-4653

3. Include contact information so CODA may request additional information if needed.

CODA will review complaints to determine whether the issue is related to the program's compliance with accreditation standards and whether further investigation is warranted.

Re-entry Policy & Procedures

A student who has been dismissed from the program may apply for re-entry to the Registered Dental Assisting Program at COM at the next application period and space availability.

Access for Student with Disabilities –

https://www.marin.edu/com/ODP/Chapter5StudentServicesBP.htm **BP 1540**

In addition to the College of Marin policy and procedure on students with disabilities, the Registered Dental Assisting Program policy includes the following:

INABILITY TO PARTICIPATE IN REQUIRED PROGRAM ACTIVITIES

Students who are unable to fully participate in all required program classroom, laboratory, and internship/externship activities will not be able to continue in the program. If the student has a health related issues impairing their ability to fully participate, they must provide written documentation from a licensed physician or nurse practitioner clearing them to participate in all program activities.

Students who are pregnant or planning a pregnancy must provide clearance from their attending physician and a waiver indicating they are aware of the impact of radiation on their fetus.

TECHNICAL STANDARDS

Students in the Registered Dental Assisting Program should possess sufficient physical, motor, intellectual, emotional and social/communication skills to provide for patient care and safety, and the utilization of equipment. Performance Standards for the Registered Dental Assisting Program is outlined below.

Issue	Standard	Examples
Critical Thinking	Critical thinking sufficient for clinical judgment.	Take and interpret medical histories and radiographs, develop treatment plans, and react to medical emergencies.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Provide oral hygiene/oral health care instruction to patient/parents. Explain information consent and treatment plans and establish good patient rapport.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Communication during the delivery of oral health care services, document procedures and consult with other health care providers.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces, as well as ability to sit in an ergonomically correct position for several hours at a time.	Sit chairside with patient for prolonged periods of time and seat and/or transfer patient. Retrieve instruments/equipment to and from sterilization. Accompany patient to X-ray; take x-rays and process and retrieve.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective oral health care.	Perform expanded functions and x-rays.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Assess medically compromised/medical emergencies; hear indicator tones (curing light units and x-ray units); converse with patient/parent.
Visual	Visual ability sufficient for observation and assessment necessary in oral health care.	Read, record in patient charts, evaluate tissue, assess and evaluate oral health needs of the patient.
Tactile	Tactile ability sufficient for physical assessment.	Palpate tissue, detect restorations, and plaque score.

SECTION 4

BEHAVIOR AND APPEARANCE STANDARDS

It is the responsibility of all students enrolled in the dental assisting programs to read and comply with these policies. Failure to do so may result in dismissal from the program. Specific requirements are provided in each individual course syllabus.

BEHAVIOR AND APPEARANCE STANDARDS

Professionalism

As an individual entering a profession in allied health, each student is expected to demonstrate the following behaviors at all times in the classroom, laboratory, internship/externship site.

- Maintain honesty in actions in relationships involving colleagues and members of the faculty and staff
- Consistently demonstrate an attitude of concern, respect and cooperation toward classmates, faculty, patients, and staff.
- Assume responsibility for one's own learning and actions
- Be proactive in seeking help to improve didactic and clinical skills
- Comply with stated safety regulations and dress code
- Maintain responsibility for assigned clinical/lab duties
- Prepare for lecture and clinical sessions
- Exhibit respect for classmates, faculty, patients, staff
- Demonstrate appropriate and safe use of all program equipment

COURSE ETHICS: Please refer to the Workforce Entry Preparedness Rubric in each course

Classroom Etiquette and Conduct

The following are standards which must be followed by each student in a Registered Dental Assisting Program course.

- No outside talking during lectures except to participate in class discussions
- No cell phones or electronic devices are to be utilized during scheduled class sessions, unless directed by the instructor.
- Raise your hand and wait to be acknowledged for questions or comments
- Demonstrate respect for fellow classmates and the instructor at all times
- Hold non-relevant questions for discussion at break time or end of class
- Speak softly when engaged in group activities
- Eating and drinking (except water/coffee) or chewing gum is not permitted during class in the classroom
- Maintain a clean work station
- Wear safety glasses and protective barriers during lab class and cleaning procedures
- Purchases of textbooks and lab fees must be completed before the first day of class. It is the student's responsibility to have all needed textbooks and supplies on the first day of class.
- Bring necessary supplies to class (syllabus, books, pens, pencils, scantron, workbook writing paper)
- Arrive on time to class prepared for the scheduled activities. In the event you arrive late to class, take your seat quickly and quietly.
- Complete assignments following stated class guidelines and on the stated due date.
- Use the instructor's office hours for personal discussion, concerns or clarifications

PROFESSIONAL APPEARANCE
As professional health care givers, students must dress in an appropriate and professional manner. The image that you present in your interaction with your patient, colleagues, visitors, internship/externship at dental office will have a major influence on how your patient will perceive you as a professional. The highest standard of personal hygiene must always be maintained.

DRESS CODE / PROFESSIONAL IMAGE
Lab/Clinical Attire:
Scrub top
Scrub pants - scrub pant legs should not touch the floor. Hem pant legs if they are too long
Lab coat /Disposable gown - should be snapped shut with no clothing hanging over collar (hoods or scarves).

Clinical attire is to be worn during EVERY class or clinical setting that involves direct human contact in accordance with Infection Control guidelines. Any exceptions will be announced in class. The student will be responsible to transport and launder all clinical wear on a regular basis (no wrinkles, no stains). Each student is responsible for purchasing enough uniforms to allow for a clean uniform each day in the laboratory or/and clinical area. A designated class color uniform and lab coat will be worn to internships and externship offices. This class uniform will be decided prior to start of the fall classes including color and style.

Lab Coat/Disposable Gowns:
- A lab coat is mandatory for all lab and clinical sessions
- OSHA approved knee length, with long sleeves, ribbed cuff with closable neckline is required

Name ID pins (badges): If available, will be worn for identification during class time, clinic sessions, dental externship offices.

Safety Glasses/Shields – clear non-reflective. Shields will be provided.

Shoes: White or black closed toe that meet OSHA standards. Shoes must be non-porous with the ability to disinfect.
- Not Acceptable; Hi-tops, clogs, soft tennis shoes, sandals, backless shoes

Hair: must be clean, neat and worn above the collar. Bangs must not obstruct vision (should be eyebrow length). Hair must be secured from falling forward while working. Long hair must be tied or clipped back and up to prevent accidents and cross contamination. If hair is not properly controlled, hairnets or bonnets will be required in the interest of personal grooming, safety and hygiene.

Make-up: Only natural-looking make up is allowed; avoid heavy or evening make up.
- Remember this is a medical professional environment, present yourselves that way.

Jewelry: One ring only. Its size should not interfere with your work while assisting patients to prevent cross contamination. One may wear small post-type earrings and necklaces/bracelets that are NOT visible, (not to be worn outside the clinic gown or lab coat. Watches must be worn under the cuffs of the lab coat and not exposed. Body jewelry such as body piercing must be taken off or covered. Tongue suds are not allowed.

Nails: Fingernails must be short, cleaned and well-manicured. Because they can pose an infection control hazard, acrylic nails or tips are not permitted in the classroom or in clinical lab. Only clear or natural colored nail polish, free of chips is acceptable. Permissible nail length is based upon student's ability to perform instrumentation, patient care, and for glove integrity.

Working in Clinic Area – Any Time
Students who wish to use the clinic area for x-ray evaluations or clinical practice must be in a clean, wrinkle-free lab coat or disposable, single-use gown.

Dental Assisting Externships
Students must comply with the COM Dental Assisting Dress Code when participating in their internships. The student may comply with either the COM Dress Code or the office uniform code when assigned to private dental offices. In all cases, the student must comply with COM Registered Dental Assisting Program regulations on hair, fingernails and jewelry. Students must comply with OSHA regulations regarding the use of personal protective equipment (PPE) at all times.

PROFESSIONAL IMAGE
- Follows department dress code
- Follows department standard of professional behavior

Chewing Gum: Gum is not allowed in the classroom and any clinical setting and is an OSHA standard. Points will be deducted for chewing gum when treating patients or during role-playing.

Smoking: Smoking is not allowed in the classroom at any time. There are designated and posted areas on the campus where smoking is allowed. Students are also expected to follow smoking policies at every clinical site. Hand and breath must be free of smoke odors when working with patients.

Personal Hygiene: Body hygiene is required so that offensive body odor is avoided. Mouth fresheners, tooth brushing, flossing and breath mints are recommended after meals. Avoid foods with an offensive after odors.
Strong perfumes, colognes, or after-shave lotions must be avoided

CHILDREN POLICY

Children on Campus: Children are not permitted in class during lectures or labs. An exception may be made if the child is a scheduled patient for a course activity. Students with childcare needs are directed to the College of Marin Children's Program.

Children during Internship/Externship Offices: Children of College of Marin Dental Assisting Students Intern/Externs are not permitted at internship/externship offices while the student is at internship/externship.

TRANSPORTATION OF PATIENTS

Students are not permitted to transport, in their personal vehicles, patients to or from the campus for their dental appointments during lecture or clinical lab. Neither are the students permitted to accompany patients in the patient's vehicle, to or from campus for their dental appointments at any time during lecture or clinical lab.

CONDUCT AND DISCIPLINE POLICY

ALL POLICIES/PROCEDURES ARE FOUND IN THE DISTRICT POLICY MANUAL – https://www.marin.edu/com/ODP/BoardPolicies.htm

The District Policy Manual **https://www.marin.edu/com/ODP/BoardPolicies.htm** is the official document which delineates College of Marin policies and procedures and will rule in the event of contradictions between this Department Handbook and the District Policy Manual. The District may revise the policies and procedures at any time without prior notice.

The College of Marin policies affecting student issues include but are not limited to the following:

Marin Community College District Policy
BP5500 STANDARDS OF CONDUCT
References:
ACCJC Accreditation Standard I.C.8 and 10
Education Code Sections 48900(q), 66300, 66301 ,76120
Government Code Sections 995 et seq.;
Business and Professions Code Section 4240;
Health and Safety Code Sections 11014.5 and 11053;
Penal Code Sections 415, 502, and 626.2

The Standards of Conduct governing students shall; be implemented in accordance with the requirement for due process of the federal and state law and regulations.

The Standards of Conduct shall identify potential disciplinary actions that may be taken for violations of the standards of conduct described in this policy, including but not limited to the removal, suspension or expulsion of a student.
The board of Trustees shall consider any recommendation from the superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the

student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Information on inappropriate student conduct and disciplinary actions shall be made widely available to students through the district catalog and other relevant District publications.

When a student is suspended or expelled for disrupting the orderly operations of a District campus or facility, or both, the student shall be denied access to the campus or facility, or both, for a period of one year or the term of the suspension, whichever is shorter. Sanctions imposed as a result of violations of the student standers of conduct are intended to maintain order within the District.

The Administrative Dean who authorized the sanctions shall give written notice to the student's instructor(s) of the sanctions within 15 days of imposing the sanctions.

The following conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion of a student when the conduct relates to college activity or college attendance.

1. Assault, battery, or attempted assault or battery, or any threat of force or violence upon student or District personnel.

2. Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Possession of a knife does not violate this provision if possession is at the direction of an academic employee for use in a District-sponsored activity or class, for a lawful purpose within the scope of the student's employment with the District, for a lawful use in food preparation or consumption. Also see BP/AP 3530 titled Weapons on Campus.

3. Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions code Section 4240, or unlawful possession of , or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5

4. Committing, attempting, or being an accomplice to robbery or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus

7. Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the District.

8. Committing sexual harassment as defined by law or by distract policies and procedures.

9. Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age , gender, gender identity, gender expression, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

10. Engaging in intimidating conduct or bullying against another student or District personnel through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bulling.

11. Willful misconduct which results or has the potential to result in injury or death to a student or to District personnel or which results in cutting, defacing, or other damage to any real or personal property owned by the district or on campus. The District may require students who cause damage to replace property or pay the cost of damages

12. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent interruption or abuse of, District personnel

13. Cheating, plagiarism (including plagiarism in a student publication), or knowingly engaging in others forms of academic dishonesty, including but not limited to:

    a. Copying in part or whole, form someone else's quiz, examination, or work. For purpose of this item, "examination" includes quizzes, tests, and other graded or evaluated exercise.
    b. Submitting work presented previously in another course, if contrary to the rules of either course
    c. Altering or interfering with grading
    d. Using or consulting any sources or materials, including electronic devisees, not authorized by the professor during an examination
    e. Committing other acts which defraud or misrepresent one's own academic work.
    f. Incorporating sentences, paragraphs, or parts of another's person's writing, without giving appropriate credit, and representing the product as one's own work
    g. Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's owns.
    h. Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet or Artificial Intelligence) and representing it as one's own work
    i. Purposefully allowing another student to copy from your paper during an examination.
    j. Giving your homework, term. Paper or other academic work to another student to plagiarize.
    k. Having another person fraudulently submit any work in your name.
    l. Lying to an instructor or district official to improve your grade
    m. Allowing other persons to misrepresent themselves as the student for any purpose, including interacting with any district employees, submission of work, attendance, or taking examinations
    n. Misrepresenting circumstances in an effort to improve a grade.

o. Altering graded work after it had been returned and then submitting the work for regarding without the instructor's permission.
p. Removing tests or examinations from the classroom or other area without the approval of the instructor
q. Stealing or being an accomplice to stealing test or examinations
r. Forging signatures on drop/add slips or altering other District documents

14. Dishonesty; forgery; alteration or misuse of district documents, records or identification; or knowingly furnishing false information to the District

15. Unauthorized possession, duplication, or use of keys to any District premises or unauthorized entry upon or use of District facilities

16. Engaging in expression which is libelous or slanderous; or which so incites others as to create a clear and present danger of the commission of unlawful acts on district premises or at District-sponsored or supervised functions, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transferring, distributing or publishing for any commercial purpose, of any contemporaneous recording of an academic presentation is a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district Policy or Administrative Procedure.

19. The use by a student of any electronic listening or recording device in any classroom without the proper consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.

20. Violation of BP/AP 3720 titled information Technology Use or any conduct that constitutes a computer-related crime pursuit to Penal Code Section 502.

21. The offering of any inducement or item of value to influence the awarding of any grade or to alter any official District record.

22. Solicitation or acceptance of money or other item of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code Section 67361 or false declaration regarding eligibility for participation in intercollegiate athletics under Education Code Section 67362.

23. Accessing and/or disclosing confidential District information, including student records, without authorization. Also see BP/AP 3300 titled Public Records, BP/AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

24. Failure to obey federal, state, and local laws in connection with District attendance or activity

25. Tampering with the election of any student organization recognized by the district

26. Hazing defined as a "method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events," (Education Code Section 48900(q)
27. Abuse of the Student Conduct system, including but not limited to:

    a. Failure to obey the summons of the Student Conduct Hearing Committee or District official
    b. Falsification, distortion, or misrepresentation of information
    c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee
    d. Attempting to discourage an individual's proper participation in, or use of, the District judicial system.
    e. Attempting to influence the impartiality of a member of a judicial body prior to, and /or during the course of, the judicial proceeding or student Conduct Hearing Committee
    f. Failure to comply with the sanctions imposed under the Standards of Conduct and/or Education Code.
    g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

28. Operating bicycles or motorized bicycles, skateboards, roller skates, roller blades, scooters, and other similar devices on any property owned, maintained, or controlled by the District in violation of AP 6850 titled Bicycles, Skateboards, Roller skates, Roller blades, Scooters and Other Similar Devices on Campus.

Students who engage in any of the above conduct are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures Also see BP/AP 6850 titled Bicycles, skateboards, Roller skates, Roller Blades, Scooters and Other similar devices on Campus, AP 6520 titled Security for District Property, BP/AP 3410 titled Nondiscrimination, and BP/AP 3900 titled Speech: time. Place and Manner

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Date Adopted: May 17, 2011
(Replaces College of Marin Policies 4.0020, 40022, and 4.0025)
Date Revised: April 18, 2017

NOTICE FROM THE DEAN OF WORKFORCE DEVELOPMENT AND CAREER EDUCATION ON NON-DISCRIMINATION

Students have a right to an education and a supportive learning environment free from unlawful discrimination and harassment. The Marin Community College District prohibits all forms of discrimination based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics. Furthermore, the District prohibits retaliation against anyone who files a complaint of discrimination or harassment, reports discrimination or harassment, participates in an investigation, or represents an alleged victim or alleged offender. The District's policies and procedures regarding discrimination and harassment apply to all of the District's education programs and activities, including those held off-campus such as at a clinical site.

Students should feel free to voice concerns to College Administration, Staff, Faculty and Human Resources and to expect that their concerns will be addressed. The District encourages any individual who believes he or she has been the victim of harassment, discrimination, or retaliation based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation, in connection with District facilities, programs, or activities, or who believes that another individual accessing District facilities, programs, or activities, has been the victim of harassment, discrimination, or retaliation, to file a written complaint using the Unlawful Discrimination Complaint Form that is available from Human Resources or online. Complaints must be submitted to the Director of Human Resources or the State Chancellor unless the party submitting the complaint alleges discrimination, harassment, or retaliation by the Director of Human Resources, in which case it should be submitted directly to the Superintendent/President. For more information on how to file an informal or formal complaint of unlawful discrimination or harassment, please review Administrative Procedure 3435, available online at http://policies.marin.edu/sites/policies/files/AP3435-DiscriminationandHarassmentInvestigations.pdf. Complaints regarding employment matters must be filed within 180 days and non-employment matters within one year.

Our door is open to any member of the Marin Community College District. The District is committed to providing an academic environment that respects the dignity of individuals and groups, and is free from unlawful harassment and discrimination. I want the college to be a place where learning occurs and people are free to discuss their concerns when they believe it is not. In closing, please refer to the following copies of Marin Community College District Board Policy 3410 and Administrative Procedure 3410 regarding Non-Discrimination. If you have any questions, please do not hesitate to contact me, Director of Student Services – Activities & Advocacy Sadika Sulaiman Hara, or Director of Human Resources Nekoda Harris.

Marin Community College District Policy **BP 3410**

General Institution

BP 3410 NONDISCRIMINATION

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Sections 422.55 et seq;
Government Code Sections 12926, 12926.1, and 12940 et seq.;
Title 2 Sections 10500 et.seq.;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Also see: AP 3410 Nondiscrimination

Date Adopted: July 27, 2010
Date(s) Revised: February 26, 2013; October 20, 2015; **December 11, 2018**

AP 3410 NONDISCRIMINATION

References:

Education Code Sections 200 et seq., 66250 et seq., and 72010 et seq.; 87100 et seq.;
Penal Code Sections 422.55 et seq;
Government Code Sections 11135 et seq., 12926, and 12940 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly II.B.2.c)

Education Programs

The District shall provide access to its services, classes, and programs without regard to, national origin, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors, and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race or ethnicity, religious creed, family and medical care leave, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), gender, gender identity gender expression, age, sexual orientation, military or veteran status or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual ore perceived characteristics.

Registered Dental Assisting
Program Discipline Policy

Inappropriate Conduct

The instructor has the authority to conduct the classroom in a manner that provides a safe and effective learning environment for each student. In the event a student exhibits any behavior identified under Inappropriate Conduct, they will be instructed to leave the classroom for that day and the following class session. If the student does not leave the classroom upon the direction of the instructor, campus police will be notified and the student will be removed from the classroom. The student must meet with the course instructor prior to returning to the class and class activities. This meeting must be requested by the student. Upon the request, the instructor must plan to meet with the student within two (2) work days. At this meeting, the student and instructor will develop a plan to address the behavior issues and identify an appropriate resolution. In the event an appropriate resolution cannot be reached, the student and instructor will meet with the Dean of Workforce Development and Career Education.

If a second incident occurs, the student will be removed from the classroom and required to meet with the Dean of Health Sciences, or designee, to discuss further disciplinary action. This meeting must take place within five (5) work days and prior to a return to the classroom. If an appropriate resolution cannot be reached, the Director of Student Activities and Advocacy will be contacted and the college disciplinary action process will be initiated.

Any additional incidents will cause the student to be removed from the class and program until a determination regarding their conduct can be made by the Director of Student Activities and Advocacy following the college policies.

Cheating/Plagiarism

If a faculty member identifies cheating behavior, the student will receive a grade of "0" for the assignment/quiz/exam. A notice of academic dishonesty will be sent to the Director of Student Activities and Advocacy, with a copy sent to the student accused of the dishonesty. Within 7 days of the receipt of the report of academic dishonesty and sanctions, a student may submit a written request to the Director of Student Activities and Advocacy for a hearing to appeal the decision.

Dress Code Violations

A point deduction will result for any violation of the dress code. See "Workforce Entry Preparedness" Rubric. In addition, the student may be prohibited from attending or removed from a laboratory or internship/externship site in the event of a dress code violation. The student may return to class when the violation has been corrected.

Impaired Student Policy

The Registered Dental Assisting Program has the authority and responsibility to take immediate action for the impaired individual who could be potentially dangerous to the safety and well-being of self, others, or faculty or disrupts the learning environment. In the event a student exhibits behavior that indicated impairment, such as appearance or actions indicating that the individual is not behaving in their usual manner conducive to learning or allowing others to learn in the classroom setting, said student will be asked to leave the classroom immediately. If the student refuses to leave, campus police will be contacted to remove the student and the student will be escorted out of the classroom via police services. The course instructor will immediately notify the program coordinator, and the

Director of Student Activities and Advocacy (SAA) of the situation.

The dental assisting coordinator will ask the student to meet after class hours to discuss the incident and course of action before being allowed to return to class. The student will be given a copy of the Counseling and Corrective Action Plan indicating those behaviors that led to the exclusion from class. All interventions and referrals will be handled in a confidential manner.

The student may not return to the classroom until they have completed an assessment by a licensed mental health provider and provide written documentation that they are safe and competent to participate in all program activities. The student may not continue in any program courses until this documentation has been received and reviewed by the program coordinator and the Director of SAA

Social Media Policy

The Dental Programs recognize that the use of technology is a valuable tool for the dental programs' students, faculty, and staff. The use of these media resources has brought ethical dilemmas and potential liability not only for the program but also for the District.

Statement of expectations for the use of technology resources, any violation of these guidelines may be considered unprofessional behavior

- Posting obscene language or photographs
- Posting material that disparages any individual or group on the basis of race, gender, color, religion, sexual orientation, national origin or other prohibited grounds.
- Posting defamatory material regarding a fellow student, faculty member, staff, administrator or individual associated with the dental programs
- Using social medial in an unsecured manner such as – communication with patients

Cell Phone/Electronic Devices Misuse

Cell phones must be turned off or placed on silent mode during scheduled class sessions. For the first incidence of a ringing cell phone or beeper during class, the student will receive a verbal warning. A second incident will result in a written warning and any additional incidents will be considered Unprofessional Conduct and subject to actions described under the Discipline Policy.

Initiating or receiving a cell phone during a class session is not allowed. If a student leaves the room during the class session to respond to a phone call , they may not return until the next scheduled class break and participation points will be deducted. The student will receive a verbal warning for the first incident. Subsequent incidents will be considered Unprofessional Conduct and subject to actions described under the Discipline Policy.

Text messages are also considered cell phone use and are not allowed during scheduled class sessions. Violation of this policy is subject to the actions described above.

During quizzes and exams, all electronic devices are to be turned off and placed in the student's purse or backpack, out of sight. Violation of this policy will result in a grade of "0" for the quiz or exam as this will be considered cheating.

Emergency contact information can be provided to the Health Science Administrative Assistant who will contact the student in the event of an emergency. If the student has a potential emergency situation, they must inform the instructor prior to the beginning of the class session for appropriate arrangements to be made.

The use of headphones for cell phones, I-PODS, personal computers and CD players are prohibited in the classroom.

Emergency Messages
You may give the Health Sciences telephone number (415.485.9667) as an emergency contact number for yourself. **Please remember that this is for emergencies, not routine messages**.

MyCOM System
A change in your **name, address, telephone number,** and **email address** must be Reported promptly to Admission & Records Office for the MyCOM System and to the Coordinator of the Registered Dental Assisting Program.

Students are required to check their MyCOM email daily for messages. Not having checked your MyCOM is not an acceptable excuse for not being informed of current information.

Email using the College of Marin MyCOM System is the best method of communication between faculty and students. It is the student's responsibility to ensure the contact information is always accurate and up to date.

Faculty Communication
Coordinator has office hours posted next the door, Bldg 27, Office 209. Adjunct faculties have office hours posted in their syllabus and/or on the entrance of their cubicle. Arrangements for meetings must be made directly with the individual faculty.

The privacy of instructor's offices is to be respected at all times (including lunchtime). Instructors are readily available to assist students; however, there are times that they are inaccessible in order to prepare for classes, etc.

PATIENT TREATMENT POLICIES

Statement of Cultural Diversity
College of Marin Registered Dental Assisting Program is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences: promotes personal and professional development and gives all students the opportunity to succeed, regardless of ethnicity, gender or socioeconomic status.

Culture is defined as the totality of socially transmitted behavior patterns, arts, beliefs, and all other products of human work and thought typical of a population or community. Knowledge of culture is essential in understanding how tradition affects health related beliefs and behaviors and approaches to oral health care.

Use of Human Subjects
The policy regarding the use of human subjects recognizes the responsibility to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry, and to protect the interest of the District. It addresses classroom, laboratory, and clinical activates in the health professions where learning by students requires the use of human subjects as a part of training procedures or demonstrations. The following privacy practices and policies have been established for curriculum activities involving human subjects.

HIPAA
All students must comply with the Health Insurance Portability and Accountability Act (HIPAA) regulations provided through program training and materials. Violations will be reported to the proper authorities and could become a part of your permanent record.

- To help maintain confidentiality, no records (hardcopy or electronic) are permitted to be taken out of the clinic area.
- Students are informed of the importance of confidentiality in classroom and outside discussion at the beginning of the first term. Each student signs a Statement of Confidentiality prior to beginning each semester. *(Refer to Appendix for Confidentiality of Patient/Student Internship/Externship Information)*
- Patient information files are kept in the coordinator's office and lock.

Confidentiality
Every individual involved with the College of Marin Registered Dental Assisting Program has the responsibility to protect the confidentiality of patient, student, faculty, and staff; medical and other information as required by law and the code of ethics. College of Marin patient confidentiality policy prohibits any unauthorized access, discussion, review, disclosure, transmission, alteration or destruction of patient, student, faculty or staff information except as required to fulfill College of Marin educational responsibilities. This policy includes all patients seen at College of Marin Registered Dental Assisting Program and any outside agency, clinic, school, or private office used for teaching purposes.

- No portion of the patient's record file may leave the clinical area.
- All information including but not limited to paper, verbal or electronic data, contained in the patient record or stored in a computerized data system is confidential and shall not be discussed with individuals not directly involved with the care of the patient.
- Patient-specific information and medical records including information on computer screens shall not be left unattended in public areas or areas visible to the public
- Student shall not access records of any patient, students, faculty, or staff without written or verbal authorizations.
- Passwords must not be shared and workstations must be logged off when leaving the work area to protect computerized information
- Conversations about dental patients in restaurants, locker rooms, restroom, lounges, elevators, hallways, etc. are direct violation of the dental patient's right to privacy and confidentiality.

Violation of the College of Marin confidentiality policy will result in disciplinary action up to and including loss of clinical privileges and/or removal of access to patient records at College of Marin and dismissal from the program.

Confidentiality of Patient/Student Externship/Internship Information

Inherent in health care is both a legal and ethical responsibility to protect the privacy of patients. Consequently, the indiscriminate or unauthorized review, duplication (including photographic), use or disclosure of personal information, medical, dental or otherwise, from any source regarding any patient is expressly prohibited. In regard to photographs of patients/persons in clinic, if the face can be seen, the image may not be used in any form unless a photo release form has been signed.
Except when required in the regular course of clinic business, the discussion, use, transmission or narration, in any form, of any patient information which is obtained in the regular course of study is strictly forbidden.
When you are referring to patient during a patient seminar or in a report, only first names will be used.
Under no circumstances may any part of a patient's record be duplicated (including photographic duplication)
Any violation of this policy shall constitute grounds for corrective conferencing.

Student's Signature _____ Student's Name -- Please Print _____ Date _____

Inherent in health care is both a legal and ethical responsibility to protect the privacy of students in both programs. Consequently, the indiscriminate or unauthorized review, use or disclosure of personal information, medical, dental or otherwise, from any source regarding any student is expressly prohibited. In regard to photographs of students in clinic, if the face can be seen, the image may not be used in any form unless permission is obtained from the student.
The department requires a photo release form to be signed for student's photos for educational and PR purposes.
Any violation of this policy shall constitute grounds for corrective conferencing.

Student's Signature _____ Student's Name -- Please Print _____ Date _____

Inherent in health care is both a legal and ethical responsibility to protect the privacy of all persons involvedin the externship/internship programs. Consequently, the indiscriminate or unauthorized review, use or disclosure of personal information or business practice from any source regarding any externship/internship is expressly prohibited.
Any violation of this policy shall constitute grounds for corrective conferencing.

Student's Signature _____ Student's Name -- Please Print _____ Date _____

The lines between public and private and personal and professional are blurred in online social networks. The following suggest "best practices" for all professionals.

1. be respectful
2. respect confidentiality, conform to all policies regarding the confidentiality ofinformation regarding patient, student and externship/internship settings
3. assume that any posting is public regardless of the privacy settings
4. assume that any posting is permanent

Any violation of this policy shall constitute grounds for corrective conferencing

Student's Signature _____ Student's Name -- Please Print _____ Date _____

Patient's Bill of Rights	
As a patient at College of Marin Dental Assisting Program, you can expect:	
Professional Care	Respectful Care
Treatment Without Discrimination	Treatment in a Safe Environment
Confidentiality of All Communications	Quality Treatment

General Department Guidelines
Student Security Policies

- For reasons of personal security, student's nametags will have only the student's first name. All posted documentation will include the student's first name only (if there are students with the same first name, they will use their first name and last initial).

- For personal security, students will not give their personal phone numbers or addresses to patients.

- For all contact with patients all dental assisting students must only use secure phones and voicemail that prevent the patient from accessing student contact information.

Student Education Rights and Privacy –
https://www.marin.edu/com/ODP/Chapter5StudentServicesAP.htm **AP 5040**
Marin Community College District maintains a cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

In addition to College of Marin policy and procedure on student's educational rights and privacy, the Registered Dental Assisting Program policy includes the following
Confidentiality of Student Records

Release of Information
College of Marin adheres to the federal government regulation entitled, "The Family Educational Rights and Privacy Act (FERPA). FERPA provides individuals and agencies the right to inspect and review records, regulates the release of records, and regulates the amending of the records. Students are protected from unauthorized disclosure and release of educational records under this regulation.

Educational records such as grades, class schedules, test scores, etc. (i.e. to parents, spouse, relatives, and guardians) *normally* cannot be released nor disclosed with the written permission of the student involved. One category of disclosing information without student consent is if the requesting party has a legitimate educational interest and is associated with the college.

REGISTERED DENTAL ASSISTING PROGRAM STUDENT RIGHTS

Students have the right to receive documentation of adverse actions and due process. Situations that result in removal of a student from the classroom will require written documentation of the incident and subsequent intervention which will be available to the student.

Grades awarded to students are determined by the course instructor and are considered **final** in the absence of mistake, fraud, bad faith, or incompetency. Students are referred to the College of Marin Student Activities and Advocacy (SAA) for detailed descriptions of the above. The first step for resolving disputes is with the instructor, program coordinator, and Director of SAA. In the event this cannot be resolved at this step, the student must contact the Director of SAA and initiate the petition process.

Situations which may result in Academic Probation or initiation of the Discipline Policy must be managed in the manner described in this handbook. In the event, a student wishes to contest the outcome of initial meetings with the instructor and program coordinator, the student must contact the Director of SAA within five (5) working days of notification of the program decision to schedule a meeting. Following this meeting, the Dean of Health Sciences must notify the student of their decision within ten (10) working days. In the event the student wishes to content the decision of the Dean of Health Sciences, they must contact the Director of SAA to initiate the college Grievance Process.

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SECTION 5

GENERAL PROGRAM INFORMATION AND REGULATION

It is the responsibility of all students enrolled in the dental assisting programs to read and comply with these policies. Failure to do so may result in dismissal from the program. Specific requirements are provided in each individual course syllabus.

GENERAL PROGRAM INFORMATION AND REGULATIONS

Books, Syllabi, Supplies, and Equipment
Required textbook and syllabus are available at the campus bookstore. The Kentfield bookstore will be available prior to course start dates. There are also a number of recommended texts available. Each syllabus must be placed in a soft binder so that homework, assignments and evaluations may be submitted for grading.

Students are expected to purchase incidental supplies and equipment in accordance with class requirements. This may include, but not limited to the purchase of binders, notebooks, scantron answer sheets, pens, pencils, red/blue charting pencils, class lab coat, class uniform, name tag pin, and safety glasses). This will be discussed during class orientation.

Students must purchase uniforms, lab coats, name badge, and safety glasses in accordance with dress code and infection control guidelines. Specific requirements will be discussed during course orientations.

Lockers
Lockers are for student use. Coats, purses, book bags, backpacks, and lunches must be kept in the lockers. Students must provide their own locks and a spare key or combination must be given to the dental coordinator. Personal belongings, for which a student is responsible, must be kept in the locker assigned to him/her during clinic or labs sessions. Items left in the locker room outside lockers may be discarded. The college assumes no responsibility for loss or stolen items.
The appearance of the locker room depends on the cooperation of each student.

Due to the limited number of lockers, some students may have to share lockers.
Students who drop from the program are expected to remove their locks and locker contents within 5 days of exiting the program. After this time the locks will be cut and contents discarded.

Students should prepare for class arriving 10 minutes before the class starts to put belongings away. Food can be stored in the refrigerator in the locker room.

As a dental assisting student, I understand that a Department representative may enter my locker at any time for any reason and that I am responsible for thoroughly cleaning my locker when I leave the program.

Food and Drink Policies
Food and drink, other than capped water bottles, are NOT allowed in the classroom or clinical area. Student may be asked to leave classrooms/labs if they bring in food or beverages.

Building Maintenance

The condition of the dental facilities is vital to the success of the program. It is everyone's responsibility to help maintain the cleanliness and good condition of the facility and the equipment. The clinic, lab/classroom needs to be kept clean on a continual basis. Equipment and supplies must be returned to the appropriate storage place immediately upon finishing with them or at the end ofthe clinic/lab. Custodians do not move personal items or equipment in order to clean

Vaccinations

Documentation of Hepatitis B vaccination, tetanus inoculation, MMR and double-dose TB testing, Influenza, COVID initial dose is a program prerequisite. Each student must provide documentation that at least two Hepatitis B vaccinations have been administered. Students will not be allowed to attend lab or internship/externship sites. Those students who refuse vaccinations due to health or religious reasons must sign a disclosure form provided by the program and a MD signature.

It is the responsibility of the student to obtain their personal records and complete the required testing/vaccinations as notes. This information must be provided to the program coordinator prior to enrollment into the program. The student should keep a copy and provide the original to the program coordinator.

Infection Control and Cross Contamination

The ADA Accreditation Standards and OSHA policies indicate that all students must practice Infection Control Bloodborne and Infection Disease Prevention at all times, even in the teaching environment. Strict adherences to these policies will be enforced. A 50-point reduction in points will result after an initial warning for any non-compliance in OSHA, Infection Control, or Waste Management. These guidelines are for the protection of the human patient, the student, and the environment in accordance to cross contamination protocol.

Clinical Codes and Procedures

Students are expected to follow all facility policies including infection control standards. Detailed information regarding policies for each lab class is discussed in individual courses.

Class Representatives

Each year during the fall and spring semesters the dental assisting students will elect three (3) class representatives.

Responsibilities and duties of a Dental Assisting Class Representative

- Is a full-time student
- Maintains a grade point average of C, 75% or better for the semester
- Has a good attendance record
- Shows professionalism at all times
- Demonstrates teamwork
- Has a positive attitude
- Conducts class meetings
- Informs Dental Assisting class of special events
- Sets up committees for special events
    - Fieldtrips
    - Conventions

  - Fund raisers
  - Class Pot lucks
  - Graduation/Pinning Ceremony
- Oversee committees
- Is a representative of the Dental Assisting class to the College of Marin administration
- Possible speaker at the Dental Assisting Graduation Ceremony

NOMINATIONS:
- Held the fourth week of class, _____
- Dental Assisting students nominate classmates
- Six (6) students are nominated
- Voting is done on confidential ballet
- Three (3) Dental Assisting students will count all ballets and report outcome of vote to Registered Dental Assisting Program Coordinator. (Students are appointed by class before voting takes place)
- The three nominees receiving the highest vote count will become class representatives
- Students receiving the fourth highest vote will be an alternate class representative*
- If there is a tie a second vote will be taken

*Alternate class representative will become a class representative if the present representative cannot uphold the responsibilities listed above.

Ethical and Professional Responsibilities
- Maintain a professional attitude at all times
- Recognize that ethics are very important in the practice of Dental Assisting.
- Recognize procedures that are illegal and refrain from performing them.
- Channel any criticism of an agency, instructor, or individual through the supervising instructor, class officer, Registered Dental Assisting Program coordinator or Director of SAA.
- Students are highly encouraged to take the National Certification Examination and the Registered Dental Assistant Examination upon completion of the program.
- Students are expected to support the California Dental Assistant's Association (CDAA) and the American Dental Assistant's Association (ADAA).
- Dental Assisting Students are encouraged to attend dental meetings of our local Marin County Dental Assistant's Society and become members of their local dental assistant's society.

Employment
Employment opportunities are available through the Marin County Dental Society website, DentalJobs.net, COM's Job Placement Office in Student Services, Craig's List, and Job Board in the classroom, employment agencies, friends, and local dental offices. All graduates will have equal opportunity for all jobs listed.

Seeking employment for the students or graduates is not the obligation of the Dental Assisting Faculty or the College.

HOW TO REQUEST A LETTER OF RECOMMENDATION.

Please follow the guidelines below if you need to have a faculty member write you a letter of recommendation for a scholarship.

1. Request the letter at least 2 weeks in advance of the deadline

2. Furnish all the information the faculty will need to write a well through letter. Information required is:
    a. The name of the person/organization furnishing the scholarship
    b. The particular personal traits the scholarship desires
    c. Your personal attributes that fit those traits. Include your academic goal and career goals. Describe your work experiences, volunteer positions or activities, and research.

3. Let the faculty know how the letter is to be delivered, i.e. returned to you. Or sent to the organization. If you want the faculty send it, please provide a neatly addressed and stamped envelope

SECTION 6

Safety, Accident Prevention, Emergency Protocols and Preparedness

It is the responsibility of all students enrolled in the dental assisting programs to read and comply with these policies. Failure to do so may result in dismissal from the program. Specific requirements are provided in each individual course syllabus.

- This is a recap of the information in the section on **Standard Operating Procedures in All courses, labs, externships during the program.**

EMERGENCY INFORMATION _ **See SOP's**

Accident Information and Policy

The health and safety of all individuals will be given the highest priority. The faculty shall use a variety of methods to convey information to students for their personal and professional guidance which will include training in the following areas related to communicable disease.

- Prevention of exposure
- Use of personal protective equipment
- Exposure follow-up
- Hepatitis B vaccination

Students caring for individuals with any communicable disease shall be instructed as to proper precautions according to Center for Disease Control (CDC) and Federal Occupational Safety and Health Administration (OSHA) Guidelines.

Guidelines in the Classroom and Dental Assisting Laboratory

Instructors and students will comply with the current College of Marin - Exposure Control Plan for Bloodborne Pathogens which is posted in the Laboratory. Universal Precautions Guidelines must be observed by all students and staff.

Methods of exposure prevention include but are not limited to:

- Engineering Controls: proper means for disposal of contaminated equipment and maintenance of contamination prevention facilities.
- Hand-washing facilities shall be readily available.
- Contaminated needles and other sharps shall be disposed of in a puncture-resistant container designed for this purpose.
- Skills practice areas shall be kept separate from personal care areas e.g. eating, drinking.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering of this substance.
- Warning labels shall be affixed to containers of regulated waste.
- Protective equipment such as gloves, mask, eyewear, and gowns will be utilized appropriately as necessary.

Emergency Protocols – (Including: Needle Stick)
If a dental assisting student is injured (such as, needle stick) or becomes ill during a clinical assignment, then he/she is covered under workers' compensation. They must follow the workers' compensation procedure below, including submission of the Workers Compensation Claim form. In addition, the instructor will complete the supervisor's reports below. This informs Workers Compensation where they treated. Student's may need to go for follow-up to the Kaiser Occupational Medicine clinic in San Rafael.

When an injury occurs, please provide the injured employee or clinical student with the following documents:

1. Workers' Compensation Procedure

2. Company Nurse Injury Hotline

3. Workers' Compensation Claim Form (DWC1) (Manager completes questions 12–14 and 17–19 and provides to employee. Employee completes questions 1-9 and returns to the Benefits office)

4. Acknowledgement of Receipt of DWC1 (Employee completes and returns to the Benefits Office)

5. PRIME Advantage MPM Complete Written Employee Notification

COLLEGE OF MARIN

COMPANY NURSE®

Injury Hotline

1-877-518-6702

AVAILABLE 24 HOURS A DAY

1 Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.

Supervisor/ Injured worker immediately calls injury hotline.
Supervisor I Empleado lesionado llama inmediatamente a la linea de enfermeros/as.

Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Medico obtiene informaci6n por telefono y asisteal empleado lesionado en localizar el tratamiento medico adecuado.

EMPLOYER NAME (NOM BRE DE COM PANJA)

SEARCH CODE (C6DIGO DEL BUSQUEDA)

RULES FOR SAFETY AND PREVENTION OF ACCIDENTS

The health and safety of all individuals will be given the highest priority. The dental faculty shall use a variety of methods to convey information to students for their personal and professional guidance which will include training in the following areas related to communicable disease:

- Prevention of exposure
- Use of personal protective equipment
- Exposure follow-up
- Hepatitis B vaccination

Students caring for individuals with any communicable disease shall be instructed as to proper precautions according to The Centers for Disease Control and Prevention (CDC) and Federal Occupational Safety and Health Administration (OSHA) Guidelines. Compliance with the current College of Marin District Board Policy 5200 Student Health Services - Safety and Security is ensured BP 5205 Student Accident Insurance (See Program Regulations and College of Marin Board Policies). Students will follow The Board of Registered Nursing Statement on Delivery of Health Care (See G). Hospital procedures for preventing the transmission of communicable diseases will be rigorously enforced.
Review the Universal Precaution Guidelines. February 1988, CDC Guidelines (See H).

Student requirements to comply with health and safety guidelines include:

1. Vaccinations (MMR, Polio, Hepatitis, Quantiferon TB test or 2-step PPD, DT) and positive titer for Varicella, Hepatitis B. COVID Initial Vaccinations (1 &2). Influenza.
2. Completion of a Health Clearance with a Release of Information clauseto inform clinical facilities about the health of the student
3. FIT testing, if required by facility
4. Guidelines in the Classroom and Dental Assisting Laboratory
5. Instructors and students will comply with the current College of Marin - Exposure Control Plan for Bloodborne Pathogens which is posted in the clinical lab areas. Universal Precautions Guidelines must be observed by all students and staff alike.

Methods of exposure prevention include but are not limited to:

1. Engineering Controls: proper means for disposal of contaminated equipment and maintenance of contamination prevention facilities.

2. Hand-washing facilities shall be readily available.

3. Contaminated needles and other sharps shall be disposed of in a puncture- resistant container designed for this purpose.

4. Skills practice areas shall be kept separate from personal care areas e.g. eating, drinking.

5. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering of this substance.

6. Warning labels shall be affixed to containers of regulated waste.

7. Protective equipment such as gloves, mask, eyewear, and gowns will be utilized appropriately as necessary.

Procedure for Injury of Student in the Clinical Area

1. The student should report to the Emergency Room. The College District's Workers' Comprehensive Coverage for Employee's (Keenan Insurance Services) should be designated as the paying party.
2. Call Company Nurse (1-877-518-6702) immediately to report incident and follow-up instructions. If life-threatening, call 911.
3. As soon as possible the student must file for Worker's Compensation Coverage for Employees (Keenan) with Human Resources. A Workers' Compensation Form should be completed and a copy of this report must be sent to the Student Health Center.
4. The instructor and student must comply with the Clinical Facility's protocol for the reporting of an injury.

Procedure for Injury of Student in Clinical Area Related to Blood Borne Pathogens.

What are the Student Responsibilities?

5. Exposure Notification: Reports the exposure immediately to the dental faculty. The dental faculty will direct the student to the emergency department or hospital department for employee health to determine the need for post-exposure prophylaxis.
6. Immediate Wound Care:
   - Needlestick, Laceration, or Skin Exposure: The student is encouraged to cleanse the wound immediately with soap and water. If a puncture wound is sustained, encourage bleeding.
   - Ocular or Mucous Membrane Exposure: The student is encouraged to immediately irrigate the eye or mouth with water for 5 minutes.
7. If injury: Report to Emergency Department or hospital department for employee health to determine treatment. Call Company Nurse (1-877-518-6702)
8. Worker Compensation claim: The student must file a Workers' Compensation claim by contacting Ron Owens (415.884.3159), Senior Benefits Analyst, College of Marin.

What are the Instructor Responsibilities?

2. Sends the student to the Emergency Department for treatment.
3. Call Company Nurse (1-877-518-6702)
4. Notifies the Program Coordinator/Instructor and Ron Owens (415.884.3159), College of Marin, of the injury in order to initiate the Workers' Compensation (Keenan) claim.
5. Follows the Clinical Facility protocol for reporting an injury.

What are the College of Marin Personnel Department Responsibilities?

Complete the Workers' Compensation Claim form and forwards this to Keenan Insurance Services and to the College Health Center.

What does the College of Marin Workers' Compensation Cover?

- College of Marin Workers' Compensation covers students injured while working in clinical facilities. This includes immediate care of the student, follow-up care, and patient testing. Keenan will offer counseling, if needed.
- If Keenan Insurance Services is notified immediately, they will assign a caseworker to contact the patient's physician for patient follow-up testing. If for some reason they cannot be contacted, the instructor or health facility may contact the attending physician for evaluation of patient risk and permission to test the patient. Keenan Insurance Services will reimburse the patient testing that is ordered by the attending physician.

Procedure for Injury of Student in the College Setting

- The student must report to the College Student Health Nurse for first aid attention if appropriate. Otherwise, the student must report to the Student Health Nurse within 3 days to initiate Student Health Insurance Coverage and to document the incident. The instructor should complete an Accident/Illness/Injury Report Form and send it to the Student Health Center with the student.
- If the College Student Health Center is closed at the time of the incident, the student should go to an emergency room or their physician. Students must bill their primary insurance first for services given. Student Health Insurance is the secondary source of payment.
- Student should contact the Student Health Center for specific questions regarding insurance coverage and to complete any necessary claim forms. Insurance benefits can change annually.

Please note:
The College's Student Accident and Injury Insurance policy is limited and should not be construed as a health insurance plan. It is supplemental and secondary to one's own primary medical insurance. If a student has medical insurance, including HMO's, they must seek care from their primary provider first according to the provisions of their own policy.

California Board of Registered Nursing Statement on the Delivery of Health Care
Source: www.rn.ca.gov/practice/pdf/npr-b-17.pdf (accessed 6/27/2014)

EMERGENCY PROTOCOL FOR DENTAL LAB CLINIC

The Emergency Protocol for students seeing patients in clinical lab includes responsibilities in the following positions:

Operator

- Notify the student operator in the adjacent operatory that you are having a medical emergency and notify the faculty.
- Positioned the patient properly for the emergency
- Make sure the Health History is out
- Calm the patient
- Report the particulars of the incident to the faculty who come to assist in the
- emergency
- Assist at the directions of the faculty

Operator in the adjacent unit

- Notify the nearest instructor
- Get the AED - located in the clinic area next the exit door Room #220.

Student asked to initiate the 911 protocol

- Location of the phone (next to the door in clinic area)
- Dial 911on the phone
- Remain on the phone with the emergency operator
- Direct another student to go outside to the parking lot area #2 (West of Building 27), to direct the EMS personnel

All students and faculty

Know location of medical emergency equipment
Know location of phones and how to dial for campus police
Know basic life support procedures and medical emergency protocol.

EMERGENCY PREPAREDNESS - DENTAL ASSISTING GUIDELINES

An overview of the Emergency Preparedness booklet can be found at each door in dental classroom and clinic lab; this can also be found at: http://police.marin.edu/sites/police/files/Emergency-Guidelines-Handbook.pdf

Emergency Guidelines

The College of Marin Emergency Guidelines are administered through the Campus Police and the Health & Safety Committee (**911 or 415.485.9696).**

The Emergency Operations Plan (EOP) is listed in the Emergency Guideline Manual that is posted in the classroom and clinical area near the doors.

ln the unlikely event of a fire, earthquake, or other disaster necessitating IVC Campus, Building 27 evacuation, students and faculty are encouraged to follow these guidelines:

- Determine the safest way to leave the classroom and the building. Do NOT use the elevator.
- ln the classroom, clinical lab, safe egress may be the emergency exit and down the stair on the west side of the building.
- Please proceed in an orderly fashion; panic is not useful in this situation.
- Once outside the building please proceed to Parking Lot 2 on the west side of Building 27 and gather there. This has been identified as the Evacuation Assembly Area.

MAJOR EMERGENCIES OR DISASTERS

The Campus Police, Facilities & Maintenance Department or Emergency Team will direct you.

Emergency Assembly Area:

- Building 27, Parking Lot #2 (West side) away from buildings.

EARTHQUAKES

- If indoors – seek cover under a desk, table or doorway.
- Stay away from any windows, shelves or heavy equipment.
- After the shaking ceases – Evaluate the situation and if any emergencies exist, call 9-911.
- If the building evacuation, fire alarm is sounding, or if you are instructed to leave the building by campus police or emergency personnel; walk to the nearest exit alerting others to follow.
- Meet in Parking Lot #2 (West of Building 27) and wait for further instructions.
- Do not return to an evacuated building, unless directed by the police or emergency personnel.
- Do not use public telephones, except for a true emergency.
- Do not light matches or lighters until cleared for any flammable fumes.
- Do not operate any electrical equipment, if gas leaks are suspected.
- Do not touch any downed power lines.

SUSPICIOUS PACKAGES, MAIL OR BOMB THREATS

- If you receive a suspicious package or bomb threat, remain calm and obtain as much information as possible to give to police:
  - ➢ Time of phone call or threat
  - ➢ Name, age and gender of individual
  - ➢ When, Where, What and Type
  - ➢ Speech pattern, foreign accent, other distinguishable traits, such as scars and tattoos
  - ➢ Emotional state of individual
  - ➢ Identifiable background noise
- Do not handle object
- Do not use cellular phones near the suspicious object
- Do not turn lights or any electrical switch either "on" or "off"
- Leave the premises and call campus police.

Clinical Lab

- If there is a patient in your chair, assist your patient out of chair and drop to the floor near a side wall away from the overhead light, x-ray machine, and chair.
- Protect your head and neck with your arms.
- When possible evacuate the building on the west side, leading down the stair well, and to Parking Lot 2. This has been identified as the Evacuation Assembly Area.

Outdoors

- If you are outdoors, move to a clear area at least 100 feet away, if you can safely do so; avoid buildings, power lines, trees, and other hazards.
- Always assume fallen down power lines are live!

Be Prepared for Aftershocks!

Evacuate a Building When:

- The evacuation/fire alarm sounds
- You smell gas
- You smell or see fire or smoke

- District Police or other law enforcement agencies instruct you to do so
- Remember - DO NOT use elevators during an earthquake or fire
- DO assist those with disabilities to exit the building

Our Assembly Area

- Once outside the building, please proceed to the West Parking Lot 2, at least 100 feet away and gather. This has been identified as the Evacuation Assembly Area.
- Faculty are to take role and determine if all are present or accounted for.
- Emergency Operations Center (EOC) is located Building 27, room 116/118 or alternate room.

Power Outage Protocol

All Instructors: Check the AlertU system via cellphone at 10-15-minute intervals to determine the extent of the outage. There is no evacuation protocol for a power outage unless asked to evacuate by police/fire. Please remind all students to NEVER enter the elevator if power resumes during periods of power outages, as they may become trapped. Stairs are to be used until the situation has been fully resolved.

If any class is in the last 15 minutes, the instructor may choose to dismiss students.
Please refer to the protocol below to determine how to proceed in the event of an outage:
(Note: This protocol does not supersede common sense)

Clinical Lab - Day lab: lf patients are in operatories-reassure patients that we will wait to see if power resumes. After 10 minutes reevaluate situation.

lf after 20 minutes power does not resume-dismiss patients unless otherwise instructed. Students will close down lab and instructor will use time to review concepts currently being taught. Unless there are instructions to remain in class, instructor will make determination as to when to dismiss students.

Radiology Lab - Night Lab: If patients are in operatories-reassure patients that we will wait to see if power resumes. After 10 minutes reevaluate situation.

lf after 20 minutes power does not resume-dismiss patients unless otherwise instructed. Students will close down lab and instructor will use time to review concepts currently being taught if there is sufficient light. Unless there are instructions to remain in class, instructor will make determination as to when to dismiss students.

Lecture classes-continue lecture covering material in another format. lf power does not resume after 30 minutes and unless there are instructions to remain in class, instructor will make determination as to when to dismiss students.

Disaster Preparedness:
For College closure, a message will be on the 415.457.8811 telephone line or for information listen to local news radio station KCBS.

Alert U:
Marin Community College District Police Department, with sponsorship from alertu.org participates in the AlertU emergency SMS messaging platform to enhance our current communication services during crisis situations. AlertU allows us to broadcast critical information, in real time, to the mobile devices (cell phones, etc.) of all employees and student body. This is particularity important for those who may be in, or near, a crises zone.
To sign up, go to www.alertu.org/mccd and follow the directions.

Disaster Information
In the event of a natural disaster, the following action is advised:

- Take safe cover under the student desks.
- Provide first-aid to the injured or disabled. First aid kits are on the wall of the classroom or clinical area and outside the hallway.
- Secure the disaster kit stored in the admissions and records office on the first floor.
- Call campus police to notify them of the names and location of injured parties. Stay with the injured/disabled party until help arrives.
- There is also an emergency call button outside the breezeway of the building near the door.
- Take a head count and notify the instructor, program coordinator, or dean of missing parties.

In the event of a Bio-Terrorism Attack:

- Isolate the suspected individual.
- Listen for vital information that would be useful to inform the authorities.
- Notify the instructor, director, dean, school nurse, police, fireperson and/or health & safety officer**. 911 or 415.485.9696**

APPENDIX

COLLEGE OF MARIN

PHOTOGRAPHY AND VIDEO

Release Agreement

I hereby grant permission to College of Marin to use photography and/or video of me and/or the minor child listed below on its website, social media pages, or in other official College printed or electronic publications without further consideration, and I acknowledge the College's right to crop or treat the photography and videography at its discretion.

I also acknowledge that the College may choose not to use the photo or video content of me and/or the minor child listed below at this time, but may do so at its own discretion at a later date.

I also understand that once an image is posted on the College's website and/or on social media pages, the image or video can be downloaded by any computer user on or off campus. Therefore, I agree to indemnify and hold harmless from any claims the College of Marin, and the Marin Community College District.

☐ I am 18 years of age or older, and I am competent to contract in my own name. I have read this release before accepting, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to accepting, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name _____

Email _____

Signature _____

Date _____

☐ I attest that I am the parent or legal guardian of the child listed below and that I have full authority to consent and authorize the Marin Community College District to use the photo and video content as stated above.

Parent/Legal Guardian Name _____

Child's Name _____

Email _____

Parent/Legal Guardian Signature _____

Date _____

Student Handbook Agreement

Read and Check Each of the Following Before Signing

I have read the 2023-2024 College of Marin Registered Dental Assisting Program Student Handbook. I affirm that I will be responsible for all the data herein. My initials indicate that I understand and am aware of the following policies and content consisting of:

_____Registered Dental Assisting Program Accreditation

_____Registered Dental Assisting Program Philosophy

_____Registered Dental Assisting Program Curriculum

_____Program Goals, Objectives and Competencies

_____Section 2 Program Policies and Procedures

_____Section 3 Academic, Attendance, Grading and Evaluation Information/Policies

_____Section 4 Behavior and Appearance Standards

_____Section 5 General Program Information and Regulations

_____Section 6 Safety, Accident Prevention, Emergency Protocols and Preparedness

I agree to abide by all the policies and procedures of the Registered Dental Assisting Program. I am also aware that this handbook is intended as a guide and that policies and procedures described herein may be changed without notice. I have had the opportunity to have my questions answered prior to signing this agreement.

I have signed and submitted the following documents.

_____Photo and Video Release

_____Student Handbook Agreement (This page)

_____ _____

Student Signature Date

_____

Print Name