



DENTAL ASSISTANT

PROGRAM HANDBOOK

2024 - 2025

Updated 7/8/2024

WELCOME

The faculty are happy to welcome you to the Dental Assisting Program at the Canby Campus and the Luverne Educational Center for Health Careers.

The Dental Assistant Program Handbook supplements the Student Information and Policies section of the Minnesota West Policies and Procedures found on the college website. The handbook will provide you with the policies and procedures of the Dental Assistant Program. We expect all students to be aware of and adhere to the policies outlined in this handbook and on our college website.

We wish you much success!

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Minnesota West Community and Technical College: Mission-Vision-Values

Mission

Minnesota West prepares learners for a lifetime of success

Vision

Minnesota West is the regional college of choice

Values

- Community Engagement
- Courage
- Diversity & Inclusion
- Innovation
- Integrity
- Student Success

MINNESOTA WEST ADMINISTRATION

Dr. Terry Gaalswyk	President	terry.gaalswyk@mnwest.edu	888-989-5102
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DENTAL ASSISTANT PROGRAM OFFICIALS

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STUDENT SERVICES AND SUPPORT STAFF

Jill Arp	Luverne Resource Specialist/Advisor	jill.arp@mnwest.edu	507-449-2773
Vanessa Ruther	Canby Resource Specialist	vanessa.ruether@mnwest.edu	507-223-1339
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ACCREDITATION

Minnesota West Community and Technical College is accredited by The Higher Learning Commission, North Central Association of Colleges and Secondary Schools

The Higher Learning Commission can be contacted at the following address:

Commission on Institutions of Higher Education

230 South LaSalle Street,

Suite 7-500

Chicago, IL 60604

800-621-7440

The Minnesota West Dental Assistant Program is Accredited by the Commission on Dental Accreditation.

The Commission on Dental Accreditation can be contacted at the following address:

211 East Chicago Avenue

Dental Assistant Program Information

DENTAL ASSISTANT PROGRAM MISSION

Dental Assisting is a recognized vital profession to dental team services. The Dental Assistant Program's mission is that each student pursuing a career in dental assisting will be provided educational and training opportunities to attain his or her fullest potential in various dental environments while delivering quality dental services to patients and the community. The Dental Assistant Program will strive to provide adequate and challenging opportunities for the student to acquire the basic knowledge and skills essential in meeting requirements set forth by the Commission on Dental Accreditation and the Minnesota Board of Dentistry and to be encouraged to engage in life-long learning.

DENTAL ASSISTANT PROGRAM OUTCOMES/GOALS

1. Develop the necessary knowledge and skills essential for obtaining employment in the occupation of dental assisting.
2. Develop competent clinical skills necessary for successful employment as a dental assistant.
3. Apply current concepts of infection control and occupational safety
4. Apply principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, patient care and practice management
5. Practice interpersonal and communication skills to effectively interact with diverse population groups and other members of the healthcare team
6. Develop the knowledge necessary to become licensed in the state of Minnesota by successfully completing National and State Dental Assisting Board Examinations. In addition, the graduate will complete the learning outcomes identified within the General Education Courses required.

It is important that you be well-informed about your academic program. To accomplish this task, you should maintain the following items in your files:

- [College Catalog](#)
- Dental Assistant Program Outlines
 - [Dental Assistant AAS](#)
 - [Dental Assistant Diploma](#)
- [Dental Assistant Course Outlines](#)
- Dental Assistant Program Handbook

ADMISSION POLICIES

Demonstration of reading comprehension by placement of Multiple Measures is required for registration of technical program courses. General education courses may or may not have additional course requirements.

Students must meet one of the following placement measures:

- A score of 50 - 77 on test ACCUPLACER Classic Reading Comprehension
- A score of 233 - 249 on test ACCUPLACER Next-Gen Reading Comprehension
- A score of 16 - 17 on test ACT English
- A score of 14 - 20 on test ACT Reading
- ENGL 0090 – Essentials of Writing I

Program Curriculum

Program Overview

The Dental Assisting program is accredited by and was developed to the rigorous Standards of the Commission on Dental Accreditation. The Dental Assisting program is designed to prepare individuals for Dental Assisting careers in a dental office. This may be as an assistant to either a dentist or a dental hygienist in a dental practice. The program is accredited by the American Dental Association Commission on Dental Accreditation and upon completion the student will take national and state examinations leading to certification and licensure in their field. The course work is in bio-medical studies, dental sciences, clinical practices, and expanded functions allowed by the State of Minnesota. Students will spend ten weeks in extramural clinical experiences in area dental offices.

PROGRAM LENGTH

- a) Two semesters – Fall and Spring
- b) Summer sessions- Two 5-week externship rotations (300 hours)
- c) 48 total credits – Diploma
- d) 60 total credits – AAS

PROGRAM LOCATIONS

The Dental Assistant Program is based on the Canby campus with an additional satellite site in Luverne, Mn. Activities that require the entire class to gather will be held at our Canby campus. For example; program orientation, review for board exams, externship orientation, and seminars. Additional events may be required throughout the year.

DISTANCE EDUCATION OPTION

Students must attend lectures on campus (Luverne or Canby) or in real-time utilizing Zoom (Distance Education {DE} Option). Students wishing to utilize the DE Option must declare their decision before the start of the program as well as their desired lab location. Students must be on campus for all scheduled labs. Labs occur 1-2 days per week in the fall and 2-3 days per week in the spring.

Note: Lectures *may* be recorded and students may appear in the recorded lectures, visually or audibly.

The program requirements for graduation are as follows:

- The student must attain at least a C for all required courses within the program, in addition to the General Education and General Study courses. Students must complete Fall Semester courses with a C or better to progress into Spring Semester. Spring Semester courses must be completed with a C or better to progress into Extramural Clinical Experiences (ECE) I. ECE I must be passed with a C or better before progressing into ECE II.
- The student must satisfactorily complete all required competencies put forth by the MN Board of Dentistry.
- The student must complete a minimum of 300 clinical hours in the Extramural Clinical Experiences and pass with a C or better.

**PROGRAM OUTLINE
DIPLOMA PROGRAM – 48 CREDITS**

Fall Semester

Course Number	Course Title	Credits
DEN 1100	Oral Radiology I	3
DEN 1110	Dental Science	3
DEN 1120	Chairside Assisting I	3
DEN 1130	Preclinical Dental Assisting	4
DEN 1135	Dental Practice Management	2
DEN 1140	Dental Materials	3
	Total Credits for Fall Semester	18

Spring Semester

Course Number	Course Title	Credits
DEN 1105	Oral Radiology II	3
DEN 1115	Dental Health	2
DEN 1125	Chairside Assisting II	4
DEN 1145	Expanded Functions A	3
DEN 1150	Expanded Functions B	3
DEN 1180	Jurisprudence	1
DEN 1185	Nitrous Oxide Inhalation Administration	1
GSCL 1105	Job Seeking Skills	1
	Total Credits for Spring Semester	18

Summer Semester

Course Number	Course Title	Credits
DEN 1155	Extramural Clinical Experience I	3
DEN 1160	Extramural Clinical Experience II	3
	Total Credits for Summer Semester	6

General Education Courses (may be taken either semester):

Course Number	Course Title	Credits
ENGL 1101	English Composition	3
CMST	Public Speaking or Interpersonal Communication	3

	Total General Education Credits	6
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ASSOCIATE OF APPLIED SCIENCE DEGREE – 60 CREDITS

Fall Semester

Course Number	Course Title	Credits
DEN 1100	Oral Radiology I	3
DEN 1110	Dental Science	3
DEN 1120	Chairside Assisting I	3
DEN 1130	Preclinical Dental Assisting	4
DEN 1135	Dental Practice Management	2
DEN 1140	Dental Materials	3
	Total Credits for Fall Semester	18

Spring Semester

Course Number	Course Title	Credits
DEN 1105	Oral Radiology II	3
DEN 1115	Dental Health	2
DEN 1125	Chairside Assisting II	4
DEN 1145	Expanded Functions A	3
DEN 1150	Expanded Functions B	3
DEN 1180	Jurisprudence	1
DEN 1185	Nitrous Oxide Inhalation Administration	1
GSCL 1105	Job Seeking Skills	1
	Total Credits for Spring Semester	18

Summer Semester

Course Number	Course Title	Credits
DEN 1155	Extramural Clinical Experience I	3
DEN 1160	Extramural Clinical Experience II	3
	Total Credits for Summer Semester	6

General Education Courses (may be taken either semester):

Course Number	Course Title	Credits
	Electives from Area 3 of MnTransfer curriculum	3
ENGL 1101	English Composition I	3
PSYC 1101	Introduction to Psychology OR	4
SOC 1101	Introduction to Sociology	3
CMST 1101	Public Speaking OR	3
CMST 1103	Interpersonal Communication	3
	General Education Electives	5or 6

Program-Course Requirements

REQUIRED BOOKS & SUPPLIES

- See [Online Bookstore](#) for textbook requirements
- Fall semester lab kit
- Spring semester lab kit
- Laptop or desktop computer (Chromebooks are not recommended)

Additional items to be purchased on your own or through the Canby Campus bookstore.

- Safety Glasses with wrap-around frames
- Side shields for prescription glasses

ADDITIONAL COSTS

UNIFORMS, see Dress Code

It is recommended that you purchase 4-5 sets, which include:

- a) Top: can choose either a scrub top of any style, a Minnesota West t-shirt, or a solid color t-shirt
- b) Scrub pants, any style
- c) Lab Jackets, required style: crew neck, long sleeve, snap or zipper front, knit cuffs, no V-necks or open neckline

Black, charcoal, or royal blue scrubs may be worn.

Color Selection:



CLINIC/LAB SHOES, See Dress Code

Black or predominantly black, athletic or medical-type shoes are required. They should be clean, comfortable, and in new or like-new condition. Shoes designated for clinic/lab use are required and should not be worn outside the building. Shoes such as Converse, Hey Dudes, or other canvas-type shoes are not acceptable. Croc-type shoes may be worn if they are a solid (no holes) style with a full heel (not just a strap).

General Information

RECOMMENDED SUPPLIES

- a) Colored pencils, highlighters
- b) Daily planner
- c) Printed lecture outlines may be utilized; however, you may want additional loose-leaf paper added to the outline binder
- d) Folders

DENTAL ASSISTING EXAMINATION FEES

(approximate costs, may change without notice)

Minnesota Jurisprudence exam (\$60.00)

Minnesota Licensure exam (DASLE) (\$70.00)

Note: If the DASLE exam is not passed after two attempts additional training is required.

Remedial training will be provided free of charge within 6 months of graduation, after that the cost will be \$400

Minnesota License Application (\$125)

Dental Assisting National Board Exam (DANB) Three exam components (\$450.00-\$810.00)

STAR OF THE NORTH DENTAL CONVENTION

The annual state dental convention is held in St. Paul, MN during the month of April. If the program chooses to attend, presence is required for those enrolled in Chairside Assisting II. If attendance is not possible, an alternative assignment will be given. There is no cost for the convention registration; however, the student will incur the cost of a hotel room, meals, and transportation. Fundraising may be an option to help defer costs.

SPECIALTY OFFICE ROTATIONS

Rotations at four specialty offices will be required as part of Chairside Assisting II during the Spring semester. These will primarily be located in Sioux Falls, SD but other locations may be considered with faculty approval. Students will be required to attend and may use college transportation with permission and appropriate approvals. Rotations will be scheduled on 2 non-class days. Students should be aware that personal schedules may be affected. Further details will be explained in Chairside Dental Assisting II.

POLICIES AND PROCEDURES

This information has been prepared for the use of the students enrolled in the DENTAL ASSISTANT PROGRAM. While the College has policies and procedures that are required of all enrolled in courses within the College, the DENTAL ASSISTANT PROGRAM has additional policies (College & Program) and adheres to them.

The objectives for each course will be aimed at developing the necessary skills, knowledge, and attitude for the student to be successful. Each course will have a course syllabus, and there will

be a full understanding of the requirements for the completion of each course. The student's completion of the program requirements will position the student to take the National Certification Examination, the State Licensure Examination, and the Minnesota Jurisprudence Examination.

The curriculum in the dental assisting program may expose students to hazardous materials, radiation, and/or infectious diseases. Students will be provided with information through education and program policies to protect themselves and their patients from harm. Students will be expected to utilize appropriate safety precautions in the classroom, laboratory, and clinic.

DISABILITY SERVICES

American Disabilities Act and Reasonable Accommodations:

To receive a reasonable accommodation, you must complete an Application for Disability Services and provide documentation of the disability.

The Disability Services Office will generally require documentation of the disability by the appropriate licensed professional in order to evaluate a request for a reasonable accommodation. Documentation should reflect the nature of the disability and how it affects you in an academic setting. The law allows the college to request recent documentation. If the disability has changed or fluctuates in intensity, then an up-to-date evaluation of the condition may be requested to determine reasonable accommodations.

Accommodations are arranged each term and students need to communicate with the Disability Services Office prior to, or at the beginning, of each term to arrange for academic accommodations.

There are conditions for which accommodations may be appropriate under the American Disabilities Act. Minnesota West Dental Assisting Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact the college Disability Coordinator, Brian.Reynolds@mnwest.edu. The student may also complete the Application for Disability Services found on the MN Website (https://www.mnwest.edu/images/student-services/disabilities_application.pdf).

NON-DISCRIMINATION POLICY/ AFFIRMATIVE ACTION

Minnesota West Community and Technical College will provide equal education and employment opportunities without regard to race, creed, color, sex, national origin, age, marital status, disability, reliance on public assistance, religion, or political opinions or affiliations. If you have any concerns contact the Dean of Equity, Inclusion, and Student Development. Abdul Abdigaani 888-989 5102 or abdullahi.farahabdigaani@mnwest.edu

RESPONSIBILITY FOR HEALTH CARE COSTS

Students are responsible for any healthcare costs incurred while enrolled in the program.

LIABILITY INSURANCE

Liability Insurance costs for the student are included in the clinical and course fees. Students are required to purchase an ADA (American Dental Assistants Association) student membership and liability insurance. The cost is approximately \$45 and must be purchased by week 8 of the semester.

WORKERS COMPENSATION

Students are not employees of the college or the clinical healthcare facilities and, therefore, are not entitled to workers' compensation.

STUDENT EMPLOYMENT POLICY

It is the policy of the Minnesota West Community & Technical College that students enrolled in the Dental Assistant Program do not accept or engage in paid employment as a Dental Assistant. Should a student choose not to comply with this policy, the Minnesota West Community & Technical College, the Dental Assistant Program, the clinical affiliates of the program, all of the respective administrative personnel, and program officials, will not accept any legal obligation for any liability arising out of the actions of student(s). If a student chooses to be employed by a clinical affiliated site, this employment is outside of all program didactic and clinical education time. At no time will a student be "staffed" during their clinical hours. Students are not allowed to be paid for clinical time nor are they allowed to complete any evaluations during paid time. Students will not be allowed to document any time in their clinical log book while they are employed as a student dental assistant. If this is observed, students face the possibility of probation or possible termination from the program.

COVID INFORMATION (subject to change based on current recommendations)

- Safety of our students is our priority.
- Masks are required based on county COVID prevalence and vaccination rates.
- Social Distancing is required based on county COVID prevalence and vaccination rates.
- During pandemic times, amendments to schedules and/or courses will be completed to maintain the safety of students. Clinical partner facilities may limit experiences to keep patients safe.
- Vaccinations – may be required by clinical partner facilities for students. (Minnesota West students are not required to have the vaccine unless required by training facilities.) Nursing and Allied Health programs require hands-on experiences at clinical partner facilities to meet graduation requirements.

CRIMINAL BACKGROUND STUDIES PROCESS

A background study is a screening to determine whether a person being studied has committed a disqualifying act. A Department of Human Services (DHS) background study includes a review of criminal history information maintained by the Minnesota Bureau of Criminal Apprehension (BCA) and records of substantiated maltreatment of a child or vulnerable adult and other applicable records. Fingerprinting of the study subject is required to conduct a Federal Bureau of Investigation (FBI) record check. "Direct contact" means providing face-to-face care, training, supervision, counseling, consultation or medication assistance to the people being served by the facility. A background study must be initiated by the college BEFORE a student begins providing direct contact.

Disqualifying Act

- A person can be disqualified if s/he is substantiated as a perpetrator of serious and/or recurring maltreatment of a vulnerable adult or a minor; and/or
- A person can be disqualified if s/he is convicted of, admits to or there is a preponderance of evidence that s/he committed certain crimes. A list of disqualifying crimes or conduct can be found in Minnesota Statutes, Section 245C.15.

Process

The college will input the student's data which will generate a MNDHS Fingerprint Authorization form. The student must review the form for accuracy and the information must be identical to their Acceptable Form of ID. The student must present the form along with their Acceptable Form of ID to the fingerprint technician. If the information does not match, the student will NOT be able to be fingerprinted. There is a \$9.10 fee for fingerprinting. Payment will be made at the fingerprint and photo location by check or money order. Checks can be made out to 3M Cogent. Cash and credit/debit cards are NOT accepted at the fingerprint and photo location. Credit and Debit Card payments must be made in advance by calling 3M Cogent Call Center toll free at 1-844-332-7671.

Background studies are submitted on all enrolled students during Fall semester before clinical labs. Externship sites may impose requirements on students working at their facilities, including criminal background checks. The Minnesota Board of Dentistry also requires criminal background checks as part of the process for licensure. This process can be initiated before licensure application.

VACCINATION AND PHYSICAL REQUIREMENTS

Health History and Physical Examination must be completed and the form submitted by the first day of Spring Semester. See Appendix I

PREREQUISITES FOR CLINICAL PATIENT CONTACT

- a) CPR Certification
- b) Completion of Health History & Physical Examination Form
- c) Completion/passing of criminal background check
- d) ADAA membership and liability purchase

*the student is responsible for all costs associated

CPR Certification:

Can be completed through either:

- a. American Heart Association (Healthcare Professional Basic Life Support (BLS))
- b. The American Red Cross (BLS for Healthcare Providers)
- c. Other vendors

The course must contain a hands-on practice component and a written exam.

Hepatitis B Vaccination:

The student will need the series of Hepatitis B vaccinations which consists of three injections. The second one should be received before the student begins the first patient interaction,

which will be in October. If the student is unable or unwilling to receive the vaccination they must converse with the Program Director and a waiver must be completed.

Tuberculosis:

The student will need either a two-step skin test, T-SPOT, TB, or QuantiFERON which tests for tuberculosis. When a test result is positive, a chest x-ray is required to rule out active tuberculosis. TB tests must be repeated yearly to encompass the entire length of the program. It is very important the student is tested before the first patient interaction; some clinical affiliates (mainly Sanford Health Systems) require the test to be done 14 days before externships.

Physical

A physical and immunizations will be required for all students. Guidelines are found within the the Health History and Physical Examination Form for Nursing/Allied Health Students.

This form is available on the website at: <http://www.mnwest.edu/student-forms> . This should be printed and brought to your medical provider to be completed.

All information will remain confidential. See Appendix I

PANDEMIC POLICY

The Dental Assistant program will follow the Minnesota West Policy in the event of a pandemic. Due to the uniqueness of our program, some adjustments may have to be made including but not limited to the following: Clinical location assignments, clinical hours, and clinical days of attendance. Decisions will be made on a case-by-case basis with the advisement of the clinical instructor, the program director, the clinical coordinator, and the student. The program will assure equitable treatment to students and will assure that students will be allowed to complete their clinical rotations. In the event that classes are canceled on campus due to a pandemic, clinicals will continue, if possible. Coursework will be made available via D2L. The student class schedule may be altered by the program director.

CREDIT FOR PREVIOUS COURSES/WORK EXPERIENCE/TRANSFER POLICY

Students will not receive class credit for previous work experiences.

Students transferring non-Dental Assistant course credits from other institutions would be required to submit an official transcript of their credits through the admissions department.

Students who have completed previous Dental Assistant-related coursework that may be relevant to the Minnesota West Dental Assistant Program will need to be aware of the following:

- The Dental Assistant Program will review any core coursework from other accredited Dental Assistant Programs on a case-by-case basis.
- All students applying for a transfer into the Dental Assistant Program must take appropriate college admission assessments.
- The Dental Assistant Program will not accept credit for work experience or experiential learning related to the Dental Assistant curriculum standards and curriculum design.
- Students transferring to the Minnesota West Dental Assistant Program must complete a residency requirement of one-third of their credits at Minnesota West.
- Students must be in good standing from their previous college.
- Previous Dental Assistant coursework grades must be equivalent to a C or higher to transfer.

- Students must have equivalent credit hours from the previous Dental Assistant program to coursework in Minnesota West's Dental Assistant Program.
- Credits for completed dental assistant courses are accepted if taken within three years.
- Students may be required to demonstrate proficiency in infection control, clinical skills, and didactic knowledge by exam and or skills assessments.
- The Dental Assistant Program also follows Minnesota State Board Policy 3.15 Advanced Standing, which can be found in the appendices, and the Dental Assistant Program will defer to the Board Policy 3.15 when needed

Procedures:

- Students will complete appropriate admission assessments
- Students who wish to have transcripts reviewed by the college must be a current student at the college. The Records Office will review general education and some technical credits. A petition can be used to appeal a decision.
- Transfer credits are only accepted with a letter grade of "C" or higher. The student must meet the graduation requirements of the program with a "C" or better for the required general education courses.
- If an appeal is made regarding a general education course, the Program Director will review it and if unable to determine, will defer to the expertise of the general education faculty to review the appeal.
- A syllabus and calendar/schedule must be provided to ensure the course meets the current course equivalency.
- Students who want to transfer credits from another Dental Assistant Program must supply the following documentation to the Dental Assistant Program at the beginning of one semester before the start of the program. (Example: If a student wants to start in the fall semester, the student would submit documentation by January of the same year).
 - Current official transcript.
 - All course syllabi and calendar/schedule.
 - Letter from the Program Director stating the student is leaving in good standing (on college letterhead).
 - Previous Dental Assistant Program Curriculum Design.
- Faculty members of the Dental Assistant Program will review documentation to ensure accrediting standards are met and make recommendations to the potential student for placement within the curriculum.
- Student may be required to demonstrate proficiency in infection control, clinical skills, and didactic knowledge by exam and or skills assessments. Students will be notified if acceptance is granted and what requirements must be met, before the end of the semester when documentation is provided.
- Faculty members of the Dental Assistant Program will defer to the college policy for Credit for Prior Learning if the above procedure does not apply to the student's request.

In-person Learning, Distance Learning, and Online Testing Guidelines

Upon admission to any college within the Minnesota State Colleges and Universities (Minnesota State) system, every student is required to establish a person-specific identification code. This code, known as a StarID, is a unique, secure identifier that replaces the need for multiple logins

across the Minnesota State system. The StarID is required to access the Learning Management System (LMS) used at Minnesota West, therefore providing proof of individual student work with every course and assignment completed through the LMS. Minnesota West's LMS is D2L Brightspace, which also provides access to Respondus Lockdown Browser, a home proctoring provider. Every course offered by Minnesota West can be on D2L and thus each faculty has access to Respondus Lockdown Browser to assist with maintaining stringent student integrity. Therefore, in addition to the specific behaviors listed in the Minnesota West Code of Conduct, the following measures may be taken in the Dental Assistant general education requirements and/or in the Dental Assistant specific coursework should the need arise: Dental Assistant students may need to complete tests in a proctored home environment through Respondus Lockdown and Respondus Monitor or other required home proctoring provider.

Online Testing Guidelines:

- The testing space needs to be quiet and clear of the following items: no pets, no people (adults or children), no electronic devices (including cell phones, smart watches, ear buds/headphones, iPads/iPods, other devices, etc.)
- No other person is allowed to enter the testing space while taking the test.
- No outside resources can be used such as textbooks, notes, or electronic resources.
- If a student prefers to wear non-electronic ear inserts, they must be shown and placed into ears in front of the proctored recording.
- Do not read questions out loud.
- No food and no beverages (no water bottles). No eating is allowed during final tests.
- While testing, stay in one chair – do not get up or leave the testing space.
- Eyes must be kept on the computer screen.
- The test must be taken in a well-lit area so that the camera can pick up facial features.
- There must be no communication with any other person by any means during the testing.
- No other person is allowed to take the test with you or for you.

Environmental Scans: The testing space should include only the testing device. The environmental scan should include the entire testing area (the clean desk/table/testing area and the computer/device). The desk and walls must not have any writing on them in your testing space. The proctored exam may ask for a second environmental scan during the test. The second environmental scan may be done at random for each test at the faculty member's discretion. When this happens, do not log out of the test; show the environment (the clear desk and testing space) and continue testing.

These guidelines are given to avoid test disruption and/or distraction. It is critical that the student demonstrates the knowledge to successfully complete a course, and these are ways to ensure that occurs. If an emergent issue arises during the test, it should be communicated directly into the proctored exam recording and the instructor should be notified immediately after completing the test. Test integrity and cheating will follow the college and program policy earning zero points.

Extramural Clinical Experience Policies and Processes

Students will spend 5 weeks at each of 2 sites for a total of 10 weeks and 300 hours. Students must pass ECE I with a C in order to continue on to ECE II.

Placement

- Externship site placement is determined by faculty. Students may NOT arrange externships without faculty approval. Students will provide their top 2 – 3 clinical choices for each experience. Every effort is made to arrange externships that suit the student's needs but a student may or may not be placed at an office of their choice.

- Sites must be within 100 miles of the student's home campus. Exceptions may be made when more than one student is choosing a geographical area outside of the 100-mile radius.

- Only one student may be placed at an office at a time. Consideration may be given if communications between the office and the program director establish that the office can support multiple student learners.

Extramural Clinical Timeline

December- Students will be asked to select their top 2-3 choices for each experience. The faculty will provide a list of offices that have provided past clinical experiences for students. If a student wishes to name an office that is not on the list, the faculty will evaluate and determine if the facility meets the student/s training needs. If more than one student selects the same office, the faculty will meet with the student/s to understand the circumstances surrounding the selection. In some cases, the dental office may request an interview process before accepting students for training.

January- Faculty will review the selections and appoint preliminary placements. The student will then contact the office, asking if they are taking interns during our ECE timeframes. The student will let the faculty know if the office is accepting. The college will initiate Affiliation Agreements with the facility.

March- With guidance, the student will prepare mailings that include our student-department-site contract and student competency levels.

April- Students will make a pre-arrival call no less than 3 weeks before the start of the ECE to re-introduce themselves and ask questions that pertain to the upcoming experience.

Expectations

Hours

The student is expected to be at the office during normal working hours.

Time off is not allowed. If extenuating circumstances or illnesses arise, you must report the absence to your faculty supervisor as the situation arises. If the student has a preplanned event during the ECE, it must be brought to the faculty supervisor's attention before arranging the experience. Time off from the ECE may not or may not be granted.

Uniforms

See Dress Code Policy above. All regulations must be adhered to while at the ECE site as you are still a student.

The student will ask the office about any specific requirements. If the office standards are below what is expected while in the program, the student will follow department guidelines. Uniforms should be washed at the office with the rest of the staff laundry. If laundry facilities are not available at the office, the student should bring disposable jackets used during clinic (more can be purchased at the Blue Jay's Nest) or ask if they are provided. The same clinic shoes used while in the program should be able to be worn but the student should clarify. College-issued name tags must be worn to identify you as a student.

Homework

All assignments must be completed. If turned in after the due date, no points will be awarded.

Seminar

Students will meet with faculty after the completion of each ECE to discuss the experience and further prepare students for taking any remaining board exams. Attendance is mandatory. If extenuating circumstances arise and the student cannot attend it will be their responsibility to return the ECE folder to faculty in a timely manner.

Student Expectations Form

Students will be presented with and be asked to sign a knowledge statement regarding the expectations set for them. See Appendix H.

CODE OF CONDUCT/ ACADEMIC INTEGRITY

Order in the Classroom: The instructor has the responsibility and right to ensure a classroom environment conducive to learning. Students are expected to conduct themselves in a manner suitable to that environment. Actions deemed necessary by the instructor to secure that environment, including disallowing (a) classroom disruption, (b) refusal to follow reasonable college rules and classroom standards and (c) any other behavior dangerous to self, others or the property of others.

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. Minnesota West Community & Technical College students are expected to honor the requirements of this policy.

Full review of Minnesota West Code of Conduct and Academic Integrity Policy can be found at: https://www.mnwest.edu/images/student-information-policies/code_of_conduct.pdf

CLASSROOM CONDUCT

- a. All students are expected to arrive on time and participate in all class activities.
- b. Non-constructive behavior includes but is not limited to 1. Sleeping, 2. Reading non-class material, 3. Talking to other students. 4. Texting or other use of a cell phone
- c. No student shall attend class under the influence of illegal drugs or alcohol.
- d. Cell phones, earbuds or other items not appropriate for instruction should not be brought to the classroom, lab, or clinic.
- e. Insubordination, defined as intentional disregard for rules and policies, will not be tolerated.

ZOOM CONDUCT

When attending via Zoom, some expectations must be followed.

- a. Camera and mic must be used. Your face should be centered on the screen and lighting should allow for your face to not be shadowed.
- b. Sit in an attentive position.
- c. Be in a distraction-free room just as if you were in a classroom. Family, roommates, and guests should not be in the same room during lectures and pets should not be a distraction to you.
- d. Cell phone use during class is not acceptable.
- e. Class time is not an appropriate time to work in D2L or submit assignments, email faculty, etc.

LAB CONDUCT

- a. Arrive on- time and prepared for the day's activities.
- b. Wear proper PPE.
- c. Follow safety guidelines.
- d. Maintain your own workstation. Example: instruments, typodonts, materials, work surfaces.
- e. Facilities and equipment must be maintained at a level of neatness and cleanliness appropriate for a health occupation.
- f. Equipment will be used only with the permission of a dental assisting instructor. An instructor must be present during the use of most equipment.
- g. Students from other departments will be allowed in the dental assisting department only for scheduled appointments and/or the approval of a dental assisting department instructor.

CLINIC CONDUCT

- a. Maintain infection control.
- b. Students are responsible for scheduling patients at the assigned time.
- c. Displaying professionalism at all times Example: voice tone and volume, refrain from using profanity, use professionally accepted terminology.
- d. Have all paperwork ready for instructors at the start of the appointment.
- e. Willingly accept critique during skills assessments.
- f. Teamwork is important to maintain a smooth clinic day and all students are expected to share the responsibilities which include arriving in time to prepare themselves, as well as the general clinic, and staying until all work is complete.

LECTURE ATTENDANCE

Attendance is your choice, however; students are expected to attend all scheduled learning experiences. Attendance is defined as being present on campus or connected live online via Zoom (declared Distance Education students). Success in the Dental Assistant program depends largely on consistent attendance. In academic courses, grades are earned based on the student's attainment of course objectives. Regular and punctual attendance is a predictor of success. In your absence, you will be responsible for daily lecture notes, materials, and assignments. Due to the use of online assignment completion and submission, all assignments will be due regardless of your presence or absence.

- a. Students are expected to arrive in class on time and remain in class the entire class period.
- b. Medical, legal, academic, or other personal appointments should be made for non-class time.
- c. Missing a class due to an approved Minnesota West-sponsored event will not affect the attendance record if the instructor is notified in advance of the absence.
- d. If you are going to be absent, a call or email to the faculty teaching the class must be made before the scheduled class time.
- e. When extenuating circumstances arise, faculty may excuse the absence on a case-by-case basis.
- f. After two absences, the student must meet with faculty and the program director to discuss further success in the program.

LAB ATTENDANCE

Lab Attendance is required. If extenuating circumstances (illness, family emergency, etc.) arise, the instructor must be notified before the scheduled class time. The instructor may or may not excuse the absence.

Arrangements must be made within one week to make up the missed lab.

After 2 tardy/ absences (either excused or unexcused) the student's success in the program will be questionable and now must meet with faculty to discuss a plan for attendance to ensure continued success.

Lab activities missed due to an unexcused absence ("no-call, no-show", prior notification was not given) must still be completed but points will not be awarded.

Make-up lab time will be at the faculty's discretion.

TESTS

Tests may be given:

1. Through D2L Brightspace to be completed on your own time by the scheduled due date, utilizing Respondus Monitor. A missed test can still be taken (as arranged with the instructor) but points will not be awarded. Follow the online test-taking policies outlined above.
2. During class time using your own laptop (Distance Education students will be able to take tests while on Zoom if the test is given during class time).

All students must be present on campus for final tests.

Make-up tests (for scheduled in-class tests):

With notification to the instructor (Excused): the missed test must be taken within 3 days of returning to class. Arrangements must be made with a test proctor by visiting the Minnesota West LARC-Library web page. [Test Proctoring](#)

Without notification to the instructor (Unexcused): The test will not be allowed to be made up.

NOTE: The instructor must be notified before the scheduled test time if you will not be on campus or are unable to take the test at the scheduled time due to extenuating circumstances. A missed test can still be taken (as arranged with the instructor) but points will not be awarded.

DRESS CODE

Classroom:

Dress should be appropriate to not distract from student learning, both in the classroom and while on Zoom.

Lab/Clinic:

Uniform: only the pre-selected uniform is to be worn. No turtleneck or mock turtleneck shirts may be worn. Pants should be short enough so they do not drag on the ground. Uniforms must be clean and free of wrinkles, lint, and pet hair.

Lab Coat: to be worn over the student's clinical uniform during preclinical and lab exercises. The lab coat is not to be worn outside of the clinic or lab.

Disposable lab coat/gown: worn during all patient procedures; to be removed before leaving the clinic.

Shoes: Designated clinic shoes are required, see details above

Nametag: worn on the left side of the lab coat/disposable gown

Safety Glasses: must be worn during all lab, preclinical, and clinical procedures

Jewelry: one ring, stud earrings may be worn, no earrings that dangle

Facial Jewelry: is discouraged

Oral Piercings: are considered unacceptable and cannot be worn

PERSONAL GROOMING

Hair should be clean, above the collar, or tied back away from the face. No hair should be falling forward while working on patients or during lab. Facial hair should be clean and neatly trimmed to be covered with a mask.

Skin should be clean and odor free. Strongly scented perfume, aftershave, or lotions should be avoided.

Makeup should be used in moderation.

Breath should not be offensive, regular oral hygiene is a must.

Nails should be kept short and clean.

Disregarding dress code and grooming expectations may result in the student being removed from the clinic. In this situation, there will be a loss of professionalism and procedure points for the scheduled assessment. A Notice of Probation will also be issued.

GRADING

Evaluation is an important part of the program. The course syllabus, lab, and clinic forms will identify the requirements for successful completion. These requirements will make up the grade for each course. The same grading criteria will be used in all courses.

Points will be weighted as follows: Tests- 50%, Homework 25%, and Labs/Skills Assessments 25%

Course points will be totaled throughout the semester and the letter grade will be based on a percentage of total points:

94 - 100% = A
90 - 93% = A-
86 - 89% = B+
83 - 85% = B
80 - 82% = B-
76 - 79% = C+

73 - 75% = C
70 - 72% = C-
66 - 69% = D+
63 - 65% = D
60 - 62% = D-
below 60% = F

Students must achieve a minimum of a “C” (73%) in all classes. Students receiving an “I” – Incomplete in a course, due to extenuating circumstances, must complete the course work within the approved timeline established by the program director and faculty.

LATE POLICY

Coursework is due as assigned. Request for late work may be considered by faculty and granted based on circumstances resulting in the late work, as well as the frequency of requests. Accepted late work may result in a reduction of points. Dental Assisting concepts build on one another, therefore it is imperative that work be completed as assigned to assist the student in the learning process. Some assignments are required to be completed to pass the course. If late, these assignments may not earn points but must be completed.

Note: the instructor retains the right to review extenuating circumstances on a case-by-case basis.

Behaviors that do not support a positive classroom/lab/clinic environment will result in a Notice of Probation and/or a referral to the Dean of Equity, Inclusion, and Student Development for review of conduct.

DENTAL ASSISTING PROBATION POLICY

Program probation is disciplinary action that will be taken when a student breaches policies of a dental assisting program course, the Dental Assisting Program, college, or industry standards; engages in a critical incident in any dental assisting course; or demonstrates insubordinate behavior. The severity of consequences increases with each incident. Extreme behaviors may immediately result in Step II or III consequences.

Examples of breach of standards may include, but are not limited to:

- Breach of patient confidentiality or HIPAA guidelines
- Discourteous treatment of patients, faculty, staff, or fellow students
- Unprofessional behavior, plagiarism, or integrity misconduct
- Repeated tardiness and/or absenteeism or failure to notify the instructor of impending absence in lab/clinical courses
- Falsification of ill time
- Academic dishonesty
- Failure to follow policy or procedure
- Falsification of patient records

- Theft

Examples of critical incidents may include, but are not limited to:

- Unsafe practice
- Practicing outside the scope of practice
- Behavior that puts self or others at risk while participating in academic-related activities

Examples of insubordinate behavior may include, but are not limited to:

- Unruly behavior
- Noncompliance with course or program rules and policies
- Tardiness and absenteeism

Probation Procedure

1. Instructor promptly discusses the incident with the student privately and determines if the student will be permitted to remain in the classroom, lab, or clinical area.
2. Instructor will communicate expectations to the student, document the incident, and communicate using the Notice of Probation form.
3. The instructor reviews the Notice of Probation with the student and gives the student the opportunity to provide a description of the situation that will be attached to the Notice of Probation.
4. Instructor and student sign the Notice of Probation form, indicating they have discussed the incident and resulting probationary status including the probationary plan and consequences associated with the student's failure to comply.
5. Faculty will forward the electronic Notice of Probation to the Dental Program Director for review and signature. Based upon the severity of the incident, the Dental Program Director may request to meet with the student.
6. The Dental Program Director will return a copy of the signed Notice of Probation to the instructor and student and track probation on the Program Probation Log.
7. Terms of the Notice of Probation remain in effect until the student graduates.

Probation Consequences

1. First Violation
 - a. The notice of **Step I Probation** form is completed and reviewed with the student.
 - b. The student will be required to have a conference with the program director and/or the instructor. Documentation will be placed in the student's file. The student will be asked to review the policy in the Program Manual.
 - c. The student will be assigned a letter grade of F on the exam, assignment, or skills assessment associated with the infraction, which may affect the student's ability to successfully meet course or program outcomes.
2. Second Violation
 - a. The Notice of **Step II Probation** form is completed.
 - b. The student will be required to have a conference with the program director and the course instructor. During the conference the faculty and student will evaluate the continued violations and the student will be required to re-evaluate the action plan developed for the Step 1 Probation. Faculty will help further develop and correct the behavior.
 - c. The student may be assigned a **letter grade of F** for the course associated with the incident, which will affect the student's ability to successfully meet course

and/or program outcomes. The student may continue in the current semester courses in which s/he is enrolled but will be ineligible to progress in the program at the end of the semester. If the student wishes to pursue the dental assisting program, s/he may be readmitted on a space-available basis.

3. Third Violation

- a. The **Notice of Step III Probation** form is completed.
- b. The student will then be dismissed from the program
- c. The student will be assigned a **letter grade of F** for the course involving the associated incident. The student may not continue in the other courses not involved in the incident in which s/he is enrolled, will be ineligible to progress in the program at the end of the semester, and is ineligible to reapply to the Dental Assisting program.

See Appendix K

NOTE: Subsequent incidents leading to a Step II or Step III Probation status may be repeat infractions or unrelated incidents.

Gross Unsafe Practice

Depending on the incident(s), the student may be immediately removed from the learning environment, awarded a letter grade of F for the course, and may be terminated from the program. Examples of incidents that may be cause for immediate removal, course failure, and program dismissal include, but are not limited to:

- Incidents where the patient is at risk for injury or does experience an injury.
- Incidents where the student breaks the law while engaged in activities related to his/her Minnesota West academic endeavors.
- If a student comes to class, lab, or clinic under the influence of any illegal substance, including alcohol, s/he will be immediately dismissed from the program.

Students removed from the program for these reasons are **ineligible** to reapply to the dental assisting program.

Minnesota West Community and Technical College Dental Assistant Remediation Policy

The Dental Assisting Program at Minnesota West Community and Technical College requires students to achieve a minimum grade of a C in all required courses. All lab/preclinical skills assessments must be completed with a grade of 75%, and clinical skills assessments with a grade of 80%, unless otherwise noted. Failure to meet these minimum criteria may result in a Remediation Plan. If the student is unsuccessful in remediation, the student may be terminated from the program. The definition of “unsuccessful” is a below-passing grade after two attempts of remediation for a specific deficiency.

The purpose of remediation is to increase student success in a skill, concept, or competency in a particular course/objective. Remediation is individualized and designed to address specific areas for improvement. The student will meet with the faculty to identify these areas and develop a mutually agreed upon remediation plan.

Remediation Procedure

1. The faculty and student will identify the specific area for remediation.
2. Remediation must occur during the semester that the competency/course is being offered.
3. A specific schedule (up to two remediation sessions) will be developed by the faculty. A copy of the remediation plan will be given to the Program Director, faculty, and student. A copy of the plan will be placed in the student's file.
4. If a student fails to attend a remediation session, the missed session will be considered the first of the two allowed sessions. The student would be notified by the faculty, via Minnesota West e-mail, that they must meet with the instructor and the program director to establish a plan for the successful completion of all areas deemed deficient. The student's response to the instructor and program director must occur within five business days of the date of the instructor's email notification.
5. If the student does not progress after two sessions of remediation, the student will meet with the faculty member and Program Director to discuss the potential for success and the student's options.

See Appendix A for Remediation Plan Form

INFECTIOUS CONTROL POLICIES AND PROCEDURES

A. Infectious Disease Control

Minnesota West Community and Technical College Dental Assistant Program adheres to the concepts of Standard Precautions as defined by OSHA's Bloodborne Pathogens Standard. Emphasis is on the critical role each dental health care team member plays in maintaining a clean and safe environment. The policies and procedures outlined here are in place to protect students, staff, faculty, and patients from the spread of disease and to maintain a safe learning and work environment.

Infectious disease control policies and procedures are reviewed regularly by the dental assistant department and are revised following the latest recommendations by the American Dental Association, OSAP, CDC, and other leading healthcare authorities. Personal protection is one of the most important aspects of preventing infectious diseases. Minnesota West Community and Technical College Dental Assistant Program enforces the following standards.

B. Policy Statement on Infection Diseases

Minnesota West Community and Technical College Dental Assistant Department accepts the American Dental Education Association (ADEA) policy statements concerning

infectious disease health risks set forth on March 7, 2001. These policy statements are recommendations and guidelines for allied dental education institutions and personnel.

1. Infectious Diseases

- a. **Human Dignity:** All dental personnel are ethically obligated to provide patient care with compassion and respect for human dignity.
- b. **Refusal to Treat Patients:** No dental personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease, such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency virus (AIDS), or hepatitis B or C infections. These patients must not be subjected to discrimination.
- c. **Confidentiality to Patients:** Dental personnel are ethically obligated to respect the rights of privacy and confidentiality of patients infectious diseases.
- d. **Confidentiality of Faculty, Student, and Staff:** Dental education institutions and programs are ethically obligated to protect the privacy and confidentiality of any faculty member, student, or staff member who has tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious agent must consult with appropriate healthcare professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a dental faculty, student, or staff member learns that continuing to provide professional services represents a material risk to patients, that person should so inform the Dean of Allied Health. If so informed, the Dean of Allied Health should take steps consistent with the advice of appropriate health professionals and with current federal, state, and/or local guidelines to ensure that such individuals do not engage in any professional activity that would create a risk of transmission of the infection to others. Refer to Minnesota State Guidelines, Sections 214.17-214.25 at www.dentalboard.state.mn.us.
- e. **Counseling and Follow-up Care:** The chief administrative officer must facilitate appropriate counseling and follow-up care, and should consider establishing retraining and/or counseling programs for those faculty, staff, and students who do not continue to perform patient care procedures. Such counseling should also be available to students who find they cannot practice because of 1) permanent injury that occurs during dental training, 2) illnesses such as severe arthritis, 3) allergies to dental chemicals, or 4) other debilitating conditions. Dental education institutions and programs should make available institutional guidelines and policies in this area to current and prospective students, staff, and faculty. Dean of Allied Health must facilitate appropriate counseling and follow-up care for those faculty, staff, and students who do not continue to perform patient care procedures.
- f. **Protocols:** Chief administrative officers of dental education institutions and programs must establish and enforce written preclinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and

hazard control, and hazardous waste disposal. These protocols should be consistent with current federal, state, and/ or local guidelines and must be provided to all faculty, students, and appropriate support staff. To protect faculty, students, staff, and patients from the possibility of cross-contaminations and other infection, asepsis protocols must include a policy in adequate barrier techniques, policies, and procedures. Minnesota West Community and Technical College Dental Assistant Department has established and enforced written pre-clinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous-waste disposal. These protocols are consistent with current federal, state, and/or local guidelines, and are provided to all faculty, students, and appropriate support staff. To protect faculty, students, staff and patients from the possibility of cross-contaminations and other infections, Minnesota West dental assistant department has policies and procedures in disinfection protocol and barrier techniques.

- g. Testing for Infectious Disease and Immunization. Chief administrative officers must facilitate the availability of testing of faculty, staff, and students for those infectious diseases presenting a documented risk to dental personnel and patients. Further, the administrative officers must make available the hepatitis B vaccine and appropriate vaccine follow-up to employees such as faculty and staff, in accordance with Occupational Safety and Health Administration (OSHA) regulations. Also, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, all students should 1) demonstrate proof of immunity, 2) be immunized against the hepatitis B virus as part of their preparation for clinical training, or 3) formally decline vaccination. Students who decline to be vaccinated should be required to sign a formal declination waiver form, consistent with procedures promulgated by OSHA for employees. Chief administrative officers should also strongly encourage appropriate faculty, staff, and students to be immunized against not only hepatitis B, but also other infectious diseases such as mumps, measles, and rubella, using standard medical practices. In addition, all dental education institutions and programs should require pre-matriculation and annual testing for tuberculosis. Minnesota West requires all students to be immunized against the Hepatitis B virus as part of their preparation for clinic training, or demonstrate proof of immunity. Minnesota West also requires students to be immunized against not only hepatitis B, but also other infectious diseases such as mumps, measles, and rubella, using standard medical practices, and be tested for tuberculosis.

BLOODBORNE, ASEPSIS, HAZARD AND INFECTION CONTROL PLAN

General policy:

Minnesota West Community and Technical College, Canby Campus is committed to providing a safe and healthful workplace for all employees and students through compliance with applicable OSHA standards.

This written exposure control plan has been developed to comply with OSHA's Bloodborne Pathogens Standards. The standards are designed to protect employees/students from occupational exposure to HIV, HBV, and other bloodborne pathogens.

The exposure control plan is accessible to all employees and students. It will be reviewed at least annually and updated as often as changes in positions, tasks or procedures require.

The Dental Assistant Program Director has been designated the OSHA compliance manager for the program and is responsible for implementing the exposure control plan. The compliance manager will provide employees and students with a copy of the plan upon request.

Exposure determination:

The Bloodborne Pathogens Standard describes how to determine which employees or students have occupational exposure to bloodborne pathogens. The standard defines occupational exposure as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's/student's duties. Other potentially infectious materials are defined in the standard to include saliva in dental procedures and *unfixed* tissue. Occupational exposure must be determined without regard to the use of personal protective equipment.

The following exposure determination has been prepared for this office:

All employees in the following job classifications have occupational exposures:

All Dental Assistant Faculty
Supervising Dentists

All students have occupational exposure during the clinical phase of the Dental Assisting Program. Some employees in the following Job classifications have occupational exposure, and the tasks/procedures that give rise to the exposure are listed:

Custodial staff
Equipment repair

Education

Before engaging in activities where there is a potential risk for exposure to blood or body fluids, all students in healthcare fields will be educated about bloodborne pathogens and recommendations for safe practice. The Administration/Faculty of Minnesota West Community

and Technical College are responsible for disseminating information about bloodborne pathogens and their transmission to their students. The curriculum must reflect content related to bloodborne pathogens and the practice of standard precautions.

Bloodborne Pathogens Education will be provided as follows:

PROGRAM	COURSE
Practical Nursing	NURS 1120 Nursing Care of the Adult I NURS 1140 Nursing Skills Lab NURS 1180 Clinical Application
Associate Science Nursing	NURS 2140 Professional Nursing Skills NURS 2180 Clinical Application
Medical Laboratory Technician	MDLT 1100 Introduction to Lab Science
Medical Assistant	MDLT 1100 Introduction to Lab Science
Dental Assistant	DEN 1130 Preclinical Dental Assisting
Surgical Technology	SURG 1110 Surgical Microbiology
Radiology Technology	RADT 1100 Introduction to Rad Tech and Patient Care
Emergency Medical Services	All EMS courses
Phlebotomy	MDLT 1100 Introduction to Lab Science
Certified Nurse Assistant	HC 1175 Nurse Assistant

Students may be participating in activities within courses that have the potential for exposure to infectious diseases. All measures must be exercised to minimize risk. Students who fail to adhere to the Blood Borne Pathogens Policy pose a risk to themselves and others and may be withdrawn from the program.

Dates:

This school will implement the following sections of the Bloodborne Pathogens Standard before the start of clinical courses each year (Spring Semester):

- | | |
|------------------------------------|--|
| Standard Precautions | Housekeeping |
| Exposure control plan | HBV vaccination/post-exposure evaluation and follow-up |
| Information and training | Labels and Signs |
| Record keeping | |
| Engineering/work practice controls | |
| Personal protective equipment | |

Definitions:

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

Contaminated: The presence of blood or other potentially infectious materials on an item or surface.

Engineering Controls: Controls that isolate or remove the bloodborne pathogens hazard from the environment. Examples of environmental controls include sharps disposal containers, self-sheathing needles, and needleless systems.

Exposure: Skin, eye, mucous membrane, non-intact skin, or other parenteral contact with blood or other potentially infectious materials. Exposure may occur because of a percutaneous injury, or contact with mucous membranes or non-intact skin.

Other Potentially Infectious Materials: Blood as well as cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, semen, and vaginal fluids are considered to be contaminated. Standard precautions do not apply to feces, emesis, urine, nasal secretions, sputum, sweat, or tears unless they are visibly contaminated with blood.

Personal Protective Equipment (PPE): Specialized clothing or equipment worn for protection against a hazard. General work clothes (uniforms) are not considered PPE.

Post-Exposure Prophylaxis: Drug and/or immunization interventions administered to help prevent acquiring a blood-borne infection.

Standard Precautions: This is an approach to infection control that treats blood and certain body fluids (including saliva in dental procedures) from all patients as infectious for HBV, HIV, and other bloodborne pathogens, regardless of the patient's perceived infectious status. These are a set of precautions designed to prevent transmission of bloodborne pathogens. They involve the use of appropriate hand washing combined with the use of appropriate protective barriers, such as gloves, gowns, masks, protective goggles or face shields, which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials. Standard precautions also include the concept whereby health care workers take all necessary precautions to prevent injuries caused by sharp instruments or devices.

Standard Precautions:

Minnesota West Community and Technical College requires the use of standard precautions in healthcare programs. Education is provided to students by faculty in classes where there is an anticipated potential for exposure. (See information about education above).

Engineering Controls:

These include sharps disposal containers, needleless systems, self-sheathing needles, and other mechanical devices. Annual review of appropriate engineering controls will be performed by instructors teaching in programs utilizing engineering controls.

Work practice controls:

Used to reduce the likelihood a student will be exposed by changing the way a task is performed. Engineering and work practice controls used in these facilities are detailed below.

Hand washing:

Hand washing is the single most effective method to prevent the transmission of infection. Various hand-washing agents, plain or antimicrobial soap, and alcohol-based hand sanitizers are available in campus labs and clinical sites. Students, faculty, and staff should follow the recommendations published by the CDC for hand hygiene. <http://www.cdc.gov/handhygiene/>

- A. Hands should be washed with soap and water when hands are visibly dirty, contaminated with blood or body fluids, contaminated with protein-based substances, and at the beginning and end of the clinical or lab experience.
- B. The preferred method of hand hygiene is with an alcohol-based hand sanitizer when hands are not visibly dirty.

Hand hygiene should be performed at the following times:

- Before direct contact with all patients
- Before donning gloves
- After removing gloves
- After contact with patient intact skin
- After contact with blood, body fluids, excretions, mucous membranes, non-intact skin, or wound dressings
- During patient care, if hands are moving from a contaminated body site to a clean body site
- After personal contact such as nose blowing, sneezing, or using the bathroom
- Before preparing or eating food
- After touching the patient's surroundings

Hand washing facilities are readily accessible in the following locations:

Canby:

1. Central clinical hand washing area (2 sensor-controlled sinks)
2. Operatory #1
3. Side of Clinic (2 sensor-controlled sinks)
4. Sterilization counter sink
5. Lab area 4

Luverne:

1. Clinic (4)
2. Sterilization (1)
3. Lab area (2)
4. Classroom/Lab (1)

Alcohol-based hand sanitizers may be used if hands are not visibly soiled and is available for each treatment room and common areas.

Barrier protection:

- Gloves must be worn when examining and treating all patients.
- Damaged gloves must be changed immediately, and gloves must be discarded at the end of each treatment session.
- Gloves must not be worn outside the treatment room. This means that gloves must be removed when leaving treatment rooms to obtain supplies, etc.
- Masks must be worn to protect oral and nasal mucosa from splatter of blood, saliva, and aerosols.
- Eyes must be covered with protective glasses or face shields to guard against splatter of blood, saliva, and aerosols.
- Disposable lab coats/gowns must be worn over scrubs in clinical areas and changed for each patient.

Preventing cross-contamination:

Infection control protocols have been identified and are implemented by faculty and students. See below for Infection Control Protocols

Handling contaminated needles and other sharps:

The standard defines contaminated sharps to mean any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Contaminated sharps are handled as follows to minimize employee exposure:

Shearing or breaking of contaminated sharps is never permitted.

Immediately or as soon as possible after use, contaminated reusable sharps (such as scaler or explorer) must be placed in appropriate containers until they are processed. Containers provided for this purpose are puncture-resistant and handled in a manner that does not require employees to reach by hand into the containers.

Containers for disposable sharps are located in the sterilization area

Utility gloves will be worn when handling contaminated instruments.

Contaminated instruments will be processed following the steps in the Infection Control Protocol document.

Food and drink:

May not be stored in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present. Eating, drinking, applying cosmetics, and handling contact lenses is prohibited in work areas where there is reasonable likelihood of occupational exposure.

Techniques to minimize splashing and spraying:

Procedures involving blood or other potentially infectious materials are performed in a manner to minimize splashing, spraying, spattering, and generating droplets of these substances. Methods that may be used to accomplish this goal include:

1. high volume evacuation
2. saliva ejectors

Specimens:

No specimens of blood or other potentially infectious materials are handled in this school.

Contaminated equipment:

Equipment that becomes contaminated with blood or other potentially infectious materials must be examined before servicing or shipping and decontaminated as necessary, unless decontamination is not feasible.

Equipment that cannot be completely decontaminated before servicing or shipping must be marked with a biohazard label that states which parts are still contaminated. This information must be conveyed to employees/students, service people, and others who handle the contaminated equipment.

Personal protective equipment (PPE):

The standard defines personal protective equipment (PPE) as specialized clothing or equipment worn by an employee/student to protect against a hazard. General work clothes that are not intended to function as protection against a hazard are not regarded as PPE.

The specific PPE used will depend on the task and degree of exposure anticipated. In general, PPE is appropriate if it prevents blood or other potentially infectious materials from passing through or reaching employees' undergarments, clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

Use of PPE:

Employees / students must use appropriate PPE whenever there is occupational exposure. This is OSHA requirement.

The only exception is in the rare and extraordinary circumstances where, in the employee's/student's judgment, using the PPE would:

- 1) expose the employee/student to greater hazard, or
- 2) prevent the employee/student from delivering patient care.

Generally, this exception would only apply in cases of extreme emergency. When an employee/student makes this judgment, the circumstances will be investigated and documented to determine whether changes can be made to prevent such occurrences in the future.

Students must wear appropriate PPE during all patient contact events while on-campus and during Extramural Clinical Experiences.

Gloves:

Gloves must be worn whenever you anticipate contact with blood, saliva, mucous membranes or blood contaminated objects or surfaces. There are significant risks to both dental health care personnel and patients when gloves are not used. Ungloved hands are probably the mechanism by which dental personnel have acquired HBV infections from their patients. Transmission of infectious agents from provider to patient, though relatively rare, has also been documented.

Different types of gloves should be used for different purposes. Factors to consider when choosing gloves include the type of procedure, the tactile sensitivity required for the procedure, and the comfort of the wearer.

There are three major categories of gloves: 1) Exam gloves: latex, vinyl or nitrile (sterile and non-sterile), 2) over gloves, and 3) utility gloves.

Gloves must be changed between patients, whether they are worn for treatment or examination. Gloves should not be washed. Hand hygiene should always be performed after removing gloves for several reasons; Disinfecting agents may cause deterioration of glove material, and minute tears or punctures in gloves may occur during treatment, resulting in contamination of hands. Also, resident organisms on the hands can multiply rapidly in the warm, moist environment of gloved hands and could be passed on to the next patient. If you become aware of tears or punctures in gloves during patient care, remove them as soon as possible, wash your hands and reglove. Disposable (single use) gloves should never be reused.

General purpose utility gloves are thicker, "dishwashing" type gloves that are only appropriate for use during clean up and disinfection procedure. These gloves are not designed specifically for health care uses and are not regulated by the FDA. Unlike gloves used during patient care, utility gloves can be washed, sterilized, and reused. However, be sure to replace them if they become cracked or worn, or if they show other evidence of deterioration.

Masks:

A mask must be worn to protect the mucous membranes of the nose and mouth from exposure to blood and saliva. Spatter containing blood and saliva may be generated during dental procedures involving use of equipment such as the air turbine hand piece, air water syringe, or ultrasonic scaler. Studies have shown that spatter generated from the air turbine hand piece contains microorganisms. Other studies indicate that spatter, rather than true aerosols (that is, particles of material with remain suspended in the air) are generated by dental procedures. Consequently, spatter represents a greater risk of exposure. Dental health care personnel should identify which procedures can cause spatter and protect themselves by using a mask when performing those procedures. The protection provided by any mask is compromised if it

does not fit well, because a poor fit may allow spatter to enter around the edges of the mask. Adjust it so that it fits snugly against the face.

Keep beard and mustache groomed so that the mask fits well and can be worn effectively.

Change the mask between patients or if the mask gets wet.

Remove the mask as soon as treatment is over. Don't leave it dangling around your neck, and don't leave the treatment room with a mask in place or around your neck.

When removing a mask, handle it only with the elastic or cloth tie strings. Never touch the mask itself.

Protective eyewear:

Protective eyewear must be worn to protect the mucous membranes of the eyes from projectiles and spatter of blood and saliva. The risk of exposing the tissues of the eyes to blood and body fluids is well documented. Viruses such as hepatitis B and herpes simplex can be transmitted to dental staff whose eyes are splashed or spattered with saliva or blood.

The protective eyewear may include goggles, safety glasses with side shields, or regular glasses with solid side shields. Since many dental procedures produce projectiles from materials such as amalgam restorations or crowns, consider using shatter-resistant protective eyewear. In such instances, protective eyewear for the patient should also be used. In addition to the above, it is suggested the protective eyewear be anti-fog.

Gowns:

Students will wear scrubs, with a long-sleeved, high-collared disposable clinical jacket/gown worn over top, when subject to occupational exposure.

Students will purchase their own gloves, masks, protective eyewear, and gowns from the bookstore. They will be stored in lab drawers or lockers.

Cleaning disposal, repair, and replacement:

PPE must be removed immediately or as soon as feasible after it is penetrated by blood or other potentially infectious materials.

All PPE must be removed before staff/students leave the work area.

After PPE is removed, it must be placed in the designated area or container for storage, washing, decontamination, or disposal.

Disposable clinical jackets will be worn during patient procedures and will be discarded after each patient.

Laundry:

Laundry services are not available within the program. Students will wear disposable gowns during clinical procedures. Student clothing or uniforms that have become contaminated with blood or body fluids must be transported in a tied fluid-resistant bag and laundered separately in hot water. Handle contaminated clothing as little as possible.

Housekeeping:

Contaminated work surfaces must be decontaminated with an appropriate disinfectant after completion of procedures. Students must wear utility gloves when cleaning contaminated surfaces. Students must use mechanical means to pick up broken glassware that may be contaminated. Broken contaminated glassware must never be picked up by hand, even if gloves are worn.

Regulated Waste:

Liquid and semi-liquid blood items that are caked with dried blood (or other potentially infectious materials capable of being released during handling) should be placed in appropriate containers. Containers must be closable, able to fully contain all contents, and prevent leakage of fluids during handling, storage, and transport. They must be labeled with a biohazard label and/or color-coded red. All regulated waste is disposed of according to applicable local, state, and federal laws.

Hepatitis B vaccination:

Students: Students are required to receive the Hepatitis B vaccination series. The expense of the vaccination is the student's responsibility. If a student is not medically eligible or chooses not to receive the Hepatitis B vaccination series, they must sign a Hepatitis B waiver form (see Appendix F). Refusal to receive Hepatitis B vaccination may limit clinical opportunities or placement in a clinical site.

Procedure Following an Occupational Exposure to Blood/Body Fluid

1. Remove all soiled clothing.
2. Wash wounds and skin with soap and water. Flush mucous membranes copiously with water for at least 15 minutes.
3. **Immediately** report the exposure to your supervising instructor after cleansing the area.
4. Follow-up consultation will be required. This may involve treatment at an emergency department or public health department for an evaluation.
5. If the clinical institution has an established protocol, follow their protocol.
6. Fill out the Student Report of Blood/Body Fluid Exposure and give it to your supervising instructor.
7. Expenses as a result of this exposure are the student's responsibility, not the responsibility of MWCTC. (Note: Expenses may also include laboratory testing of patient's blood.)

Supervising Instructor responsibilities when a student is exposed or injured:

1. Have the student prepare a Student Report of Blood/Body Fluid Exposure, See Appendix B
2. Give the report to the Administrative Secretary.
3. Inform the student of the importance of getting medical care.
4. Inform the student that they will be responsible for all expenses incurred.
5. Follow up with the student in one week.

Record Keeping: A confidential medical record is maintained for each student with occupational exposure. The medical record includes: Student name, Exposure incident report, Form refusing Hepatitis B vaccination (if applicable), Form refusing post-exposure evaluation and follow-up (if applicable)

Labels:

Potentially hazardous materials are color-coded red or identified with the biohazardous symbol and the word "biohazard" in contrasting colors on a fluorescent orange or orange-red label.

DENTAL ASSISTANT PROGRAM INFECTION CONTROL PROTOCOL

OBJECTIVES:

- Reduce the number of pathogens so normal resistance can prevent infection.
- Break cycle of infection and eliminate, cross contamination.
- Treat every patient/instrument as infectious.
- Protect patient/personnel from infection.

Post-Treatment

Infection Control in the Treatment Room

1. After procedure removed contaminated exam gloves and mask, use hand sanitizer, and dismiss patient.
2. Proceed to sterilization area, put on utility gloves and new mask.
3. Return to treatment room, remove handpiece, HVE, saliva ejector, and air water tip and place on tray. Place cover on instrument tray.
4. Remove and invert chair cover, remove all barriers and place in inverted chair cover, return with covered tray to sterilization area for disposal.
5. Check to see that the pre-cleaning and disinfecting product is fresh, then soak (4) 4x4 gauze pads with solution. Return to room with soaked gauze pads.
6. Use 2 gauze pads soaked with the disinfecting product and vigorously wipe all contaminated surfaces to pre-clean.
7. Use 2 gauze pads soaked with the disinfecting product and wet each pre-cleaned surface with the product to disinfect.
8. Allow the surface to remain moist for the manufacturers recommended time.
9. Return to your patient tray in the sterilization area.
10. Process your tray set up in the sterilization area.
 - a. Place cassette in ultrasonic cleaner for 10-15 minutes
 - b. Remove from ultrasonic and rinse well
 - c. Place on tray to the right of the ultrasonic/sink
 - d. Dry instruments

- e. Place dried instruments into sterilization pouches and place in sterilizers or set on tray to the right of the ultrasonic/sink.
11. Carefully remove barrier from procedure tray, set tray onto clean area of counter, and dispose of barrier. Once utility gloves are removed place tray in storage cabinet.
12. Clean and lubricate slow-speed handpiece following the directions on the chart.
13. Dry handpiece, place in a sterilization bag, and place it on the tray to the right of the ultrasonic/sink.
14. Wash utility gloves. Remove eyewear; wipe with disinfectant soaked 4x4 gauze and place on tray to the right of sterilizer. Remove mask. Wash, disinfect, and remove utility gloves and hang to dry.
15. Disposable gowns should be removed and disposed of in garbage.
16. Wash your hands well.
17. Turn off the air and water on your unit.
18. Fill out the Asepsis Monitor Sheet in the Monitor Book.
19. Complete the treatment notes.

DENTAL RADIOLOGY INFECTION CONTROL PROTOCOL

1. Pre-Treatment
 - a. Barriers will be placed on the following
 - i. Headrest
 - ii. Dental chair adjustment controls
 - iii. X-ray exposure button and entire hand control
 - iv. Laptop keyboard
 - v. Barrier sheath and finger cot placed on the sensor
 - b. Place receptor positioning devices on the patient's tray, open the sterilization bag; assemble the device once the patient is seated
2. During Treatment
 - a. Wash hands
 - b. Place disposable gown, masks, eyewear, and gloves
 - c. Once you are finished exposing the x-rays, remove gloves; wash hands or use hand sanitizer
 - d. Remove the lead apron (if used) from the patient and return it to the holder
3. Post-Treatment
 - a. Follow Post-Treatment Infection Control in the Treatment Room protocol.
 - b. The following areas are also disinfected.
 - i. X-ray control panel
 - ii. PID and extension arms
 - iii. X-ray control button and cord, where barriers were not in place but contamination occurred
 - iv. Lead apron (if used)
4. Sensor Care
 - a. Carefully remove the finger cot and barrier.
 - b. Using a pre-moistened disinfectant wipe (Cavi-Wipe), disinfect areas of the sensor that were not protected by a barrier and were contaminated during the procedure
 - c. Place sensor back in the cradle

Why are Vaccines Important?

Vaccinations are important for dental assisting students, as well as for healthcare professionals in general, for several reasons:

Protection of Self and Patients: Dental assisting students come into close contact with patients and their bodily fluids. Vaccinations help protect students from contracting or spreading infectious diseases. By staying immunized, students reduce the risk of becoming carriers of diseases that could potentially be transmitted to vulnerable patients.

Prevention of Occupational Exposure: Dental healthcare settings may expose students to various infectious agents, including bloodborne pathogens such as hepatitis B and C viruses. Vaccinations, such as the hepatitis B vaccine, can prevent infection and protect students from occupational exposures.

Adherence to Regulations and Standards: Many healthcare facilities and educational institutions have specific vaccination requirements for students and healthcare professionals. Adhering to these requirements is essential for compliance with regulations and standards set by healthcare governing bodies.

Professional and Ethical Responsibility: Healthcare professionals, including dental assistants, have a professional and ethical responsibility to prioritize patient safety. Being immunized ensures that dental assisting students do not pose a risk of transmitting preventable diseases to their patients.

Prevention of Outbreaks: In a healthcare setting, preventing outbreaks of infectious diseases is crucial. By ensuring that healthcare workers, including dental assisting students, are vaccinated, the overall risk of disease transmission within the dental office is minimized, contributing to a safer environment for both staff and patients.

Continuity of Education and Practice: Some dental assisting programs and clinical placements may require proof of immunization before students can participate. Failing to meet these requirements could hinder a student's ability to complete their education or gain practical experience in dental clinics.

It is important for dental assisting students to be aware of and comply with vaccination requirements and recommendations to protect themselves, their patients, and the broader community from preventable diseases. Regular updates and boosters may also be necessary to maintain immunity throughout their careers in the healthcare field.

DENTAL ASSISTANT PROGRAM LABORATORY PROTOCOL / SAFETY RULES

To ensure that each student has a productive and safe experience during the laboratory sessions, it is expected that all students adhere to lab protocols and safety rules. The following are the minimum expectations that will be in place during laboratory sessions. Students not adhering to these requirements will not be allowed in the lab.

1. Wear your laboratory coat or protective clothing at all times. Do not wear loose clothing during lab time.
2. No eating or drinking allowed in the lab or clinic areas.
3. Hair is to be off the face and secured back tightly. If you have long hair it is to be up and off your collar. You will be asked to leave the lab area if hair is not considered safe.
4. Protective glasses **must** be worn when at all times. Students will be working with rotating instruments, such as engines, lathes, model trimmers, etc. as well as with materials or equipment that could be hazardous.
5. When removing electrical plugs from the electrical outlets, make sure hands are dry and grip the plug, not the cord.
6. "Think before you act" to avoid injury.
7. Instruments and equipment will be used for what they are designed for.
8. Be respectful of your surroundings and the safety of others.
9. Keep your lab area free of all personal belongings not to be used in the exercise.
10. You will be responsible for the supplies, equipment, and materials you are using, as well as maintaining and cleaning up your work area.
11. Refer to the SDS sheets for chemicals used in the lab.
12. Students are trained to operate any equipment: Purpose, function, procedure, and safety measures when operating.
13. Keep all bowls, spatulas, slabs, and other equipment clean as you use them.

14. At the end of class put all equipment away. IF you are unsure where an item belongs, ask for clarification. Clean off your tabletop and laboratory chairs at the end of the day or as needed. You are responsible for leaving the lab clean.
15. You will come to each laboratory session prepared. If material has been missed due to an absence, you will gather the information before the scheduled lab.
16. If you are uncertain how to proceed, you will ask an instructor for clarification before continuing.
17. Always wipe up any spills from the floor immediately.
18. Do not pour plaster or stone into the sink. It will harden and be very difficult to remove. Dispose of excess gypsum products into the waste basket. Only use the three sinks in the trimming area to rinse out plaster bowls as they are equipped with plaster traps.
19. Any malfunctioning equipment must be reported to the instructor IMMEDIATELY.
20. Any injuries, no matter how minor, are to be reported to the instructor IMMEDIATELY. Follow school policy for reporting injuries and follow protocols.
21. In case of fire, do not panic. Know the route of exit from the building and where the fire extinguishers are mounted.
22. In case of exposure to a hazardous chemical occurs, notify the instructor immediately and refer to the SDS for proper protocol to follow.

RADIATION SAFETY POLICY

A safety program has been developed by this school to ensure that all radiographs taken will be consistently produced for diagnostic reasons only and with a minimum of exposure to hazardous ionizing radiation. Based on training and experience, a Radiation Safety Officer had been designated and understands the responsibility of this position which shall include:

- Monitoring radiographic quality for the safety of patients and personnel
- Monitoring radiographs for diagnostic quality
- Providing training for staff in areas of radiographic technique and safety
- Insuring safe operation of radiographic equipment through observation and training of individuals involved in radiation exposure
- To maintain required records for quality assurance
- To ensure that radiographic equipment is calibrated and functioning properly

The safety of patients, students, and staff is a primary concern and all action taken will follow the Minnesota Radiation Rules and Regulations. In addition to the responsibilities of the Radiation Safety Officer (RSO), the students and staff understand the importance of radiation safety and compliance through the following actions:

1. Registration and renewal of all X-ray tubes shall be completed.
 - Why - To ensure timely registration and renewal with the Minnesota Department of Health (MDH)
 - Who- Registration and renewal forms shall be reviewed by the RSO.
 - Where-A copy of registration and renewal forms shall be kept in this Radiation Safety Officer Manual.
 - When- Registration must be completed within 30 days of purchase or disposition of radiation producing equipment and renewed annually thereafter.
 - How- The MDH will issue registration forms upon request and renewal forms biannually for each registered tube. These forms are to be completed and returned to the MDH in a timely manner.
 - If it is discovered that a tube has not been registered, or has been registered incorrectly, the RSO will contact the MDH to correct the situation.
2. No individual shall be involved in the exposure of radiation without proper training.
 - Why- To insure the safety of patients, staff, students, and safe radiation practices.
 - Who- This shall include any individual involved in receptor placement, beam direction, or exposure of any radiograph taken at this facility.
 - Where-Any individual not involved in the exposure process shall not be permitted in areas designated as potential scatter radiation space.
 - Any individual not involved in the exposure process shall remain outside of the primary beam and/or be protected with appropriate lead equivalent barriers.
 - How- Educate students on facility design and radiation safety.
 - Visual monitoring by the RSO and other staff for safety compliance.

2. Post a visible dental technique chart on each machine.

Why- To inform the operator as to the appropriate amount of radiation to be delivered to the patient.

- To minimize radiation exposure to the patient.

Who- The RSO shall ensure proper labeling and update the information as needed.

Where- This information shall be posted at the control panel of each x-ray machine.

When- This label shall be visible at all times and replaced as needed.

How- Each student completes an action-oriented activity that demonstrates knowledge of technique chart placement in each room, as well as the recommended setting for each machine.

4. Terminate power to radiation equipment in an emergency situation involving radiation exposure.

Why- To reduce patient and operator exposure to non-diagnostic radiation.

- To reduce x-ray equipment damage.

Who- The individual making the exposure is responsible for taking emergency situation action to the best of their ability.

Where- The power switch is located on the control panel for each machine.

When- During any emergency involving radiation malfunction.

How- Turn off the power to the x-ray unit. Remove the patient from the situation. Notify the RSO. Do not use the equipment until the situation causing the malfunction had been corrected.

5. Each staff member shall receive initial orientation training and annual retraining in the hazards and protection of radiation. If any changes are made to the equipment or facility, faculty will be trained.

Why- To reduce patient exposure to non-diagnostic radiation.

- To protect patients, students, and staff from non-diagnostic radiation.

Who- All employees involved in making radiographic exposures.

Where- In this facility, Canby or Luverne.

When- When the faculty is hired and annually thereafter, and when changes are made to equipment or facilities.

How- Through training practices completed with the designated RSO.

- Initial orientation and annual retraining will be documented in the Radiation Safety Officer Manual.

- The RSO will monitor compliance and inform individuals of training needs.

- Initial and Annual retraining shall include but not be limited to:

*Facility-specific equipment orientation and review

*Minnesota Dept. of Health X-ray Dental Facilities Regulatory Guide

6. No student or staff shall be used to hold film during exposure to radiation
- Why- To protect staff and students from exposure to hazardous radiation.
 - Who- All staff and students
 - Where-At this facility, Canby or Luverne
 - When- During exposure to radiation for radiographic purposes.
 - How- Film holders shall be used for all radiographic exams.
 - In circumstances where a receptor holder cannot be adapted for use, the patient will be allowed to hold the sensor. All radiation precautions will be taken to reduce the radiation exposure received by the patient.
 - During the exposure to radiation, the operator shall stand behind a protective barrier and/or be a minimum of 6 feet from the primary beam.
 - If the patient is unable or unwilling, the exposure will be eliminated from the series.
 - Patients shall not support tube heads to prevent drifting.
7. It is understood that lead apron protection is not legally required in the state of Minnesota, but it is available to patients upon request.
- Why- Gonadal and thyroid protection is not necessary in the dental setting
 - How- Available lead aprons shall be evaluated to ensure safety and function.
 - Aprons will be replaced as needed according to the RSO.
 - When not in use, lead aprons shall be hung or draped in such a way as not to cause creases or folds in the lead lining.
 - When a lead apron no longer functions efficiently it shall be reported to the RSO to determine if it should be replaced.
 - When disposing of a lead apron, contact the appropriate hazard waste disposal company and document action in the Radiation Manual.
8. For the safety of the patient, radiation exposure shall be as low as reasonably achievable through minimal radiation exposure. This will be accomplished by:
- *utilizing digital sensors
 - *training and monitoring students and personnel making radiographic exposures
 - *personnel shall be retrained annually in the hazards and use of radiation
 - *displaying technique charts at each x-ray machine control panel
 - *surveys of equipment will be completed yearly and calibrations shall be performed by qualified technicians biannually
9. Radiographs taken on patients in the Dental Assistant Department at Minnesota West, Canby, and Luverne will be for diagnostic purposes only.
10. Radiographic requests must be signed and dated by the patient's dentist. A copy of this documentation must be retained in the patient's electronic record.

11. For a patient to qualify as a candidate for an FMX (18 films) he/she must not have had an FMX series in the last 3 years unless there is specific documentation of need by his/her dentist.

13. Patients must be at least 16 years old to have an FMX. Any FMX patients under the age of 18 years must have a signed consent from the legal guardian in addition to the signed dentist request form.

14. X-rays on patients will be retaken only if they do not meet diagnostic quality requirements. The student will be allowed only one retake of any projection on a patient. Any further exposure will be done with the help of an instructor.

15. All radiographs exposed shall be recorded in the patient chart including the number of retake exposures made.

16. The student/staff must stand at least 6 feet from the tube head, at a 90 to 135-degree angle to the beam.

Pregnancy/Medical Leave Procedures

Students who are pregnant, experience childbirth, or are breastfeeding, and who are unable to complete a semester due to medically necessary extended absences, please refer to the Minnesota West Leave of Absence/Withdrawal from College policy.

<https://www.mnwest.edu/student-services/leave-withdrawal>

Radiation Safety Guidelines/Policy as Related to Occupational Exposure

All students are educated and orientated on radiation safety before the start of (and during) their radiology labs and clinical rotations. If a student becomes pregnant, she may voluntarily notify the program director so education on the safety precautions necessary for protecting the fetus can be given.

Minnesota Policy on Declared Pregnant Radiation Workers

Minnesota rules limit the fetal radiation dose received as a result of a pregnant worker's occupational exposure to 500 mrem in the gestation period (50 mrem/month). Most scientists agree that the embryo/fetus is more sensitive to radiation than an adult or child. The lower dose limit is to protect the unborn child from the possibility of developmental deficiencies and an increase in the likelihood of cancer.

For the lower limit to apply, the woman must declare her pregnancy in writing and give the estimated date of conception. The choice to declare pregnancy and thereby work under the lower dose limits is the worker's choice. If a woman chooses not to declare her pregnancy, the normal occupational dose limit of 5,000 mrem (50 mSv) per year would be in effect with the provision to maintain occupational radiation exposure "as low as diagnostically achievable" (ALADA).

A radiation worker who decides to declare a pregnancy would do so by submitting the signed "Declaration of Pregnancy" form to the radiation safety officer (RSO), which are the radiology faculty. Documented medical proof is not necessary. Once notification is made, the RSOs will do the following:

- Provide information on the effects of radiation on the embryo/fetus, including the NRC Guide 8.13, "Instructions Concerning Prenatal Radiation Exposure."
- Review safety precautions and procedures.
- Individual monitoring devices are no longer required in a dental setting. If requested, a dosimeter can be ordered and then worn on outer clothing on the front of the body at the location of the embryo/fetus. Radiation levels will be tracked monthly, reviewed by the attending dentists, and reported to the pregnant worker.
- After the birth of the child, adult exposure limits will go into effect.

See Appendix G for Declaration of Pregnancy Form

NITROUS OXIDE SEDATION PARTICIPANTS

Any student who is pregnant during the Nitrous Oxide Sedation component must have written documentation from their medical physician allowing them to administer nitrous oxide/oxygen sedation to a classmate/patient. Administration of nitrous oxide is a requirement of the course.

Pregnant students without this documentation will be denied clinical participation but may be included in the lecture component. They cannot be a participant in the clinical component until after the birth of their child. Arrangement for the completion of the clinical components must be arranged through the instructor and non-completion of the clinical component will prevent the student from taking the MN State Licensure examination.

Pregnant students will not be allowed to have nitrous oxide administered to them.

DENTAL ASSISTANT DEPARTMENT EMERGENCY PLAN CANBY CAMPUS

The following describes the procedures to be used should an emergency develop in the Dental Assisting Department. These emergencies include those related to a fire or a medical problem related to an illness or injury.

FIRE

A. In the Dental Department

A fire extinguisher is located in the lab by the front door. It is visually inspected monthly by maintenance staff and serviced annually by an outside entity. A fire blanket is located by the supply room door. When a fire is first detected, take the appropriate fire suppressant and attempt to put out the fire while calling for an instructor. The instructor will decide when to trigger the fire alarm and clear the building.

B. Out of the Dental Department

When the fire alarm sounds, all students must think of their patients first, and the instructors will think of the students. Quickly discontinue any procedure being performed, and take the patient out of the laboratory or clinic door, whichever is closer, and out of the building by the front office. If this escape route is blocked, find the quickest exit. A chart is posted near each door with the directions. After exiting the building, go to the designated meeting point. All patients should remain with the student operator. **DO NOT LEAVE THE PREMISES.** The instructors are responsible for checking all rooms to be sure they are empty, turning off lights, and closing all doors before they leave by the same exit.

MEDICAL EMERGENCY

A. Injury

Send someone for an instructor or call for an instructor. **Do not leave the injured person.** An instructor will assign tasks after the injury has been investigated.

B. Illness

1. Call out the code word "Red" and follow it by the location, such as, "Red - Treatment Room 4", or "Red - Lab", etc. **Do not leave the patient** until an instructor arrives.
2. After the instructor arrives, ask if you should call 911. If the instructor says yes, use a mobile phone or find the nearest staff member to use their phone. Tell the person who answers the phone where you are, who you are, the nature of the emergency, and ask for an ambulance. Let the dispatcher hang up first after you have answered all of his/her questions.
3. If someone has not already brought the emergency oxygen cart and emergency kit, bring it to where the patient is. The emergency oxygen cart is located in the clinic storage closet and emergency kit is located on table by the darkroom. By this time the instructor may have already asked someone else to get these items, so check quickly, and then go back to where the patient is and see if you can help.

DENTAL ASSISTANT DEPARTMENT EMERGENCY PLAN LIVERNE SITE

The following describes the procedures to be used should an emergency develop in the Dental Assisting Department. These emergencies include those related to a fire or a medical problem related to an illness or injury.

FIRE

A. In the Dental Department

A fire extinguisher is located in the lab by the front door. It is visually inspected monthly by maintenance staff and serviced annually by an outside entity. A fire blanket is located in a cabinet in the lab. When a fire is first detected, take the appropriate fire suppressant and attempt to put out the fire while calling for an instructor. The instructor will decide when to trigger the fire alarm and clear the building.

B. Out of the Dental Department

When the fire alarm sounds, all students must think of their patients first, and the instructors will think of the students. Quickly discontinue any procedure being performed, and take the patient out of the laboratory or clinic door, whichever is closer, and out of the building by the front office. If this escape route is blocked, find the quickest exit. A chart is posted near each door with the directions. After exiting the building, go to the designated meeting point. All patients should remain with the student operator. **DO NOT LEAVE THE PREMISES.** The instructors are responsible for checking all rooms to be sure they are empty, turning off lights, and closing all doors before they leave by the same exit.

MEDICAL EMERGENCY

A. Injury

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B. Illness

1. Call out the code word "Red" and follow it by the location, such as, "Red - Treatment Room 4", or "Red - Lab", etc. **Do not leave the patient** until an instructor arrives.

2. After the instructor arrives, ask if you should call 911. If the instructor says yes, use a mobile phone or find the nearest staff member to use their phone. Tell the person who answers the phone where you are, who you are, the nature of the emergency, and ask for an ambulance. Let the dispatcher hang up first after you have answered all of his/her questions.

3. If someone has not already brought the emergency oxygen cart and emergency kit, bring it to where the patient is. The emergency oxygen cart is located in the lab and emergency kit is located in the central desk area of the clinic. By this time the instructor may have already asked someone else to get these items, so check quickly, and then go back to where the patient is and see if you can help.

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

EMERGENCY CONTACT INFORMATION

CANBY CAMPUS & GRANITE FALLS CAMPUS

Yellow Medicine Sheriff's Office.....320-564-2130
Emergency Fire/Medical Services.....911
Emergency Management 320-313-3095

LUVERNE CENTER

Rock Country Sheriff's Office.....507-283-5000
Emergency Fire/Medical Services911
Emergency Management 507-283-5065

PIPESTONE CAMPUS

Pipestone Co. Sheriff's Office.....507-825-6700
Emergency Fire/Medical Services911
Emergency Management 507-825-1170

JACKSON CAMPUS

Jackson County Sheriff's Office.....507-847-4420
Emergency Fire/Medical Services911
Emergency Management 507-847-4774

MARSHALL MERIT CENTER

Lyon County Sheriff's Office..... 507-537-7666
Emergency Fire/Medical Services911
Emergency Management.....507-537-6249

WORTHINGTON CAMPUS

Police Department 507-295-5400
Emergency Fire/Medical Services911
Emergency Management.....507-372-8214

Active Shooter

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be located.
- Call police when you are safe.

HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode)

and remain quiet.

- Call police if it is safe to do so.

FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life depends on it.

Severe Weather/ Tornado

Severe Thunderstorm Warning

- Move all staff and students indoors.
- Be prepared to shelter-in-place.

- Follow lab safety guidelines (for applicable lab personnel).
- Do not touch downed power lines or any objects that are in contact with downed lines.
- Look out for broken glass and exposed nails.

Tornado Warning

- Move students and staff to safe area.
- Shelter-in-place
- Do not allow evacuation by vehicles.
- Ensure all persons are in "duck & cover" positions under desks or tables.
- Follow lab safety guidelines (for applicable lab personnel).
- Remain in safe area until warning expires or until emergency personnel have issued "all clear" signal.

Winter Storm

Storm (Snow/Ice/Wind)

- Be aware of slip-and-fall hazards associated with wet floors and icy surfaces.
- Wear several layers of loose-fitting clothing, mittens, a hat and a face cover when outdoors.
- Stay dry.
- Be extra cautious in the wind. A strong wind, even in only moderately cold weather, can cause a wind chill far below freezing.
- At the first signs of possible frostbite, redness or pain in any skin area, get out of the cold or protect any exposed skin.
- Watch for hypothermia symptoms: confusion, drowsiness, slurred speech, a drop in blood pressure, shallow breathing and a pinkish tint to the skin.

Fire/Smoke Alarms

When Fire or Smoke is Detected

- Pull fire alarm and call police/fire at 911.
- Shut doors, close windows, and turn off lights.
- Evacuate to designated Safe Area. Assume all alarms – fire, smoke, and carbon monoxide – are real.
- Follow appropriate/safe evacuation routes. Take

alternative exit routes if necessary.

- Do not re-enter buildings until declared safe by emergency personnel.
- Cover your nose and mouth with a wet cloth.
- Test closed doors for heat with the back of your hand or forearm on the lower and upper portions of the door. If it is hot or warm to the touch, do not open; seek an alternate escape route.
- If caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose and use your clothing as a filter.
- If you must move through flames, hold your breath, move quickly, cover your head and hair, keep your head down and close your eyes as much as possible.
- If your clothes catch fire, stop, drop, and roll until the fire is out.
- If you are in a room and cannot escape, leave the door closed, stay low to the floor and hang a white or light-colored cloth outside the window.

Bomb Threat

Upon Receiving a Message that a Bomb Has Been Planted:

- Immediately call police using a landline, not a cell phone or

or two-way radio.

- Record Caller ID number/location, if possible.
- DO NOT activate Fire Alarm.
- Utilize Bomb Threat Information Form
- Make visual check of area.
- Report suspicious objects to police at 911.
- If a Suspicious Device is Found:
 - DO NOT TOUCH OR MOVE THE DEVICE.
 - Do not turn on or use a cell phone.
 - Secure the area, preserve the scene, and be aware of the possibility of more bombs.
 - Evacuate the area.
 - Call police at 911.

Evacuation Procedures

- Check your area (office or classroom) if you do not see anything out of the ordinary then place this binder on the floor in the doorway with the "All Clear" card showing.
- Leave doors and windows open.
- Only take personal effects that can be hand carried.
- Follow the designated evacuation route to a safe area.
- Do not re-enter buildings until declared safe by police.



Commission on Dental Accreditation Student Complaint Policy

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 and 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.

More information on the Commission's complaint policy can be found at:

<https://coda.ada.org/en/policies-and-guidelines/file-a-complaint>

A copy of the appropriate accreditation standards may be obtained here:

https://coda.ada.org/~media/CODA/Files/dental_assisting_standards.pdf?la=en

Appendix A

Dental Assistant Program Remediation Plan

Student name: _____

Date: _____

Course: _____

Faculty Name _____

AREA(S) FOR ENHANCEMENT	
REMEDATION OBJECTIVE	
METHOD OF REMEDIATION	The student will: 1. 2. 3. 4.
ADDITIONAL RESOURCES PROVIDED	
FACULTY COMMENTS	
STUDENT COMMENTS	

Faculty and/or Program Director Signature	
Student Signature	

Remediation Summary

Session One	Date:	Time:	Total Hours:
Areas of Instruction			
Methods of Instruction			
Remediation Success: <i>Yes, no, or In Progress, if no, identify continued areas of concern</i>			

Session Two	Date:	Time:	Total Hours:
Areas of Instruction			
Methods of Instruction			
Remediation Success: <i>Yes, no, or In Progress, if no, identify continued areas of concern</i>			

Faculty Signature	
Program Director Signature	
Student Signature	

TO BE COMPLETED BY INSTRUCTOR:

- () HOURS USED BY FULL-TIME FACULTY _____
- () COMPLETED BY CLINICAL FACULTY DURING CLINICAL/LAB SESSION
- () COMPLETED BY CLINICAL FACULTY OUTSIDE OF CLINICAL/LAB SESSION

Appendix B
MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
STUDENT REPORT OF BLOOD/BODY FLUID EXPOSURE

Name: _____

Address: _____

Phone: _____

Date of Birth _____

Date of Injury: _____ Time: _____

Date of Report: _____ Time: _____

Facility where incident occurred: _____

Describe the incident in detail: (Attach extra sheets if needed)

Was the affected area washed/flushed?

Describe where the incident occurred. (pt. room, lab, hallway)

What potentially infectious materials were involved in the incident? (Type, blood, wound drainage, etc.)

What were the circumstances that contributed to the incident?

List the Personal Protective Equipment that was being used at the time of the incident.

Did you receive any follow-up care after the incident? Describe the care that you received. (Wash and bandage wound, went to ER, received prophylactic medications, etc.).

Student Signature _____ Date _____

Appendix C
STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGES
IMPORTANT NOTICES

REASONABLE ACCOMMODATIONS

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Allied Health Programs will make all reasonable accommodations required by law for otherwise qualified instructors. To receive accommodations, you must contact the Office for Students with Disabilities.

RESPONSIBILITY FOR HEALTH CARE COSTS

Any health care costs incurred will be your responsibility.

CRIMINAL BACKGROUND CHECKS

An integral part of the Allied Health Programs is the clinical experience program. To provide this experience, the College contracts with local health care facilities. State law requires that any person who provides services which involve direct contact with patients and residents of a health care facility have a background study conducted by the State. The College will initiate a background study by asking you to complete a form so that a criminal background check can be conducted. If, as a result of the background study, you are disqualified from direct contact, it is highly unlikely that the College will allow you to participate in its clinical instruction.

DATA PRACTICES ADVISORY AND INFORMED CONSENT

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information about you in clinical site programs be made available to them. The College may ask you to provide health information which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected is private data on you. A clinical site may refuse to allow you to instruct based on data provided by you. The information provided will be disclosed, as needed, to the College Director of Allied Health and, should any clinical site request the data, to any clinical site where you are placed. You are not legally required to provide this information to the College. However, refusal to provide the information requested could mean that the College and clinical site may refuse to accept you at its facility.

I hereby authorize the College to release my health information to any facility to which I am assigned during my clinical instruction, should the facility request the information. This authorization is valid for one year from the date of my signature.

Date

Name (please print)

Signature

Appendix D

Student Statement of Understanding and Release of the Dental Assistant Program

I, _____ am a student at Minnesota West Community and Technical College-Canby Campus who is enrolled in the Dental Assistant Program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the Dental Assistant program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a bloodborne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Minnesota West Community and Technical College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the Dental Assistant Program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.
7. Immunizations:
 - a. All students, faculty, and staff who have direct patient care contact are required to obtain the vaccination (or present evidence of immunity) against Hepatitis B infection, or formally decline the vaccination.
 - b. Students who decline to vaccinated will be required to sign a formal declination waiver form.
 - c. All students must provide evidence of a completed immunization record as a condition of entry in to the dental assistant program.

_____ I have read and understand the policies within the Dental Assistant Program Handbook

Student Name: _____
(Please Print) (Major)

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Appendix E
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
Dental Assistant Program

STUDENT SAFETY DEVICES

Every person shall wear quality protective eye devices when participating in, observing or performing any function in connection with any courses or activities taking place in eye protection areas of any educational institution in the state. Eye protection areas are defined as any area where there is the possibility of eye injury due to heat, fluids, or debris.

Every person shall wear a protective device over their mouth and nose when participating in, observing, or performing any procedure in which there is a possibility of inhaling dusts or fluids.

Every person shall wear protective devices on their hands when participating in or performing any procedure in which there is a possibility of exposing the hands to any chemicals, fluids, or infectious agents which may injure the hands or allow infection to begin.

Every person shall be aware of the possibility of contacting the Hepatitis B virus in any facility that treats patients. Even with the most stringent protective procedures, the possibility of developing a Hepatitis B infection exists. The most efficient and secure method for personal protection against Hepatitis B is to receive the Hepatitis B vaccination series from a medical facility. If you decide not to receive the vaccination you will be asked to sign a declination form stating you were educated about the danger of contracting Hepatitis B. A decision not to receive the recommended Hepatitis B vaccination is the personal decision of the participating student, and any possible consequences are the responsibility of that student.

Any person failing to comply with the above requirements may be temporarily suspended from participation in said course and the registration of a person for such a course may be canceled for willful, flagrant, or repeated failure to observe the above requirements.

Signature of Student _____

Date _____

Signature of Witness _____

Appendix F
Student Hepatitis B Vaccine Declination

I certify that I have been given instructions regarding the Minnesota West Canby Campus Dental Assistant Hepatitis B Vaccine Program.

I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to potentially infectious materials, and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination from my physician.

Student's signature Date

Program Director signature Date

Appendix G
DECLARATION OF PREGNANCY
Dental Assistant Program

In accordance with the MDH rules, I am declaring that I am pregnant. I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 500 millirems (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter).

(Student signature and date)

(Student name printed)

(Program Director signature and date)

(Faculty signature and date, if not Program Director)

Appendix H

Extramural Clinical Experience

Student Expectations

As you begin your Extramural Clinical Experiences, we want to remind you that while clinical skills are important, today's employer places soft skills at an equal, if not higher level of importance.

Being a dependable and eager intern will earn you an excellent recommendation for future employment or even an immediate job offer. You will soon find that the dental community is small and your reputation will precede you.

Behaviors that are unprofessional have equally impactful outcomes. Program standards for professionalism are similar to those given to an employee. It is expected that each student abides by the standards set forth.

If it is deemed that a student is dismissed from the ECE, a grade of an F will be reported. The student may not be eligible for registration for future ECE courses. If necessary, Minnesota West CTC Administration may be involved with the process.

The following is a list of behaviors that will terminate the current ECE and potentially any further ECE participation.

- **No call -no show:** a single, unsupported occurrence of not arriving on time or at all, without a call to the office to make them aware of a circumstance that would prohibit punctuality
- **Invalid time card:** if the office notes inaccuracies or if the supervising faculty suspects intentional misrepresentation of hours worked
- **Fraudulent assessments:** ECE assessments not completed as assigned or signed by site personnel
- **Chronic tardiness:** 2 or more occurrences of arriving after the arranged start time
- **Chronic insubordination:** continuing to disregard office protocol, procedures, or rules, lack of respect for the hierarchy of the office, refusing to participate in routine dental assisting tasks, argumentative personality
- **Breach of confidentiality:** sharing patient information or private office dynamics
- **Theft or property damage:** intentional or due to negligence
- **Drug or Alcohol use before or during the work day, arriving under the influence**
- **Any behavior considered to be misconduct by the ECE site**

Please note, this is not a comprehensive list of actions. Events brought forth by the externship site, observed by faculty, or brought to the faculty's attention will be reviewed by the faculty and results will be determined.

The student may first be placed on Probation, with further action being taken if probationary expectations are not met.

I have read and understand the above expectations.

Student

Print Name:	Signature:	Date:
-------------	------------	-------

Appendix I

Minnesota West Community and Technical College Health History & Physical Examination Form

Allied Health and Nursing Students Only

This information is confidential and will not be released to anyone without the students' knowledge and consent. The cost of the physical/immunizations is the students' responsibility.

Student's Name: _____ ID# _____

Street Address: _____

City: _____ State: _____ Zip _____ Country: _____

Date of Birth (dd/mm/yyyy): ___/___/___ Sex: Male ___ Female ___ Other: _____

Identify your program of study (X):

Nursing ___ Occupational Therapy Assistant _____ Radiology ___ Surgical Technologist ___

Medical Lab Technology ___ Medical Assistant ___ Dental Assistant ___ Phlebotomy ___

Pharmacy Tech ___ Community Health Worker ___

Please circle if you have or have had the following:

Table with 6 columns: Condition, Yes/No, Condition, Yes/No, Condition, Yes/No. Rows include Asthma, Cancer, Cardiovascular Disease, Diabetes, Drug/Alcohol Abuse, Endocrine Disorder, Epilepsy/Seizures, Gastrointestinal Disorders, Hepatitis/Jaundice, High Blood Pressure, Kidney/Urinary Disorder, Musculoskeletal Disorder, Psychiatric/Behavior Disorder, Pulmonary Disease, Skin Disease, Tobacco Use, and Other.

Please explain any YES answers above: _____

List of Allergies: _____

Surgeries and/or Previous Hospitalizations (with dates): _____

Current Medications: _____

I certify that all information contained in this document is true and complete to the best of my knowledge and agree that any misrepresentations or deliberate omissions of a material fact on this questionnaire may result in my not being permitted to enter the program or may result in termination.

Student Signature: _____ **Date:** _____

Student's Name: _____ **ID#** _____

GUIDELINES FOR REQUIRED IMMUNIZATIONS:

Measles (Red Measles, Rubeola)

- Dates of **two** doses of measles or MMR vaccine **or**
- **Physician** diagnosis of disease **or**
- Report of immune titer proving immunity

Rubella (German Measles) – Note: History of disease is not accepted

- Dates of **two** doses of rubella or MMR vaccine **or**
- Report of immune titer proving immunity

Mumps

- Dates of **two** doses of mumps or MMR vaccine **or**
- **Physician** diagnosis of disease **or**
- Report of immune titer proving immunity

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
MMR Combined Vaccine OR	#1. / #2. /		Laboratory Report with lab values MUST be attached
Measles: Two Doses	#1. / #2. /		Laboratory Report with lab values MUST be attached
Mumps: One Dose			Laboratory Report with lab values MUST be attached
Rubella: One Dose		Not Accepted	Laboratory Report with lab values MUST be attached

Tdap (diphtheria, tetanus, and acellular pertussis) dated after 2005

- The combined Tdap injection is required within the last ten years

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
<u>Tetanus/Diphtheria:</u>		Not Applicable	Not Applicable

Hepatitis B

- Dates of vaccination are a series of three doses. At minimum, this series must be started before beginning clinical experience **OR** report of positive antibody

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
Hepatitis B: Three Doses of vaccine or 2 doses of the Heplisav-B	#1. / #2. / #3. /		Laboratory Report with lab values MUST be attached

Student's Name: _____ ID# _____

Chicken Pox (Varicella)

- Documented dates of vaccination or history of positive titer

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
Varicella:	#1. / #2. /		Laboratory Report with lab values MUST be attached

COVID 19 Vaccination – Per Facility requirement

- Documentation must include the vaccine manufacturer and lot number

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
COVID Vaccine Manufacturer: Lot #:	#1. / #2. / / /	Not Applicable	Not Applicable

Influenza (flu) Shot – Excludes Dental Assisting Students

- Documentation must be received between August 1 and October 1 on Influenza/Vaccination Administration form for Nursing/Allied Health Students and excludes Dental Assisting students.

	Month/Year	Physician Diagnosed disease History (Date of onset)	Titers
Annual Influenza		Not Applicable	Not Applicable

Tuberculin Test- Tuberculin skin testing (TST) (Mantoux) or QuantiFERON (QFT)

- Baseline tuberculin skin test (TST) or QuantiFERON (QFT) and an assessment for current symptoms of active TB disease are required on all students unless they have a history of a previous positive TST.
- Proof of two TSTs within the previous 12 months is required for new students or proof of QFT.
- The first step of the TST must be read in 48-72 hours after the initial injection. Those who have a negative reaction to the first test will have a second TST planted one week after the initial test.
- A one-step TST will be administered if there is proof of one other test within the previous 12 months.
- TST or assessments are required annually.
- The TST is not done in the event any student has a known positive reaction. They must provide proof of a positive reaction and will need a chest X-ray within the last year and an assessment for current symptoms of active TB disease
- All students with a newly positive TST or QFT will be referred to their primary physician.

<u>Annual Tuberculosis Testing:</u>	TST- Date Administered:	Date Read:	Result:
	#1. /	#1. /	
	#2. /	#2. /	
	QST- Date	/	Results:

Student's _____ ID# _____
Name: _____

Physical Examination

This form must be completed and signed by your physician, nurse practitioner, or physician assistant.

Examiner: Please review this individual's health history and then complete and sign this form. This information will be used as a background for providing health care when necessary. Please be advised that the cost of this examination must be assumed by the individual.

Height: _____ Weight: _____ Vision: R ___ / ___ L ___ / ___ Hearing: Rt ___ P/F Lt ___ P/F

Temp: _____ BP: _____ / _____ Pulse: _____ Respirations: _____

Are there any abnormalities/impaired functions/disease conditions of the following? If yes, please explain.

	Normal	Abnormal	Comments
H.E.E.N.T			
Neck/Thyroid			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary			
Musculoskeletal			
Metabolic Endocrine			
Psychological			
Neurological			
Integumentary			

PHYSICIAN'S CERTIFICATION:

I hereby certify that the above-named person is in good health as determined by a recent physical examination of sufficient scope to ensure that he or she is free from health impairments which may be of potential risks to patients and other personnel or which may interfere with the performance of his or her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior. This individual is able to participate in their clinical learning experiences.

Provider Please check: _____ CLEARED FOR PROGRAM _____ NOT CLEARED FOR PROGRAM

Medical Provider: _____ Date: _____

Medical Provider Name (print) _____ License No. _____

Medical Provider Stamp (required) _____ Phone (____) _____

Address: _____

Nursing Students: Please upload all forms and lab reports to the CastleBranch website. www.castlebranch.com

Allied Health Students: Please turn all forms and lab reports to your program director or program faculty.

Appendix J

Dental Patient Rights and Responsibilities Statement, Adapted from the American Dental Association

The rights and responsibilities listed below do not establish legal entitlements or new standards of care, but are simply intended to guide you through the development of a successful and collaborative relationship.

Patient Rights

1. You have a right to choose to be here.
2. You have a right to know the education and training of your dentist and the dental care team.
3. You have a right to adequate time to ask questions and receive answers regarding your care.
4. You have a right to an explanation of the purpose, probable (short and long term) results, alternatives and risks involved before consenting to a proposed treatment plan.
5. You have a right to know in advance the expected cost of treatment.
6. You have a right to accept, defer or decline any part of your treatment recommendations.
7. You have a right to receive considerate, respectful and confidential treatment by your dental team.
8. You have a right to expect the dental team members to use appropriate infection and sterilization controls.

Patient Responsibilities

1. You have the responsibility to provide, to the best of your ability, accurate, honest and complete information about your medical history and current health status.
2. You have the responsibility to report changes in your medical status and provide feedback about your needs and expectations.
3. You have the responsibility to participate in your health care decisions and ask questions if you are uncertain about your dental treatment or plan.
4. You have the responsibility to keep your scheduled appointments.
5. You have the responsibility to adhere to regular home oral health care recommendations.
6. You have the responsibility to assure that your financial obligations for healthcare received are fulfilled.

Appendix K

Minnesota West Dental Assisting Program Notice of Probation: Step I Form

Student name: _____ Course: _____

Date of incident: _____ Date of Probationary Notice: _____

Instructor name: _____

A. Instructor's description of situation: _____

B. Student's description of the situation: (Student should provide a document that will be attached to this form.)

C. Plan: _____

D. Consequences for Failure to Comply:

Probation status remains in effect until the student graduates. Any future instances of failure to comply with program-related rules, policies, or deadlines will result in a Step II notice of probation status, which may include failure of the course, and the inability to continue in the dental assisting program.

Signatures below indicate faculty and student have discussed the incident and resulting probationary status including the **probationary plan and consequences associated with the student's failure to comply.**

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

**Minnesota West Dental Assisting Program
Notice of Probation: Step II Form**

Student name: _____ Course: _____

Date of incident: _____ Date of Probationary Notice: _____

Instructor name: _____

A. Instructor's description of situation: _____

B. Student's description of the situation: (Student should provide a document that will be attached to this form.)

C. Plan: _____

D. Consequences for Failure to Comply:

Step II Probationary Notice due to failure to comply with Step I Probation plans *or* an unrelated Step II Probationary Notice may result in failure of the course and the inability to continue in the dental assisting program.

Signatures below indicate faculty and student have discussed the incident and resulting course/program status, including the **plan and consequences associated with the student's failure to comply.**

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

**Minnesota West Dental Assisting Program
Notice of Probation: Step III Form**

Student name: _____ Course: _____

Date of incident: _____ Date of Probationary Notice: _____

Instructor name: _____

A. Instructor's description of situation: _____

B. Student's description of the situation: (Student should provide a document that will be attached to this form.)

C. Plan: _____

D. Consequences for Failure to Comply:

Step III Probationary Notice due to failure to comply with Step I and Step II Probation plans *or* an unrelated Step III Probationary Notice will result in dismissal from the dental assisting program.

Signatures below indicate faculty and student have discussed the incident and the resulting course/program status, including the **plan and consequences associated with the student's failure to comply.**

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____