DENTAL ASSISTING PROGRAM

2026-27 Program Handbook

Accredited by:

CODA
Commission on Dental Accreditation

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Dental Assisting Program Student Handbook

1. Introduction and Program Overview

1.1 Message from the Program Director

Dear Students,

Welcome to MCC Penn Valley-Health Science Institute (MCCPV-HSI) and the Dental Assisting Program. We are pleased that you have chosen to pursue your dental assisting degree at MCCPV-HSI. We are so proud of the wonderful teaching facility we have at the Health Science Institute and are glad to have you here with us. We feel that you will find the program to be very meaningful, worthwhile, enjoyable and, at times, a challenging course of study. During the yearlong training program, you will develop the knowledge and skills to assume a variety of dental assisting responsibilities.

The Handbook for Dental Assisting Students is designed to assist you. The rules, policies and procedures recorded in this handbook* will guide you through the next year of your educational career. It is important that you understand the material and guidelines in this handbook. Please read and familiarize yourself with them and refer to this material as often as necessary throughout the school year. You must also be familiar with and follow policies, procedures and expectations in the College catalog and Student handbook, referenced throughout this document. Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services, or activities; and employment; as specified by federal laws Title VI; Title VII; Title IX, section 504; the Americans with Disabilities Act; and state laws and regulations.

The Dental Assisting Program is accredited by the Commission on Dental Accreditation and graduates are eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant (CDA). Graduates can become state certified in Missouri Expanded Functions and will gain clinical experience through 300+ hours at UMKC School of Dentistry and Private Practices. The MCCPV-HSI Dental Assisting Program is affiliated with the University of Missouri Kansas City, School of Dentistry, Kansas City, MO. A copy of the contract with UMKC SOD is on file in the director's office.
Dental Assisting is an exciting career, and one marked with many challenges.
We wish you success in the pursuit of your educational goals.

Respectfully,

Dr. Hema Udupa, DDS, MS, Dip. ABOMR
Program Director
Hema.Udupa@mcckc.edu; Ph: 816-604-4237

1.2 Purpose of the Handbook

The Dental Assisting Program handbook serves as an essential resource for students throughout their time in the program. It provides comprehensive information about program policies, procedures, academic and clinical expectations, professional standards, and available student resources. The handbook is designed to help students understand their responsibilities, uphold the program's code of conduct, and navigate their educational experience successfully.

By familiarizing themselves with the handbook, students can make informed decisions, stay compliant with institutional and accreditation requirements, and fully engage in their professional development as future dental healthcare team members.

1.3 Program Accreditation Information

The program in dental assisting is accredited by the Commission on Dental Accreditation (CODA) *and has been granted status of " approval without reporting requirements.*"

The Commission is specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is ada.org.

1.4 Description of the Program and Areas of Study

Dental Assisting Program Overview

The Dental Assisting Program at Metropolitan Community College–KC, Penn Valley Health science institute prepares students for entry-level employment as competent and ethical members of the dental healthcare team. The program's scope encompasses both didactic and clinical instruction, emphasizing the knowledge, skills, and professional behaviors required to assist in all aspects of dental practice. MCC-KC Dental Assisting program is the most established program in the area and accredited by the Commission on Dental Accreditation. It has a good reputation for quality graduates and consistent 100% success rates on the national dental assisting board exam.

Focus Areas - Students receive training -

- In chairside assisting, dental radiography, infection control, laboratory procedures, dental materials, dental and medical emergencies and patient management.
- In Missouri state permitted **advanced chairside skills**
    - Expanded Functions in Restorative I (placing amalgam & composite fillings)
    - Orthodontics (placing and removing bands, brackets etc.)
    - Removable Prosthetics and Fixed Prosthetics courses.
- To operate state-of-the-art Dental Cone Beam Computed Tomography (CBCT) which is an extraoral dental radiography machine.
- 300+ hours of hands-on clinical training
- Emphasis is placed on developing effective communication, teamwork, and critical-thinking skills that support quality patient care and workplace efficiency.
- Exercise good judgement, using the **ADAA Code of Ethics** as a guide in decision-making.

https://adaausa.org/about/about-adaa/

Academic Structure

The program combines classroom lectures, laboratory practice, and supervised clinical experiences in UMKC School of Dentistry (affiliate partner), in private dental offices and community settings. The curriculum follows the Commission on Dental Accreditation (CODA) standards and includes both general education and dental assisting-specific courses designed to be completed within one academic year. Upon successful completion, graduates are eligible to sit for the Dental Assisting National Board (DANB) examinations for national certification.

THE PROFESSION: DENTAL ASSISTING INFORMATION

FACTS ABOUT DENTAL ASSISTANTS

Procedures a dental assistant may perform are regulated on a state by state basis and may not include duties assigned to dental hygienists. But the varied activities of an assistant in most states make for a challenging, interesting and responsible position whether chairside of in the business office.

In small practices, the assistant might work with the dentist as well as managing the business aspects of the practice such as scheduling, billing and purchasing. In larger practices, the duties may be more specialized. Many assistants are qualified to take X-rays . . . expose radiographs as it is properly called. In most dental offices, the dental assistant is in charge of infection control procedures, which are closely regulated by OSHA (the federal Occupational Safety and Health Administration). The complexity and importance of this task is a real challenge for any professional, requiring constant updates to remain current with registrations.

The Dental Assistant works on behalf of the patient as well as the dentist in helping to assure a high level of professional excellence in oral health care delivery. Helping this health care professional to do a better job is the goal of the American Dental Assistants Association (ADAA).

As oral health becomes an essential, recognized factor in America's public health agenda, the importance of dental healthcare team members grows. With this growth and recognition, the importance and role of the dental assistant has become more focused as job opportunities have increased.

ESSENTIAL DENTAL ASSISTING FUNCTIONS

A dental assistant is a health care professional whose primary responsibility is to work with the dentist in the office and perform duties delegated by the dentist. In addition to the duties of the profession, the dental assistant must always be aware of the patient's condition and needs and be able to interact appropriately.

These performance standards should be used to assist each applicant and student to determine if they are otherwise qualified to be a Dental Assistant. It is the policy of MCC – Penn Valley to provide reasonable accommodations for individuals with disabilities. If you need an

accommodation due to a disability under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, please contact the Disability Support Services (DSS) Coordinator at 816-604- 4293. Advance notice may be necessary for some accommodations to be provided in a timely manner. Accommodations must be supported by adequate documentation and are determined on an individualized basis.

In the event a student cannot fulfill these Performance Standards with or without reasonable accommodations at any time in their program, the student may be ineligible for admission or continued enrollment in the program. The student must seek clarification on any portion of which is not understood, or which may be a specific limiting factor in the performance of dental procedure.

Ethical Standards - Student must hold themselves to the highest ethical standards set forth by the "American Dental Association principles of Ethics and Code of professional conduct."

Legal Standards - All MCC-KC Penn Valley Health Science Institute Dental Assisting students must submit to a criminal background check and drug testing as required by policies of the college, clinical facility, and regulatory agency. The student is responsible for any cost. If at any time a student is under the influence of prescription or non-prescription medication and it interferes with their ability to perform the program technical standards, the student may be dismissed from the program.

ABILITY	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Cognitive Qualifications	Sufficient Reading, Language, Comprehension and Basic Math Skills; intellectual and emotional functions necessary to plan and implement dental care for individuals	• Ability to comprehend and interpret written material • Follow and deliver written and oral direction • Prepare dental treatment plans • Determine percentage • Covert fractions
Critical Thinking	Critical thinking ability sufficient for clinical judgment; synthesize information from written material and apply knowledge to clinical situations	• Identify cause-effect relationships in clinical situations • Develop dental treatment plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations

		• Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	• Establish rapport with patients and colleagues • Cope effectively with stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in verbal and non-verbal form (speech, reading, and writing)	• Explain treatment procedures • Initiate patient education • Document and interpret treatment actions and patient responses
Mobility	Physical abilities are sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	• Move around in clinical operatories, workspaces, classrooms, laboratories and other treatment areas • Administer cardio-pulmonary resuscitation procedures • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated or standing position for 3-5-hour periods without a break
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective dental care	• Calibrate and use equipment • Position patients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift with assistance 150 pounds • Exert 20-50 pounds of force (pushing/pulling)

		• Successfully complete a CPR (Healthcare Provider) certification course
Hearing	Normal, corrected or aidable - Auditory ability sufficient to interpret verbal communication from patients and health care team members and to monitor and assess health needs	• Hear monitor alarms, emergency signals, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions • Hear audible stethoscope signals during blood pressure screenings
Visual	Normal, corrected -Visual acuity sufficient for observation and assessment necessary for patient assessment	• Observe patient responses • Identify and distinguish colors • Accurately read mm markings on small dental instruments
Tactile	Tactile ability sufficient for gross and fine motor coordination necessary for delicate manual assessment of oral tissues	• Perform palpation, functions of physical examination and/or those related to therapeutic intervention.
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	• Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	• Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Tolerate the use and wearing of personal protective equipment such as masks or respirator, goggles, face shields, gloves, gowns, and

		lead aprons for up to 9 hours per day

Manage the care of a patient in a sudden emergency, including one-man CPR when necessary
Exercise good judgement, using the **ADAA Code of Ethics** as a guide in decision-making.
https://adaausa.org/about/about-adaa/

1.5 Program Learning Outcomes

Students who complete the dental assisting program will be able to:

1. Carry out the role and functions of a Dental Assistant.

2. Apply foundational knowledge of basic dentistry.

3. Exhibit professional code of ethics and values of the profession.

4. Function as integral member of dental health care team.

5. Understand importance of life-long learning to promote personal and professional growth.

Program Mission Statement

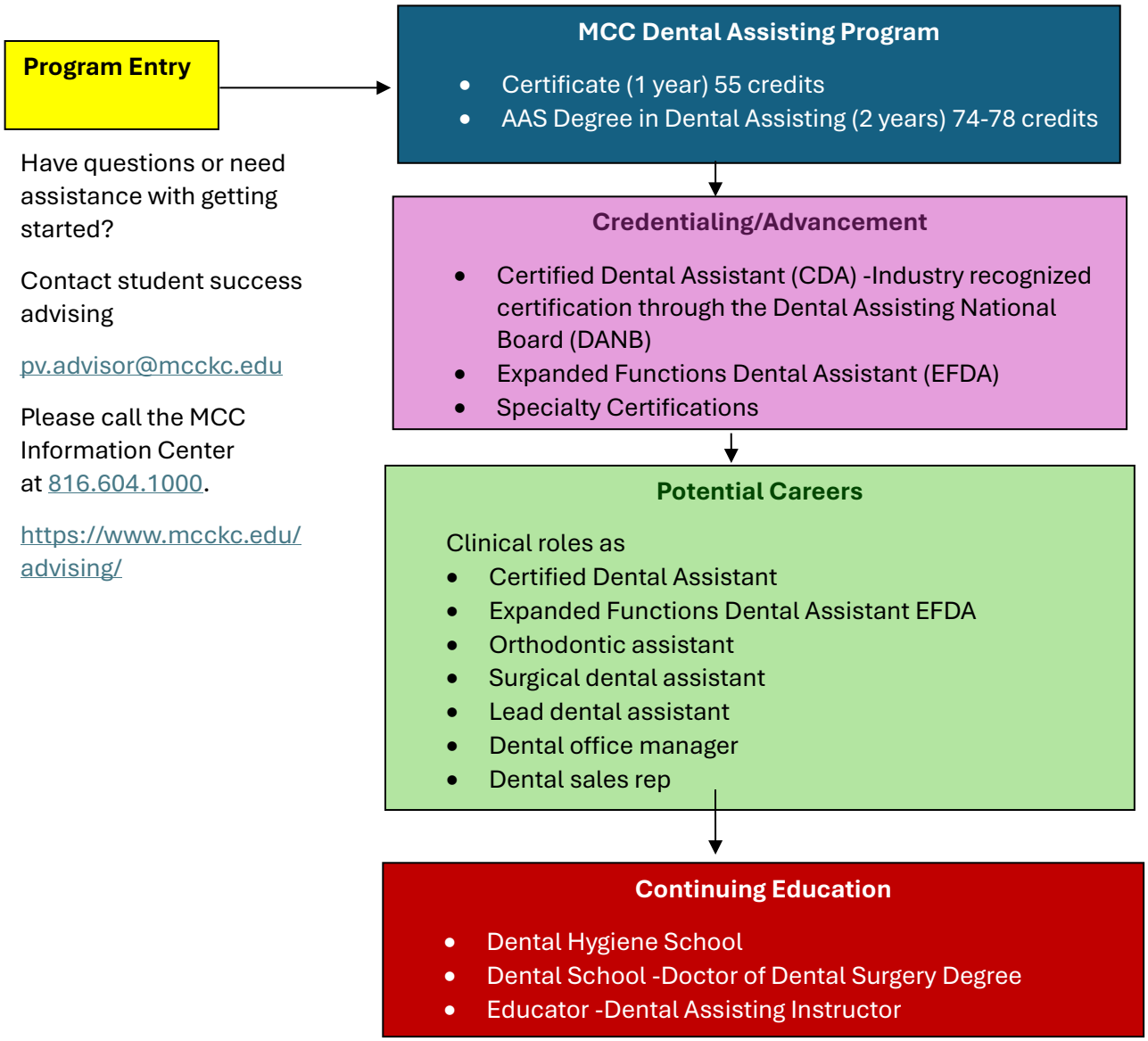
The mission of the Dental Assisting Program is to promote total wellness by advancing oral health in the state of Missouri through quality education and service. This mission is consistent with the mission of Metropolitan Community College.

Philosophy

The Dental Assisting Program is founded on humanistic teaching, service, scholarly endeavors and patient care. The learning environment should stimulate the discovery of new knowledge, the development of original and innovative methodologies and the exploration of advanced techniques and service that contribute to the holistic health of the public as well as growth of the dental assisting profession. The faculty's primary responsibilities are to provide comprehensive approaches to student development that include and encourage critical, independent and professional thinking. Ultimately, the program is committed to providing education for a culturally diverse student population to optimize each individual's growth, achievement and maturation as a professional

1.6 Career Pathways

Career Pathways are designed to help you reach your educational goals and explore college and career options. Pathways are made up of related certificates, and degrees that build on common skills and knowledge. You can begin at any point on the Career Pathway and customize your pathway to fit your goals.



Have questions or need assistance with getting started?

Contact student success advising

pv.advisor@mcckc.edu

Please call the MCC Information Center at 816.604.1000.

https://www.mcckc.edu/advising/

According to the O-Net online, annual wages for **entry level dental assistants are $59,200**. A certified dental assistant who has passed national board exam can practice as Expanded Function Dental Assistants in Missouri can receive more salary annually than entry-level DAs due to their advanced skills sets. Visit Occupational Information Network (O*NET) to view salary information, employment outlook and personal characteristics needed for this career.

2. Admission and Enrollment

2.1 Program Eligibility Requirements

Admission Criteria (Program-Specific)

Applicants to the Dental Assisting program must meet the standard college admission requirements of MCC and complete additional program-specific steps.

1. College application
    - Apply to MCC-KC via the online application.
    - Submit official college/university transcripts (and high school or GED if required) to MCC-KC Student Data Center.
    - Placement testing must be complete by the application deadline (or prerequisites in place).

2. Program prerequisites

Applicants must complete or be enrolled in certain prerequisite and corequisite courses prior to application deadline and must complete the prerequisite before the start of the program.

- **Prerequisite course**:
    - ENGL 101 (Composition & Reading I) must be completed prior to applying.
    - DENA 100 (Introduction to Dental Assisting) must be completed or currently enrolled at time of application.
- General Education Courses:
    - COMM 100 (Fundamentals of Speech)
    - PSYC 140 (General Psychology)
    - HLSC 100 (Introduction to Health Professions)
- Minimum grade of "C" required in prerequisite courses.

3. Minimum GPA
    - Applicants must have a minimum cumulative GPA of 2.5 to apply to the program.
4. Observation experience
    - Applicants must complete a one-hour in-class or in-lab observation of a dental assisting lecture or lab within the past six months of the application deadline. The completed observation form must be submitted with the program application.
5. Essay and resume
    - Applicants must submit a typed, 250-300 word essay (double spaced, 12-point, 1-inch margins) addressing:
        - Your definition of dental assisting and why you chose the field (areas of dentistry of interest, previous experiences)
        - Your plan for managing time (work/family/school) to succeed in the program.
    - Applicants must submit a resume that includes work experience, high school attended, colleges/universities, awards/honors, and any dental field experience.
6. Read, sign and submit with online application the following documents
    - Infectious Disease Policy
    - Performance Standards for Successful Completion of the Dental Assisting Program
    - Completed Curriculum checklist form
7. Selection & interview process
    - The program uses a selective admission process (points-based system) to select students for the cohort.
    - All applicants will be invited to an interview with the selection committee. You will be notified of acceptance within approximately 2-3 weeks after the Feb 15 deadline.

8. Program start & mandatory orientation
    - The program begins in the summer semester.
    - Accepted students must attend a mandatory orientation (mid-April) before enrolling in any program courses. During orientation they receive class schedule, immunization/clinical requirements, CPR requirement/training details, uniform/scrub ordering, program policies etc.
9. Additional requirements (upon acceptance)
    - Accepted students must meet immunization/titer requirements, drug screen, background check, criminal record check, infectious disease policy compliance, proof of CPR* etc.
    - Students must comply with clinical site regulations (e.g., those of the affiliated UMKC School of Dentistry when doing rotations).

***CPR Certification -Must** be completed by students through American Heart Association (AHA) and hands-on exam during the first week of the program. Applicants with acceptable and current CPR (must include CPR, and a hands-on exam) from American Heart Association Health Care provider level CPR at intervals not to exceed two years will be waived from taking the HSI offered CPR. Applicants have to provide a copy of such certification to the Dental Assisting program coordinator on the first day of class. Certification must be maintained through graduation.*

Program Policies, Procedures & Regulations

Below are key policies and procedures that applicants and students must follow.

1. **Academic & Progression Policies**
    - The program is full-time, daytime only (no evening/online format) due to clinical requirements.
    - Students must achieve minimum grade requirements (typically “C” or better) in program courses to progress.

a. **Remediation Policy**

A student that has been admitted into the DA Program that earns a grade of "D" or below (less than 70%) or a “D” in any required degree course outside of the DA program will not be able to continue in the program.

A remediation/teaching contract (See Appendix-Student Performance Improvement Plan) is created with the student that includes:

1. A description of the deficiency
2. A description of the remediation
3. A calendar of the remediation/teaching sessions
4. A scheduled re-evaluation method

The course instructor will determine how many remediation/teaching sessions will be necessary and formulate either a written and/or oral re-evaluation session that will determine content mastery.

- A student enrolled in the DA program that earns a grade of “D” or below in any DA course, will not be allowed to continue in the program as previously scheduled.
- A student that earns a grade below a “C” in a DA course would need to re-apply to the program, start over in a new cohort as a new student, and undergo the admission pro-

cess. If accepted into the program, the student would be considered a new student at that point, and would be required to take all coursework, including that which had previously been successfully completed.

- If there are more students applying for space than there is available space the decision will be based on: changes made by the student to improve their chances of passing a course; GPA. In the case of limited space, a student may not be offered a position or may be offered an opportunity to restart the program the following year.
- A student may not apply for admission to the program a third time if dismissed due to grades.
- A student must earn a minimum of 70% in summer labs, 75% in the fall lab portion and 80%in the spring lab courses to earn an acceptable grade for the course. In addition, the final grade will be determined through calculation of points reflecting both lecture and lab.
- Any student earning a grade of 70% or below on any written examination will be required to repeat that examination to verify minimum knowledge within one week of the posted test score. If the student does not complete this repeat examination within one week, the instructor reserves the right to counsel the student and require remediation in another manner.
- Any student earning lower than 70% (in summer), 75% (in fall), 80% (in spring) on any practical examination or competency check or failing to complete the practical/competency check without completing critical safety errors will be required to complete the practical/competency check again until competent. If the student fails the practical/competency check the second time, an additional 25% will be deducted from the original score. Failure to complete the practical examination on the third attempt will result in a grade of 0 being recorded for the practical/competency check. The student must continue to remediate the content area and demonstrate competency, or the student will be given an incomplete for the course and not be allowed to continue in the program until complete.
- A student earning a grade of "D" or below in any clinical setting will be required to repeat that section at a time and clinical site determined by the Clinical Coordinator of the program. A student who earns a second grade of "D" or "F" for a clinical rotation will be dismissed from the program.
- Students will follow the guidelines of professional and ethical conduct as outlined by the American Dental Assistants Association. A student may be dismissed from the program for violation of these guidelines. (See Professional standards, Ethics)
- All students will self-evaluate on performance and professional qualities and be given feedback by program faculty. (Student Midterm Evaluation).

b. **Retention Goals and Policy**

1. The goal class size is approximately 18 students for the summer admission of diverse backgrounds.

2. Policies associated with student application and acceptance is effective in admitting those that have the best chance of success based on historical evidence.

3. Program policies are effective in minimizing attrition and supporting student success. These policies include:

i. Clearly delineating program expectations through printed materials, the application process and orientation through use of the student handbook.

ii. A mechanism for tracking "at-risk" students with supportive interventions

Inclusion criteria for designation of "at-risk" status

- Students admitted to the program with a GPA equal to or lower than 2.5
- Students admitted to the program with history of repeated coursework in one or more program prerequisites due to grades
- Students who earn two or more grades of 70% or lower on written examinations in any semester
- Students who are required to retake two or more practical in any semester
- Students with GPA that drops below 2.0
- Students, who faculty has identified as potential "at-risk" students due to, but not limited to generic abilities, writing skills, unprofessional behaviors, test taking anxiety, etc.

Process of supportive intervention:

- Students identified as at-risk students upon acceptance will be admitted but required to complete the processes identified below as a condition of acceptance.
- Student will be asked to meet with faculty. A plan (See *Appendix-Student Performance Improvement Plan*) will be discussed and put into writing by the student and signed by the faculty.

The plan may include:

a. Mandatory meeting with the course instructor in which they earned the exam grade of 70% or lower and/or failed practical
b. Formulating a written plan of action that specifies how the student will achieve minimum competency
c. Student utilization of college resources such as the Early Alert program, Counseling Center or Access Office.
d. Daily journal of study habits

- Student will meet with a designated course instructor monthly.
- The student's at-risk status will be re-evaluated at the end of the semester to determine the need for continued intervention.

iii. Clearly communicating with students how to achieve competence:

- ❖ Written objectives in courses
- ❖ Grading rubrics for competency checks and practical examinations with critical errors identified.
- ❖ Processes for remediation (as stated above)

iv. Clearly delineated performance expectations for the course

- ❖ 70% grade in the lecture portions for the course for the student to continue in the program.
- ❖ Attendance expectations
- ❖ A student earning a grade of "D" or below in any clinical setting will be required to repeat that section at a time and clinical site determined by the Clinical Coordinator of the program. A student who earns a second grade of "D" or "F" for a clinical rotation will be dismissed from the program.
- ❖ Students will follow the guidelines of professional and ethical conduct as outlined by the American Dental Assistants Association. A student may be dismissed from the program for violation of these guidelines.
- ❖ All students will self-evaluate on performance and professional qualities and be given feedback by program faculty. (Student Midterm Evaluation).

v. A policy for remediation of clinical experiences - If the student fails a clinical rotation secondary to performance problems, the student will be asked to repeat the clinical at a different facility at a time and place determined by the clinical coordinator and program coordinator. A conference will be held with the student to outline goals for the clinical. If the student fails an additional clinical, they will be dismissed from the program.

vi. A policy for student right to appeal through the policy of student grievance and due process. (See Student Grievance and due process)

c. **Dismissal policy –** The faculty, coordinator or private practice dentist may recommend the dismissal of any student whose health, conduct or grade(s), (grades of less than “C”), is(are) in poor standing.
Some reasons for dismissal, but not limited to are:

1. Grades below a “C” in any subject.
2. Absenteeism which results in lower grades and/or inadequate clinical experience.
3. Interpersonal conflicts with instructors or coworkers, which causes disruption of learning or patient/client care.
4. Refusal to accept constructive criticism and/or directions.
5. Failure to utilize learning opportunities, regardless of academic standing.
6. Failure to follow accepted procedures and/or directions.
7. Inability to transfer didactic learning to clinical performance in a safe manner.
8. Inability or refusal to accept responsibility for one’s own actions, a display of inappropriate behavior and/or attitude that is determined to be disrespectful by an instructor.

9. Neglect of patients/clients and/or assigned duties.
10. Drug use (including alcohol), which is harmful or degrading to the person or profession.

Program Dismissal Appeal Process

Students who are dismissed from the program may appeal the dismissal decision in accordance with the Health Science Institute Program Dismissal Appeal Procedure. This procedure outlines the required steps, timelines, and levels of review.

The appeal process includes review by the course instructor, Program Coordinator, and Division Chair. The purpose of the appeal is to determine whether the dismissal decision was made in accordance with published program policies and procedures and was not arbitrary or capricious.

Students seeking to appeal a dismissal must follow the established procedure and adhere to all published deadlines.

A copy of the Program Dismissal Appeal Procedure and appeal form is available from the program office or the Division of Nursing and Allied Health.

ACADEMIC/CLINICAL DISHONESTY

The faculty, coordinator or private practice dentist may recommend the dismissal for any of the following:

1. Plagiarism/ cheating on a given project or examination.
2. Copying another student's assignment to turn in as own.
3. Looking at another student's examination (Cheating).
4. Talking or communicating with other students during an exam or practical.
5. Providing information to students that have not yet completed an exam including practical's.
6. Providing incorrect information/falsifying information regarding attendance at clinicals.
7. Having assigned private practice staff sign a particular skill that was not done by the student.

d. **Readmission Guidelines**

To be considered for readmission by the program admissions committee, the applicant (A student who has been dismissed or has withdrawn) must do the following:

1. Only one readmission to the Dental Assisting program is permitted. This readmission must occur within a one-year time frame.
2. Readmission is not a guarantee and is determined on a case-by-case basis.
3. Submit a written request (not e-mail) to the Program Coordinator presenting evidence to justify readmission. This may include additional course work, work experience, etc.

4. Submit a new application to the program and meet current guidelines for admission to the College and Dental Assisting Program.
5. Readmission may be contingent upon the candidate's agreeing to retake all dental assisting courses.
6. No student is guaranteed readmission to the Dental Assisting Program. Many factors must be evaluated including prior problems, progress, and reason for withdrawal; above all, available space in the following cohort.
7. The student must meet all admission requirements and performance/technical standards in effect at the time of application for readmission. **All dental courses must be retaken.**
8. If student demonstrated difficulty with skills during prior assessments, verification of readmission may include passing a practical skills assessment prior reentering the lab or clinical course.
9. The student must notify the program coordinator and turn in all necessary documentation which could include evidence which suggests the potential for future success in the program by the set deadline. If not met, the student opportunity for readmission will be rescinded.

Students considering withdrawing or did not pass program course(s) must meet with the program coordinator to be advised.

e. Clinical/Health & Safety Policies

- Policies include infection control, bloodborne pathogens exposure procedures, ionizing radiation protection, substance abuse policy, immunization/titer requirements, student health insurance, etc.
- Students must comply with clinical site policies and may be subject to drug screen or background check by affiliated clinics. A felony conviction may affect ability to sit for certification or be placed in clinicals.

f. Non-discrimination and Equal Opportunity

- The College adheres to nondiscrimination policies in admissions, programs, services and employment, in compliance with federal law (Title VI, Title VII, Title IX, Section 504, ADA).

g. Program Handbook Compliance

- Students are required to read, understand and sign acknowledgement of program handbook forms (e.g., Infectious Disease Policy, Clinical Guidelines, etc.).

h. Schedule & Commitment

- The workload is significant: first semester on-campus ~3.5 days/week; second semester 4 days/week plus one clinical day; third semester 2 clinical days (off-site rotations), UMKC SOD ½ a day (Dental Radiology II) and rest of days/week on campus.
- Because of the intense schedule and clinical rotations, students must plan for minimal outside work commitments during the program or plan accordingly to manage time.

i. Admission Timeline & Cohort Information

- Application deadline: February 15 each year for the summer start.
- Cohort size: approximately 18 students per class.
- Program length: certificate program ~12 months, associate degree ~ 1-2 years.

- 6.10013 DP Transfer Credit
- 6.10014 DP Academic Forgiveness
- 6.10015 DP Credit for Prior Learning

2.2 Program Application Process

To be considered for entry into the program, applicants must complete ALL of the items listed below by the application date listed above.

Steps to Apply

1. Apply to Metropolitan Community College. To apply is free of charge. This must be done before you can have any transcripts submitted to MCC.

2. Submit college transcripts.

- The Student Data Center will determine course equivalencies and post them to the transcript. **Include** copies of high school transcripts, GED and any college transcripts for the student data center.
- If you have previous college courses at an institution **other that MCC**, submit the transcripts to the MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111. The Student Data Center will determine course equivalencies and post them to your MCC transcript.
- Note that it may take a few weeks for transcripts to be sent and received. Therefore, do not wait too long to send transcripts, as they may not be received by Feb 15 and affect your application status.

3. Verify eligibility to apply to the program.

- Eligible applicants have a minimum cumulative GPA of 2.5.
- Eligible applicants **must have completed or be enrolled** in the following courses by the application deadline. Prerequisites must be completed prior to the start of classes in the summer semester and acceptance is contingent upon successful completion with a minimum grade of "C".
    - ENGL 101
    - DENA 100
    - ACT/SAT scores will be accepted in place of ACCUPLACER® scores.

4. Achieve **placement test** minimum scores.

5. **Curriculum Checklist for the certificate and AAS** provides the courses you will be taking during the three semesters. Please make the appropriate selection if any course has been completed.

6. Read and sign the Dental Assisting Program **Infectious Disease Policy Form**.

7. Complete a **dental assisting in-class/in-lab observation**.

- Observations must be made within the past six months of the application deadline. Observation opportunities are available in the MCC Health Science Institute (3444 Broadway Blvd., Kansas City, MO) during normal class hours 8:00am-4:30pm.
- To secure a date and time for an observation contact Dr. Hema Udupa by e-mail (Hema.Udupa@mcckc.edu). Note: On the day of your scheduled observation, please arrive 15 minutes early to Health Science Room 410 to obtain an in-class observation form and location of the classroom to attend if you didn't previously obtain one. At the completion of the observation the instructor signs the form. This form must be submitted with the program application.

8. Complete **an essay** (double spaced, 12-point font, 1-inch margins) addressing the following content.

    a. Your definition of Dental Assisting and your reasons for choosing the field. Include which areas of Dentistry you are interested in, any experiences you have had with Dental assisting either personally or professionally, also why you feel you would be a good candidate for the field of DA and the program. Use information you gained from DENA 100, dental assisting/lab observation as well as your own research to write this section.

    b. Your well-developed plan for managing your time while in the program. How will you juggle work, family and school if needed to ensure that your coursework and fieldwork are given full attention. How will you study and prepare for the classes.

9. Complete the online program student application form.

- To logon, use your mcc email
    - Use the online application to apply to MCC Penn Valley.
    - Include /Upload additional application materials such as ***resume, program essay, completed in class/in lab observation form, signed infectious disease policy form, unofficial copy of your transcript, signed performance standards document*** etc. with your program application at the link "attachments".
    - No applicant files will be reviewed until after the February 15 deadline.

10. Complete the application review process with the Dental Assisting Program Coordinator (Call 816-604-4237 for an appointment)

11. After application deadline of **Feb 15th**

- Students will receive an email from the program regarding the interview date and time.
- Students can expect to learn of their acceptance or non-acceptance within 2 to 3 weeks after Feb 15th.
- Students accepted into the DA Program will be invited to a MANDATORY orientation mid-April. Do not try to enroll in any course prior to this orientation session. At the orientation session, students will receive the summer class schedule for the Dental Assisting Program, information regarding Clinical student/Immunization requirements*, CPR training details, List of textbooks for the DA program, place order and pay for the DA program uniform/scrubs and safety glasses.

(**Mandatory Health/Immunization Records:** *All required health records, immunizations, MUST be completed and uploaded to the Clinical student by* ***June 8th for students starting in the summer semester.*** *The college/program reserves the right to rescind the admission status of any student not meeting, as well as not submitting, all post-admission requirements in a timely manner.)*

12. Due to enrollment limitations, meeting minimum requirements does not guarantee admission. When the number of eligible applications exceeds the program availability, selective criteria will be used to determine which applicants will be offered admission. Students who have met all admission requirements will be considered using a point system based on GPA, general education classes, prerequisite courses, completion of dental assisting class/lab observations, completion of the application review process with the dental assisting program coordinator as well as the interview score. For additional information, visit the **MCC Dental Assisting Program Candidate Selection Form** on the webpage. ***All application requirements must be satisfied by the close of the application deadline.***

Note- For any program related or application related questions, applicants are encouraged to attend ***Dental Assisting Information Sessions online****. The sessions are virtual and offered via zoom. (*https://www.mcckc.edu/programs/dental-assisting/*)*

If you desire academic advising, contact at MCC PV Advising department at (816) 604-1000 to discuss your needs.

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment, as specified by federal laws Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities Act, and state laws and regulations. If you desire support services for the application process or coursework, contact the Disability Support Services (DSS) Coordinator, 816-604- 4293.
https://mcckc.edu/civil-rights/non-discrimination.aspx

A Summary of Your Rights under the Fair Credit Reporting Act

3. Faculty and Staff Directory and other Key Offices

3.1 Instructor Contact Information, Office Hours, and Availability

Program Director

Dr. Hema Udupa, DDS MS Dip. ABOMR
Health Science Institute, 410 M
Phone: 816-604-4237
Fax: 816-759-4646

Email: Hema.Udupa@mcckc.edu
Office Hours - M 12-1; R 10:30-1:30; and W12-1(Zoom)

Faculty/Clinical Coordinator
Carol Gohdes, CDA, RDH, BS
Health Science Institute, 410 B
Phone: 816-604-4210
Fax: 816-759-4646
Email: Carol.Gohdes@mcckc.edu
Office Hours – M, R 12-1; F 7-8, 1-2 and Zoom(By appt)

Adjunct Faculty

Alexandria Spriggs, BS, CDA
Phone: 816-718-8635
Email: Ali.spriggs@mcckc.edu

Marsha Voelker, CDA, RDH, BS
Email:
Marsha.Voelker@mcckc.edu

Dr. Vi Dinh, DDS, CDA, BS
Phone: 816-482-1096
Email: Vi.Dinh@mcckc.edu

Adjunct Lab Instructor
Kabao Lor, CDA
Email: Kabao.Lor@mcckc.edu

3.2 Staff Contact Information

Senior Administrative Assistant, Allied Health Division
Susan Michaud
Health Science Institute, 410
Phone: 816-604-4232
Email: Susan.Michaud@mcckc.edu

3.3 Contact Information for Key Offices

MCC-Penn Valley & Health Science Institute Administrators

Interim Dean of Health Sciences & Site Administrator
Dr. Craig Haile
Email: Craig.Haile@mcckc.edu
Phone: 816-604-4562

Division Chair-Health Science Institute
Dr. Nicole Fuller
Email: Nicole.Fuller@mcckc.edu
Phone: 816-604-4470

4. Student Support Services

4.1 Advising

Currently advising and counseling is provided by Penn Valley Community College in the Malcolm T. Wilson Enrollment Center. Currently there is also a dedicated Dental Assisting student success advisor.

Student Success Advisor
Dr. Elizabeth Minchala
(816) 604-5230
Olga.minchala@mcckc.edu

- **Enrollment Procedures -** Once admitted to the program, the program coordinator will have a mandatory orientation to explain enrollment for students. Advisors will assist students with enrollment by appointment. The program coordinator will provide course numbers each semester. It is the student's responsibility to enroll in courses.
- **Student Records -** The academic advisors and program coordinator are provided access to files upon entry to the program in order to better advise students. If students prefer, this information will not be shared with academic advisors if formal written request is made.
- **Application for Graduation -** After being formally admitted to the program, each student is expected to set up an appointment with the program advisor during the first semester of the program. At this meeting the student and advisor will review the student's transcripts and set up a plan to be recorded in the student's file. The scheduling and completion of this meeting is the duty of the student and not the program coordinator. Failure to schedule and attend this meeting could result in an inability to graduate on time.

To be guaranteed consideration for graduation, students must submit a degree application one semester prior to completing the requirements to any of the MCC Records Offices.
https://mcckc.edu/commencement/apply.aspx

- **Evaluation of Application for Graduation** Once the student has turned in the Degree/ Certificate Application, the Transcript Evaluator will complete an official degree/ certificate evaluation to ensure that degree/ certificate requirements are satisfied. Students should be able to determine the status of their transcript by logging in with their student ID to MCC's web site. Students that transfer credits to MCC should evaluate their transcript to assure timely graduation. It is not the responsibility of the program coordinator or any other faculty member to assure that the student has taken all appropriate general education courses for graduation. It is the student's responsibility to follow up on transfer of courses and exceptions for graduation with the appropriate office.

4.2 Career Services

MCC's Career Center provides free resources and support to assist students in developing career readiness skills, connecting with area employers, and exploring careers that match students'

interests and values. There is a Career Center at each campus location to assist students with their career development and employment-related needs.

Career Services Coordinator

- Provides job readiness training both in-person and virtually to include:
  - Resume & Cover Letter Reviews
  - Mock Interviews
  - Networking Strategies
  - LinkedIn Workshops
- Student employment on campus
- Coordinates monthly job fairs and connects students with area employers for immediate job openings
  https://mcckc.edu/career-center/employers.aspx

4.3 Counseling Services

MCC counselors are faculty members who hold a master's or Ph.D. They are available to meet with you to discuss success strategies and personal concerns. Services are **FREE** for MCC students.
Call 816.604.1000 to schedule an appointment or visit our counselor page for more information.

Students can also receive free 24/7/365 mental health support through Wolf Wellness.

- https://mcckc.edu/counseling/

4.4 Tutoring and Academic Support

At MCC, each campus provides free tutoring in most subjects offered by the college, as well as assistance in study skills.

- https://mcckc.edu/tutoring/

In the Campus Learning Center student can receive assistance with generalized tutoring including advising students on writing research papers. Dental Assisting graduates volunteer their time with tutoring and are available upon request for the students struggling in courses and requiring additional one-on-one tutoring.

The Biology Tutoring lab is available for students in taking courses in the Life Sciences division at hours designated outside the door. The tutoring lab is in ST 205. Both biology lab and Health Resource Center have access to anatomical models. The HRC has a copy of all the dental assisting program textbooks for students as a resource.

The **Health Resource Center at MCC-KC Health Science Institute** (HS 206) houses a 10 station computer lab. An additional 18 computer stations are available in room HS 203. Computers in HSI 203 are available outside of HRC hours.

Printing is available in rooms HS 206, 204 & 203. To save resources & maximize your 200 free pages, we encourage responsible printing. Additional copies may be purchased at the Library or

by using a credit card through your MyTouch account. Please see HRC staff for assistance with printing, including PaperCut questions. Please RECYCLE!

Health Resource Center HSI room 206

Dr. Kathleen Broussard, HRC Coordinator
816-604-4295 Kathleen.Broussard@mcckc.edu

Services available:

- One-on-One or Small Group Help
- Learning Style Assessments
- Guidance on Applying Individual Learning Styles
- Help with Balancing Student Life:
  - ✓Study Skills
  - ✓Test Taking
  - ✓Time Management
  - ✓Reading Comprehension
  - ✓Concentration Memory
  - ✓Listening & Note Taking
  - ✓Preparing for Class
  - ✓Organization
  - ✓Clinical Thinking Skills
  - ✓Math Skills
- Special Topic Workshops
- 8 Spacious Study Rooms
  - ♦ Each room comfortably accommodates up to eight people
  - ♦ dry erase board, flat screen monitor, DVD player & laptop portal in every room enhanced individual or small group study
- Computer Lab with Printer
- Anatomy Lab with Models, Posters, Microscopes, Computers, X-Ray Light Boxes with Film Library & large Workspace for Group Study
- Free Wi-Fi
- Laptops Available for use in HRC
- Media Room with Multimedia Resources Specific to Health Care Programs
- Information on Community Resources/Services for Additional Support
- Coin-Operated Copier for Student Use

No Appointment Necessary. Help is Available on Walk-In Basis

Library Resources

The library has access to the following databases for research on health-related issues. Students may access these databases from home. In order to do so: To use the database from home, go to http://www.mcckc.edu and click on library services.

The library has access to the following health related databases.

*Alt Health Watch (EBSCOhost)*Full-text articles from 160+ international journals plus hundreds of pamphlets offering holistic perspectives on health care and wellness

Clinical Pharmacology (EBSCOhost) - Information on US prescription drugs, plus herbal and nutritional supplements.

Health Reference Center (Facts on File) - Encyclopedic database containing over 20,000 hyperlinked entries on health and social issues. Defines causes, cures, key research, medical terms, symptoms, treatments and trends of each field of study.

Health Reference Center Academic (Gale Group)

Indexes articles on fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, HMOs, prescription drugs, etc. from 1980 to prese

Medline
PubMed, a service of the National Library of Medicine, includes over 14 million citations for biomedical articles back to the 1950's. These citations are from MEDLINE and additional life science journals. PubMed includes links to many sites providing full text articles and other related resources.

ADA/PDR Guide to Dental Therapeutics is available. Also, current and back issues of print subscriptions to the New England Journal of Medicine, JAMA, American Journal of Clinical Nutrition, and the American Journal of Nursing.

Links to catalog searches for dental and educational resources are below.

- Dental books in print
- Educational methodology resources
- Medical dictionaries
- Dental EBooks available with an MCC student or faculty ID
- Dental periodicals, approximately 21 titles available electronically
- Dental exam prep materials provided through Learning Express Library

Title	**Author**	**Publication Year**
National Dental Assistants Boards	Rudman	2020
Certification Exam Review for Dental Assisting: Prepare, Practice and Pass! : Prepare, Practice and Pass!	Campbell	2020
Dental Materials : Clinical Applications for Dental Assistants and Dental Hygienists	S. Eakle	2020
Dental Instruments : A Pocket Guide	L. Boyd	2020
Dental Assisting Exam Review 2020-2021 : CDA Test Prep Study Guide and Practice Test Questions for the Certified Dental Assistant Exam	Trivium	2019
Dental Assistants and Hygienists : A Practical Career Guide	K. Endsley	2019
National Dental Assistant Boards (NDAB)	J. Rudman	2019
Dental Assisting : A Comprehensive Guide to Current Practice	S. Kantz	2017
Modern Dental Assisting - Textbook and Workbook Package	D. Bird	2020
Certification Exam Review for Dental Assisting: Prepare, Practice and Pass! : Prepare, Practice and Pass!	M. Campbell	2016
Orthodontic Handbook for Dental Assistants	K. Kasai	2017

ON-LINE RESOURCES- Canvas is currently in use for all courses. This enables an instructor to post handouts, websites, practice quizzes and current grades for students to access with proper ID and password. Canvas can be accessed by logging into myMCCKC account.

Please refer to the remediation policy and retention policy for students at risk of failing or dropping out of the program included under the program policies, procedures, and/or regulations.

- 7.40020 DR Academic Intervention

4.5 Financial Aid and Scholarship Opportunities

Questions concerning scholarships or any other form of financial aid should be directed to the Financial Aid office. They can be reached at (816) 604-4067.

SCHOLARSHIP OPPORTUNITIES

These scholarships are specific for Dental Assistant students:

- **Albert W. Zimmer Dental Assistance Scholarship** (Contact DA Program Coordinator for details)
- **American Dental Assistants Association:** https://adaausa.org/education-events/awards-scholarships/
- **American Dental Association Foundation:** www.ada.org/prof/ed/scholarships.asp
- **Hispanic Dental Association Foundation Scholarship Program:** Scholarships in the amounts of $1,000 and $500 were awarded to entry-level Hispanic US students who have been accepted into an accredited dental, dental hygiene, dental assisting or dental technician program and are judged on demonstration of scholastic achievement, community service, leadership skill and commitment to improving health in the Hispanic community. The scholarship program is funded by Procter & Gamble Oral Health Group and administered through the Hispanic Dental Association Foundation. For more information contact the Hispanic Dental Association Foundation at (800) 852-7921.
- **Missouri Dental Assistant Association Scholarship:** This $500 scholarship is available through each of the accredited Dental Assistant Programs in the state of Missouri**.** The program coordinator will receive applications through the MDAA in January each year. The recipient will be selected in March of that year. All applicants must be members of the American Dental Assistants Student Association.

- 7.25020 BP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25020 DP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25050 DP Satisfactory Academic Progress of Veterans Benefits Recipients
- 7.30000 BP Student Financial Aid

5. Academic Policies and Expectations

5.1 Academic Integrity and Code of Conduct

ACADEMIC STANDARD

- All Dental Assisting (DENA) courses must be completed in proper sequence with a grade of "C" or higher in each course. There is not a mechanism for students to be part time.
- All general education courses must be completed before graduation.
- A student that has been admitted into the DA Program that earns a grade of "D" or below (less than 70%) or a “D” in any required degree course outside of the DA program will not be able to continue in the program and must either apply for remediation or re-apply for admittance and begin the program from the beginning. (See Remediation policy.)

Grading/Method of Evaluation

1. The instructor reserves the right to exercise professional judgment as to whether a student passes a course satisfactorily.
2. The number of examinations, quizzes and laboratory checkouts/practical’s vary within each class. The requirement will be outlined during the orientation for each individual class on the very first day.
3. For DENA courses with both laboratory and lecture portions, lecture and lab grades will be calculated separately.
4. For all process evaluations/competencies/skills assessment in the lab/practicum portion of a course, the student must earn a minimum of 70 % in the summer semester, 75 % in the fall semester and an 80% in the spring semester.

If the overall grade for a course is less than 70%, the final grade will be "D" or "F" depending on points earned.

SYLLABUS: A syllabus is given at the beginning of each new course within the program. Within it will include a course description, expected student outcomes, objectives of the course, course schedule, methods of evaluation, grading rubrics and course content. Due dates of assignments will be included in the schedule.

Assignments: Every time an assignment is given, a due date will also be given. Assignments are to be turned in at the beginning of the period on the day that they are due on that date! ***It is your responsibility to turn assignments in on time***.

Assignments must be completed in black ink, pencil or typed. In no case (other than paper charting), assignments will be accepted in any other color of ink. Any assignment that is deemed not readable by an instructor must be typed. Assignments with multiple pages **MUST** be stapled together before handing in, or it will not be accepted.

Tests: Test must be taken the day they are given. If you are ill, you may be requested to have a doctor's note to take the test on another day. Any exceptions are at the direction of the instructor.

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
68 or Below	=	F

Methods of Communication of Student Progress

Students are encouraged to meet with instructors during office hours regarding anything which impacts their academic progress

- Faculty routinely use CRM Advise platform to communicate directly with students regarding their academic progress in each of their courses.
- Faculty routinely utilize email for communication
- Scores for examinations and quizzes are posted to canvas for access by individuals only. Students should go to mcckc.instructure.com.
- Each course will schedule written examinations. After exams the instructor will be available for review and to answer questions.
- Each student will complete 30-40 individual competency checks throughout the program. The student will be given feedback on their performance on the competency check or practical. Students earning lower than the required percentage on competency will be asked to repeat the practical until deemed competent. The student should keep a record of the date each individual competency exam was completed to be filed in their student competency tracker/documentation record.
- Each student will complete a written examination on HIPAA and OSHA following an online review course prior to the start of their fall clinical @ UMKC School of Dentistry/Private practice sites.
- If problems due to student behavior should arise, the faculty will meet with the student individually, discussing the problem at hand. The conference may be documented in the Student Conference form /Student Situation form and placed in the student's file. Specific plans for improvement will be included in the discussion. Further discussion may involve the DA Program coordinator, Division Chair and Dean of the Health Science Institute and may result in dismissal from the program if appropriate.

Student conferences @midterm per semester

Purpose of student conference - To assist the student in achieving success and discuss their progress in the Dental Assisting Program. The program coordinator will hold individual student conferences approximately at the midterm of each semester. Documentation will be made regarding the conference and placed in the students' file. Student conferences may also be scheduled with the course instructor. These conferences will be scheduled by appointment. In addition, students are encouraged to seek advisement and assistance when the need arises.

● Student-clinical instructor communication is on-going during clinical rotations. Formal evaluation of the student on a written evaluation form will take place at mid-term and at the end of the clinical. In the event of student-clinical instructor conflict, the student should first attempt to talk with the clinical instructor about the problem. If this step is unproductive, the student should contact the Program Coordinator.

● If the student's clinical instructor believes the student is performing below the expected level of performance, the clinical coordinator should first talk with the student individually. If this communication is unproductive, the clinical coordinator should contact the program coordinator. They will then work with the student to establish goals for the remainder of the clinical rotation.

● If the student fails a clinical rotation secondary to performance problems, the student will be asked to repeat the clinical at a different facility at a time and place determined by the clinical coordinator and program coordinator. A conference will be held with the student to outline goals for the clinical. If the student fails an additional clinical, they will be dismissed from the program.

Please refer to the **remediation policy and retention policy** for students at risk of failing or dropping out of the program included under the program policies, procedures, and/or regulations.

ACADEMIC/CLINICAL DISHONESTY

The faculty, coordinator or private practice dentist may recommend the dismissal for any of the following:

1. Plagiarism/ cheating on a given project or examination.
2. Copying another student's assignment to turn in as own.
3. Looking at another student's examination (Cheating).
4. Talking or communicating with other students during an exam or practical.
5. Providing information to students that have not yet completed an exam including practicals.
6. Providing incorrect information/falsifying information regarding attendance at clinicals.
7. Having assigned private practice staff sign a particular skill that was not done by the student.

DISCIPLINARY MEETINGS

A student may be counseled on any of the following behaviors and documented on the Situation Report form. Any student who receives three (3) written disciplinary conferences (See *Appendix-Situation Report*), will be dismissed from the program. Some circumstances may warrant immediate dismissal from the program.
In such circumstances, the program faculty will make such determination after consultation with the college administration.

1. Academic dishonesty.
2. Habitual absence, (3 unexcused absences or 5 tardies will result in 1 Situation Report.)
3. Unprofessional or unethical conduct.
4. Refusal to comply with Dental Assisting Program policies.
5. Breech of rules or regulations of the student's assigned clinical or private practice site.
6. Unsafe practice.
7. Sexual harassment of other students, faculty, clinical or private practice faculty.
8. Purposeful destruction or theft of college, clinical or private practice property.
9. Reporting to class, clinic or private practice under the influence of alcohol and/or controlled substances.
10. Insubordination, being disrespectful to instructors, clinic staff or private practice staff.
11. Inappropriate behavior in class, clinic or private practice.
12. A felony conviction while in the program.

Cheating: The use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.
Plagiarism: Defined as taking another person's intellectual work and using it as one's own. For example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.
Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
Collusion: Knowingly helping another individual violate any provision of the Academic/Clinical Dishonesty guidelines. Collusion includes assistance with assignments or tests that are not authorized by the instructor.
Falsifying institutional records or other legal or source documents: Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the College.

DISMISSAL

The faculty, coordinator or private practice dentist may recommend the dismissal of any student whose health, conduct or grade(s), (grades of less than "C"), is(are) in poor standing.

Some reasons for dismissal, but not limited to are:

1. Grades below a "C" in any subject.

2. Absenteeism which results in lower grades and/or inadequate clinical experience.
3. Interpersonal conflicts with instructors or coworkers, which causes disruption of learning or patient/client care.
4. Refusal to accept constructive criticism and/or directions.
5. Failure to utilize learning opportunities, regardless of academic standing.
6. Failure to follow accepted procedures and/or directions.
7. Inability to transfer didactic learning to clinical performance in a safe manner.
8. Inability or refusal to accept responsibility for one's own actions, a display of inappropriate behavior and/or attitude that is determined to be disrespectful by an instructor.
9. Neglect of patients/clients and/or assigned duties.
10. Drug use (including alcohol), which is harmful or degrading to the person or profession.

STUDENT GRIEVANCE & DUE PROCESS

If a student has a concern about classroom and lab issues, the student should first make an appointment with the instructor to discuss his/her concerns. The faculty believes that an extremely important skill in health care is to work towards resolving issues directly with interested parties in a productive manner. If this is believed to be unproductive or in an event the student requests the program coordinator to be present with the instructor, the student should make an appointment to speak to the Dental Assisting program coordinator directly. If the issue remains unresolved, Division chair of Health Science will attempt to resolve the issue but may call for a meeting between the student and faculty member for resolution. If the student believes that the issue has not been adequately resolved to his/her satisfaction, the student should make an appointment with the Dean of Health Science to discuss the situation. If unresolved, the Dean of Instruction may arrange for a meeting between the two parties to mediate the disagreement. If warranted and under the discretion of the Dean of Instruction, a grievance committee may be convened to hear testimony from both parties and a final recommendation for resolution made.

PROGRAM WITHDRAWAL

Students may withdraw from a class at any time prior to the college's published last day to withdraw. It is important that students who stop attending classes withdraw formally from the courses in which they are enrolled. If a student chooses to withdraw from any one or more of the dental assisting courses, they will also be required to withdraw from all dental assisting courses. Because the program course work is sequential in nature, if a student withdraws from the coursework for any semester, they will not be eligible to return to the program until the following year. Placement due to withdrawal cannot be guaranteed and will be granted when space is available.

- 6.10011 DP Grading Standards, Coursework and Final Examination
- 6.10012 DP Grade Change
- 6.10014 DP Academic Forgiveness
- 7.20000 BP Student Rights and Responsibilities

- 7.35010 BP Code of Student Conduct
- 7.35010 DP Code of Student Conduct
- 7.40010 BP Freedom Due Process and Disciplinary Action

5.2 AI Usage

The use of Artificial Intelligence (AI) tools in coursework, assignments, or clinical documentation is governed by the course instructor. Each course syllabus will outline specific guidelines and expectations regarding the acceptable use of AI.
These policies may vary by course and instructor. Students are responsible for reviewing and adhering to the AI use policy stated in each course syllabus.
In the event, Artificial Intelligence (AI) tools usage is permitted for various tasks, including research and problem-solving, then students must disclose their usage explicitly and appropriately. This policy is in place to cultivate a dynamic learning environment where responsible and ethical AI use is emphasized. Students are expected to maintain transparency and acknowledge any AI assistance in their submissions and properly cite any sources used.

Students must acknowledge the use of AI <name the tool> and how it was used for the assignment. For example:

- I did not use any Generative AI for this assignment
- All content submitted is my own work and I used <insert AI system(s) and link> to assist with writing (e.g., grammar, paraphrasing)
- All content submitted is my own work, and I acknowledge the use of <insert AI system(s) and link> to generate materials for background research.
- I acknowledge the use of <insert AI system(s) and link> to generate materials that were included in this assignment. Citing AI

- Policy in process

5.3 Student Attendance and Participation Expectations

ATTENDANCE POLICY
The program faculty believes that prompt attendance at class and clinical in mandatory. Acquiring notes from classmates, in most instances, does not adequately replicate the information as provided by the instructor. Promptness and attendance at clinical are imperative to assure continuity of patient care.
In the discussion of EXCUSED ABSENCES below, the following definitions will be used:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician's note verifying illness shall be presented by the student to the instructor. This does not include minor illnesses of family members.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.

- "Statutory governmental responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

Attendance:
If you miss a class for any reason, it is your responsibility to contact a class member for lecture notes, handouts, and announcements and be prepared for the next class. ***REMEMBER MISSING CLASS CAN AFFECT YOUR LOANS.*** Anyone missing more than 20% of the classes before the official withdrawal date can be dropped from the class. Anyone that stops attending without dropping after the official withdrawal date will be given a grade. Keep in mind our first few months of classes are condensed and accelerated, every day you miss is critical to your passing a test and getting the information you need to be successful in your chosen profession. It may not be possible to make the missed time up.
Special consideration may be given when weather conditions may not allow safe travel.

Attendance in Lecture:
Call the instructor PRIOR to the beginning of class to report absences. If the call is not received prior to the start of class, the absence will be considered unexcused. Each student will be allowed one (1) unexcused absence. The second unexcused absence will result in 10 points deduction from the class in which the absence occurred (this includes lecture, lab and dates when examinations are given). Subsequent unexcused absences will result in a 20 point deduction. If it is necessary to be absent on a day an exam is given, the instructor must be notified in advance. Two (2) points will be deducted per day for each day which passes from the day the test was administered to the date the test was taken (points deducted from the test score).

Attendance in Lab:
Each student will be allowed one (1) unexcused absence in lab. The second unexcused absence will result in a 10 point deduction from the class that the absence occurred, (this includes lab lecture, labs and dates when practical's are being given). Subsequent unexcused absences will result in a 20 point deduction. If you are unable to attend on the day you are scheduled for a practical, you must call the instructor to make arrangements for a re-take within one (1) day. For each day which passes from which such arrangements are not made two (2) points will be deducted from the specific DENA course.

Attendance at Clinical:
Clinical absences must be made up promptly. One (1) hour is made up for each hour missed. The date and time of the clinical make-up will be determined by the clinical instructor at the facility and may require a Saturday or evening. If you are going to be absent from a clinical (part of full day), you must notify the clinical instructor and/or office and coordinator (816-604-4237) prior to the clinical. If you are going to be tardy, you must also notify the clinical instructor and/or office and coordinator. Failure to call the facility in a reasonable time frame will be reflected in the student's clinical grade. Failure to notify the above will result in a 25-point deduction in the specific DENA course.

Extended Absence Due to Illness OR other circumstances:
In the event of extended medical illness, it may be necessary for the student to take care of themselves first and foremost. If the coursework can be made up prior to the next academic semester (absence of 2 weeks), the faculty will attempt to work with the student to make up the material. If the absence is longer, it may not be possible for coursework to be made up during that semester.

However, if the student cannot continue in the program or graduate until the incomplete coursework is satisfactorily completed, the student will be asked to re-enter the program again next year, beginning as a new student. For safety reasons, the student will be asked to complete all DENA coursework, even that which has been successfully completed. In the event of extended illness during clinicals, the student may have one (1) additional clinical arranged. All clinical work must be completed by the next academic semester. If this is not possible, for safety reasons the student will be asked to re-enter the program as a new student, completing all coursework again. Students absent due to extended medical illness require documentation of leave by their primary physician and will be asked to have a release form signed by their physician in order to return to school or clinicals. Keep in mind that approximately the first six (6) weeks of classes are condensed and accelerated, and it would be impossible to make up the lecture and test time.

Other circumstances: Withdrawal from the program (due to failing DENA course or due to health related reasons), unable to attend due to pregnancy, unavailability of childcare.

Recording of Attendance:
The clinical coordinator will check all documentation, time sheets, etc. periodically.

- Lecture: Attendance will be taken by the instructor or a sign in sheet. Make sure you sign in, or you are counted absent.
- Laboratory: Attendance will be taken by the instructor or a sign in sheet. Make sure you sign in, or you are counted absent.
- Clinical Rotations: You will have time sheets that should be signed by the clinical supervisor, dentist or a member of the dental staff.

Tardy Policy: Any student who enters the classroom after the designated start time is considered tardy. The door to the classroom is open each morning by public safety. Students are expected to enter the classroom upon arrival and await the coming of their instructor. Lab doors are not unlocked by facilities; for lab classes, students are to gather immediately outside of the lab room to await the arrival of their instructor. Students in the dental assisting program are expected to be on time for class, lab and clinical rotations and are a symbol of respect for your instructors and fellow students.

DENTAL ASSISTING CLINICAL INCLEMENT WEATHER POLICY: Students may be expected to participate in clinical education during times when the MCC-KC campus is closed due to inclement weather.

- 6.10017 DP Withdrawal and Audit Enrollment Status
- 7.30050 DP Medical Discretionary Withdrawal
- 7.35020 DR Student Attendance

5.4 Student Complaint and Grievance Procedures

Students can anonymously include the issues/complaints in the pouch made available within the dental suite HS 201. Should a student complain about the Dental Assisting Program / curriculum relative to the accreditation standards, then the student is encouraged to meet with the program coordinator. If the issue remains unresolved, Division Chair of Health Science will attempt to resolve the issue but may call for a meeting between the student and faculty member for resolution. If the student believes that the issue has not been adequately resolved to his/her satisfaction, the student should make an appointment with the Dean of Health Science to discuss the situation. If unresolved, the Dean of Instruction may arrange for a meeting between the two parties to mediate the disagreement. If warranted and under the discretion of the Dean of Instruction, a grievance committee may be convened to hear testimony from both parties and a final recommendation for resolution made.

Program Plan for Quality Improvement- The program faculty value continued quality improvement. As such, the program has a quality improvement plan in which data is collected from various sources and results in strategic planning. As part of the quality improvement plan, students' comments are used to improve the program from the following sources: Student Evaluations of Instruction, Student Evaluation of Clinical Education Forms, Graduate Surveys, Employer Surveys, Suggestions and Complaints, Program Development Plan, formal program review process etc.

COMMISSION ON DENTAL ACCREDITATION COMPLAINT PROCEDURE

The MCC-KC Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The most recent accreditation was in 2021; the next on-site evaluation of the MCC-KC Dental Assisting Program is scheduled for 2028.

Filing a Complaint with the American Dental Association Commission on Accreditation

Students, faculty, constituent dental societies, state boards of dentistry, patients, and other interested parties may submit an appropriate, signed, formal complaint to the Commission on Dental Accreditation regarding any Commission accredited dental, allied dental or advanced dental education program. An appropriate complaint is one that directly addresses a program's compliance with the Commission's standards, policies and procedures. The Commission is interested in the continued improvement and sustained quality 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.

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited education program, or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.
To file a complaint, write to the Commission at the address below. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1.800.621.8099 Ext. 4653.

- 7.20300 DR Student Complaints
- 7.20300 OP Student Complaints
- 7.20400 DR Student Rights and Privacy
- 7.20400 OP Student Rights and Privacy
- 7.40030 BP Status of Suspended or Expelled Student

5.5 Grading Policies and Standards

- All Dental Assisting (DENA) courses must be completed in proper sequence with a grade of "C" or higher in each course. There is not a mechanism for students to be part time.
- All general education courses must be completed before graduation.
- A student that has been admitted into the DA Program that earns a grade of "D" or below (less than 70%) or a “D” in any required degree course outside of the DA program will not be able to continue in the program and must either apply for remediation or re-apply for admittance and begin the program from the beginning. (See Remediation guidelines.)

Grading/Method of Evaluation

1. The instructor reserves the right to exercise professional judgment as to whether a student passes a course satisfactorily.
2. The number of examinations, quizzes and laboratory checkouts/practical varies within each class. The requirement will be outlined during the orientation for each individual class on the very first day.
3. For DENA courses with both laboratory and lecture portions, lecture and lab grades will be calculated separately.
4. For all process evaluations/competencies/skills assessment in the lab/practicum portion of a course, the student must earn a minimum of 70 % in the summer semester, 75 % in the fall semester and an 80% in the spring semester.
5. If the overall grade for a course is less than 70%, the final grade will be "D" or "F" depending on points earned.

SYLLABUS: A syllabus is given at the beginning of each new course within the program. Within it, it will include a course description, expected student outcomes, objectives of the course, course schedule, methods of evaluation, grading rubrics and course content. Due dates of assignments will be included in the schedule.

Assignments: Every time an assignment is given, a due date will also be given. Assignments are to be turned in at the beginning of the period on the day that they are due on that date! ***It is your responsibility to turn assignments in on time***. Please review individual course syllabus regarding assignment grading policy.
Assignments must be completed in black ink, pencil or typed. In no case (other than paper charting), assignments will be accepted in any other color of ink. Any assignment that is deemed not readable by an instructor must be typed. Assignments with multiple pages **MUST** be stapled together before handing in, or it will not be accepted.
Tests: Test must be taken the day they are given. If you are ill, you may be requested to have a doctor's note to take the test on another day. Any exceptions are at the direction of the instructor.

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
68 or Below	=	F

- 6.10012 DP Grade Change

5.6 Non-Discrimination and Accessibility Policies

Non-Discrimination and Sexual Harassment:

MCC, in keeping with the requirements of Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, ancestry, national origin, or disability. The district actively follows a policy of nondiscrimination in the aforementioned areas in regard to all employment and retention of students.

Federal and State Law, as well as MCC's Board of Trustee policy, prohibit sexual harassment. If you feel you, as a student, have been subjected to sexual harassment or to any of the above-mentioned forms of discrimination, contact the Dean of Student Development at your campus for further information.

For more information visit Office of Civil Rights: https://mcckc.edu/civil-rights

Disability Support Services (DSS):
Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of my class, please contact the campus Disability Support Services (DSS) Coordinator at your campus at 816-604-4089 or PV.DSS@mcckc.edu. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Ac-

commodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. More information is available at Disability Support Services. **https://mcckc.edu/disability-services/**

- 7.30020 BP Non-Discrimination
- 7.30030 BP Non-Discrimination and Harassment Student
- 7.30030 DP Non-Discrimination and Harassment Student
- 7.30035 BP Sex Discrimination and Sexual Harassment Student
- 7.30035 DP Sex Discrimination and Sexual Harassment Student
- 7.20100 DR Disability Support Services
- 7.20100 OP Disability Support Services
- 7.20200 DR Service Animals and Emotional Support Animals
- 7.20200 OP Service Animals and Emotional Support Animals

6. Curriculum and Course Descriptions

6.1 Program and Course Requirements and Credit Hours

DENTAL ASSISTING PROGRAM

Curriculum Information

Dental Assisting Program Certificate – 44 Hours (Program Specific)
Dental Assisting Program Certificate – 11 Hours (Additional General Education Requirements)
Dental Assisting Program A.A.S. Degree- 74-78 Hours

Program Course Requirement

DENA 100	Introduction to Dental Assisting	1
DENA 101	Body Structure & Function	1
DENA 102	Head & Neck Anatomy	2
DENA 103	Dental Anatomy	2
DENA 104	Dental Emergencies & Pharmacology	2
DENA 105	Dental Materials I	2.5
DENA 106	Preclinical Dental Assisting	2
DENA 108	Oral Microbiology & Infection Control	1.5
DENA 110	Chairside Assisting I	5
DENA 115	Dental Radiology I	4
DENA 125	Clinical Experience I	2
DENA 205	Dental Materials II	3
DENA 210	Chairside Assisting II	5
DENA 215	Dental Radiology II	2
DENA 225	Dental Office Management	2
DENA 230	Oral Pathology	1
DENA 250	Clinical Experience II	4
DENA 260	Dental Assisting Seminar	2

General Education Requirement

HLSC 100	Introduction to Health Professions	2
ENGL 101	Composition & Reading I	3
PSYC 140	General Psychology	3
COMM 100	Fundamentals of Speech	3
BIOL 109	Anatomy & Physiology	
(BIOL 110 & 210 may be substituted)		6-10
BIOL 208	Microbiology	5
CHEM 105	Introductory Chemistry	5
HIST 120	US History to 1865 **or**	3
HIST 121	US History since 1865 **or**	
POLS 135	Intro to Political Science **or**	
POLS 136	Intro to American National Politics **or**	
POLS 137	Intro to State & Local Politics	

*General education courses can be sequenced in any manner, however, HLSC 100, ENGL 101 should be completed prior to the start of the program and DENA 100 can be completed prior to the start of the program or currently enrolled.

CPR Certification -Must be completed by students through American Heart Association (AHA) and hands-on exam during the first week of the program.

Applicants with acceptable and current CPR (must include CPR, and a hands-on exam) from American Heart Association Health Care provider level CPR at intervals not to exceed two years will be waived from taking the HSI offered CPR. Applicants have to provide a copy of such certification to the Dental Assisting program coordinator on the first day of class. Certification must be maintained through graduation.

Certificate

https://mcckc.elumenapp.com/catalog/2025-2026/program/dental-assisting-certificate-2022-summer

A.A.S. Dental Assisting

https://mcckc.elumenapp.com/catalog/2025-2026/program/dental-assisting-a-a-s-degree-2022-summer

6.2 Pre-requisite Courses

ENGL 101	Composition & Reading I	3
DENA 100	Introduction to Dental Assisting	1

6.3 Required Core Courses

SUMMER SEMESTER					
DENA	101	Body Structure and Function	1		
DENA	102	Head and Neck Anatomy	2		
DENA	103	Dental Anatomy	2		
DENA	104	Dental, Medical Emergencies and Pharmacology	2		
DENA	105	Dental Materials I	2.5		
DENA	106	Preclinical Dental Assisting	2		
		TOTAL	***11.5***		
FALL SEMESTER					
DENA	108	Oral Microbiology and Infection Control	1.5		
DENA	110	Chairside Assisting I	5		
DENA	115	Dental Radiology I	4		
DENA	125	Clinical Experience I	2		
DENA	205	Dental Materials II	3		
		TOTAL	***15.5***		
SPRING SEMESTER					
DENA	210	Chairside Assisting II	5		
DENA	215	Dental Radiology II	2		
DENA	225	Dental Office Management	2		
DENA	230	Oral Pathology	1		
DENA	250	Clinical Experience II	4		
DENA	260	Dental Assisting Seminar	2		
		TOTAL	***16***		

Dental Assisting Program Course Descriptions

https://mcckc.elumenapp.com/catalog/2025-2026/department/dental-assisting#mainContent

MCC-KC Penn Valley Dental Assisting Curriculum content includes didactic and laboratory/ preclinical objectives in the following dental assisting skills and functions. Prior to performing these skills/functions in a clinical setting, students must demonstrate knowledge of, and laboratory/preclinical competence in the program facility. The Dental Assisting Program complies with the curriculum content and skill assessments standards set by the Commission on Dental Accreditation (CODA).

6.4 Elective Options

Essential Dental Assisting Skills

Preclinical Instruction	MCC-Penn Valley Dental Assisting program courses where the skills are taught
a. Manage infection and hazard control protocol consistent with published professional guidelines.	DENA 105 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 108 (Fall) DENA 110 (Fall) DENA 205 (Fall) DENA 115 (Fall) DENA 125 (Fall) DENA 210 (Spring) DENA 215 (Spring) DENA 250 (Spring)
b. Take/review and record medical and dental histories	DENA 104 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
c. Take and record vital signs	DENA 104 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
d. Assist with and/or perform soft tissue extra/intra oral examinations	DENA 103 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
e. Assist with and/or perform dental charting	DENA 103 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)

Preclinical Instruction	MCC-Penn Valley Dental Assisting program courses where the skills are taught
f. Prepare tray set-ups for a variety of procedures and specialty areas.	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 125 (Fall) DENA 250 (Spring)
g. Seat and dismiss patients	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
h. Operate oral evacuation devices and air/water syringe	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 125 (Fall) DENA 250 (Spring)
i. Maintain clear field of vision including isolation techniques	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 125 (Fall) DENA 250 (Spring)
j. Perform a variety of instrument trans-fers	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
k. Utilize appropriate chairside assistant ergonomics	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 125 (Fall) DENA 250 (Spring)

Preclinical Instruction	MCC-Penn Valley Dental Assisting program courses where the skills are taught
l. Provide patient preventive education and oral hygiene instruction	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
m. Provide pre-and post-operative instructions prescribed by a dentist	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 125 (Spring) DENA 250 (Spring)
n. Maintain accurate patient treatment records	DENA 105 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 210 (Spring) DENA 225 (Spring)
o. Identify and respond to medical and dental emergencies	DENA 104 (Summer) DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)

Chairside Dental Assisting Functions	MCC-Penn Valley Dental Assisting program courses where the skills are taught
a. Assist with and/or apply topical anesthetic and desensitizing agents	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
b. Assist with and/or place and remove rubber dam	DENA 106 (Summer) DENA 110 (Fall) Students must continue to demonstrate knowledge

Chairside Dental Assisting Functions	MCC-Penn Valley Dental Assisting program courses where the skills are taught
	DENA 210 (Spring) DENA 250 (Spring)
c. Assist with and/or apply fluoride agents	DENA 110 (Fall) Students must continue to demonstrate knowledge DENA 250 (Spring)
d. Assist with and/or apply bases, liners, and bonding agents	DENA 105 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 250 (Spring)
e. Assist with and/or place, fabricate, and remove provisional restorations	DENA 105 (Summer) Students must continue to demonstrate knowledge DENA 205 (Fall) DENA 210 (Spring) DENA 250 (Spring)
f. Assist with and/or place and remove matrix retainers, matrix bands, and wedges	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 110 (Fall) DENA 125 (Fall) DENA 210 (Spring) DENA 250 (Spring)
g. Assist with and/or remove excess cement or bonding agents	DENA 106 (Summer) Students must continue to demonstrate knowledge DENA 210 (Spring) DENA 125 (Fall) DENA 250 (Spring)
h. Assist with a direct permanent restoration	DENA 105 (Summer) DENA 205 (Fall) Students must continue to demonstrate knowledge DENA 125 (Fall) DENA 250 (Spring)
i. Fabricate trays, e.g., bleaching, mouthguard, custom	DENA 105 (Summer) DENA 205 (Fall) Students must continue to demonstrate knowledge

Chairside Dental Assisting Functions	MCC-Penn Valley Dental Assisting program courses where the skills are taught
	DENA 250 (Spring)
j. Preliminary impressions	DENA 105 (Summer) Students must continue to demonstrate knowledge DENA 205 (Fall) DENA 125 (Fall) DENA 250 (Spring)
k. Clean removable dental appliances	DENA 105 (Summer) Students must continue to demonstrate knowledge DENA 250 (Spring)

MCC-Penn Valley Dental Assisting students must demonstrate competence in the knowledge at the familiarity level in dental practice management:

Dental Practice Management	MCC-Penn Valley Dental Assisting program courses where the skills are taught
a. **Computer and dental software** **b. Business ethics and jurisprudence**	DENA 225 (Spring) DENA 250 (Spring)
c. Business oral and written communications	DENA 110 (Fall) DENA 205 (Fall) Students must continue to demonstrate competence DENA 225 (Spring) DENA 250 (Spring)
d. **Inventory systems and supply ordering** **e. Maintenance and retention of business records**	DENA 106 (Summer) DENA 110 (Fall) Students must continue to demonstrate competence DENA 225 (Spring)
f. **Management of patient information**	DENA 110(Fall) Students must continue to demonstrate competence DENA 225 (Spring)
g. **Recall systems**	DENA 225 (Spring)

7. Work-Based Learning Requirements

7.1 Work-Based Learning (i.e., Internships, Clinical Experiences, Apprenticeships, Co-op Programs)

Work-Based Learning is an educational approach that integrates classroom instruction with practical, real-world work experience. It allows students to apply academic and technical skills in professional settings while developing essential employability competencies such as communication, teamwork, problem-solving, and professionalism.

MCC-KC Dental Assisting Program includes Clinical Experience I and II (Externship rotations) in the fall and spring semesters. These are supervised, competency-based experience that takes place in the UMKC School of Dentistry, Public Dental Health and dental office settings. Students apply clinical skills learned in the classroom and lab to actual patient care scenarios under the guidance of licensed professionals.

In addition, MCC-KC Dental Assisting students are provided many opportunities to engage in-service and community-based learning experiences. The Dental Assisting students are active members of the MCC -KC Predental club. Throughout the program there are numerous extra-curricular activities conducted by the members and/or participation in activities such as TeamSmile, Missouri Mission of Mercy event, LevelUp Kids shadowing opportunity etc.

Students represent Metropolitan Community College during all clinical experience rotations and during the extracurricular activities. Students are expected to conduct themselves in the same professional manner as during school hours. Inappropriate behavior can result in the dismissal from the program.

Clinical Guidelines & Requirements (*Refer to the DA Program Clinical Manual*)

The following will apply to UMKC-SOD, private practice office, specialty or clinic assignment:(See Appendix- MCC CLINICAL PLACEMENT POLICY)

1. Clinical assignments are made by the faculty at MCCPV-HSI and are based on student's educational needs and availability. Consideration is also given to location when possible.
2. The student may not complete a clinical where previously employed.
3. The student may not be paid for their clinical experience.
4. Students may be required to drive within a 50-60 mile radius.
5. Students are responsible for transportation to and from the clinical site.
6. Information about a clinic site is on file.
7. Clinical dentist and/or staff are not paid by the college. Considerable respect and consideration should be given to these individuals that have dedicated their time and energy to educating future dental assistants.

8. UMKC-SOD is considered a clinical site; you are to treat the dental students, dental hygiene students and faculty as professionals. You are to use their titles when addressing these individuals. E.g. Dr., Professor etc.

Requirement before Entering Clinical Rotations (See Appendix - Notice Regarding Clinical Participation Requirement)

1. Have completed CPR.
2. Have completed or begun the Hepatitis B series.
3. Have had a current TB Skin Test.
4. Have completed any other required vaccinations.
5. Have successfully completed the HIPPA and OSHA lecture and exam.
6. Have completed all summer courses with a grade of "C" or better.
7. Completed CBC, drug testing if required and Family Care Safety Registry.

Private Practice and/or Clinical Rotation

Between both semesters you will have acquired approximately 300+ hours experience.

1. Two to three weeks prior to starting your clinic rotation you are required to provide the private practice office or clinic with your "Personal Data Sheet". This information provides the office or clinic with basic information about you. It is also required that you give a copy to your instructor with the date that you mail or have taken this form to your assigned office.
2. It is also recommended that you go visit the office and introduce yourself before you do the rotation.
3. You will be assigned to a general private practice office for no less than eight weeks but could be as long as sixteen weeks. You can remind your office of this.
4. If possible, you may be assigned to a specialty dental office. This could be one of the following: Pediatric, Orthodontic, Surgical, Endodontics or Periodontics. Assignments will be limited in different areas. The instructor will do their best to assign you to your choice. It is possible that depending on the year, no specialty dentist will be available. In this instance, you will stay in the current private practice or may be assigned to a clinic.

CLINICAL POLICIES AND PROCEDURES

PRE-CLINICAL REQUIREMENTS

There are several things that incoming students must complete prior to beginning the clinical portion of the program. Students must complete all requirements and provide appropriate documentation.

1. CPR certification
2. Physical exam
3. Immunizations
4. Initial 2-step and then annual 1-step TB test
5. Criminal background check (CBC)
6. Family care and safety registry background check (FCSR)
7. Drug Screening
8. Hepatitis B waiver or proof of immunization
9. Health insurance waiver
10. UMKC SOD Clinic Orientation Manual – Complete online HIPAA and OSHA Training (For Fall clinicals)
11. Signed confidentiality statement
12. Signed release of information authorization
13. Completed 2 full mouth radiographic survey competency results (For Spring Clinicals)

Many clinical sites have additional site-specific instructions/orientation modules which must be completed when assigned to that facility for clinical rotation

Clinical Student

Clinical Student helps hospitals and schools to focus on education by making it easier to manage placements, rosters, and compliance.

Clinical Compliance Requirements:

On January 1, 2004, the Joint Commission instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in-patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks.

In order for you to be placed in a clinical site you must complete a background check with Clinical Student.

Criminal Background Checks

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have a consumer reporting agency, conduct a background check. **You are responsible for completing the online application and paying the cost. Criminal background checks are normally conducted once during duration of the program; however, some clinical sites may**

require a more current report. You will be responsible for applying online and paying for the cost of the additional background check if it is required by the clinical site.

Inquiries regarding Clinical Student related questions can be directed to MCC Clinical Compliance Coordinator (816.604.4177) or directly to Clinical Student via email at support@system32.com

MCC shall not consider the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes, but may not be limited to, a class "A" or "B" felony and/or class "A" misdemeanor conviction.

MCC realizes that the background check ordered by you at the onset of your program is a report of your history only inclusive to the date of your online application and payment for this background check. Should you be convicted of an offense that falls within "unacceptable background" as defined by state law regarding health care providers after you have completed the background check and while you are still in the program it is strongly recommended that you reveal your current status to the MCC Clinical Compliance Coordinator. Your status has changed and your ability to obtain a license and practice and to continue your clinical experiences has been severely compromised.

MAKE sure you read the student guide to using Clinical Student fully because a mistake in completing the online information will delay the completion of the CBC, which will delay your ability to participate in the clinical rotation.

The results of your consumer report will be sent to the Program or Clinical Coordinator via an electronically secure file indicating only an ACCEPTABLE – Pass (P), INCOMPLETE – (I) or UNACCEPTABLE – Fail (F). If you receive an "F", the Program or Clinical Coordinator will direct you on how to proceed. As noted in the *Summary of Your Rights Under the Fair Credit Reporting Act*, you have the right to request and receive a copy of your consumer report from Validity Screening Solutions.

The turnaround time for the CBC is approximately 48-72 hours, if paid by credit card or paypal. It can take longer for the CBC to be processed (sometimes more than 2 weeks) if paid by money order/cashier's check. Plan accordingly in order to have the CBC completed so you are ready to start your clinical rotation on time.

If you have any questions, please feel free to contact **Cynthia Ginn at (816) 604-4177** or cynthia.ginn@mcckc.edu. You may also contact Clinical Student with technical questions via email at support@system32.com

FAMILY CARE SAFETY REGISTRY INSTRUCTIONS

The Family Care Safety Registry helps protect seniors, children, and the disabled, by conducting background screenings on long term care workers, childcare workers, and personal care workers. All allied health and nursing students must register with the FCSR before being allowed into the clinical sites. Registering with the FCSR means you will provide personal information and agree to background screenings for employment purposes as defined in state law.

Additional information about this will be provided to you during your program specific orientation. Any Inquiries regarding this can be directed to clinical compliance coordinator.

Immunization/Titer Requirements

The immunization/titer requirements given below are recommended for health care workers by the Centers for Disease Control (CDC). In addition, each Allied health Program is required by clinical contract to submit documentation, which includes immunization/titer results, on all students upon request.

It is the College's policy that all of the following immunization/titer requirements be complete before any student can participate in a clinical experience.

Titer/Immunization Requirements

Hepatitis B

The Hepatitis B Vaccine Official Documentation must be provided for all three injections and/or a titer drawn showing proof of immunity.

OR

A signed Hepatitis B waiver must be on file in the Program Clinical Coordinator's office or other designated office. Note: signing the waiver releases you from having a titer drawn if you have had the 3 injections. It is the choice of the student whether he/she wants information regarding immunity.

Chickenpox (varicella)

Complete an IGG titer. Titer must be dated and the result showing evidence of immunity must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

OR

Have two immunizations 4 weeks apart.

Measles, Mumps, Rubella

Complete an IGG titer for each (measles, mumps, rubella). Titers must be dated and the result showing evidence of immunity for each (measles, mumps, rubella) must be a part of the Official Documentation. (Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be taken.

OR

Have two immunizations 4 weeks apart.

Tuberculosis Screen

Must have Official Documentation of a current annual skin test (cannot be over one year old). If you have an expired or never had a TB skin test, then the 2 step Mantoux skin test is required. Results must be documented in millimeters of tissue involvement (induration).

If TB test is positive or the student has history of positive skin tests, a Negative Chest X-Ray (less than two years old) is required.

Tetanus-Diphtheria

The initial series is typically given in childhood and boosters are required every ten years. The booster should be of Tetanus-Diphtheria and acellular pertussis (TDaP). If the booster has been given with the last ten years, provide Official Documentation of the date (month/day/year) of the immunization. If the booster is ten years old or older, have the TDaP immunization and provide Official Documentation of the date (month/day/year) of the immunization.

Titers are not acceptable for any portion of TDaP.

Covid-19 vaccination (Not a requirement anymore for UMKC)

Influenza Vaccine – Clinical facilities require that all health care workers have an annual flu shot. Documentation must be provided of the date of the immunization, the type of vaccine given, and the signature of the person administering the injection. Those with allergies to the influenza vaccine (all types) must provide written documentation from the health care provider that indicates the student cannot receive the immunization due to severe and/or life threatening allergy to the vaccine.

Clinical Student documentation requirements –

Official Documentation (lab results) for each titer must be documented in Clinical Student.

Immunization dates (mm/dd/yyyy) must be included in an official document stating the student's name, date of immunization and name of immunization.

An "Official Document" must show the health care provider's name/organization and phone number and have appropriate signatures, for example a physician's prescription pad, an official clinical record. TB testing results must show the student's name, health care provider's name/organization, date placed, date read, results in millimeters induration and have appropriate signatures.

Students are advised to keep copies of all health information for their personal records. This information is subject to HIPAA regulations.

7.2 Eligibility and Application Process

Insert the requirements and steps for securing program placement for work-based learning opportunities.

Clinical Guidelines & Requirements (*Refer to the DA Program Clinical Manual*)

The following will apply to UMKC-SOD, private practice office, specialty or clinic assignment:(See Appendix- MCC CLINICAL PLACEMENT POLICY)

1. Clinical assignments are made by the faculty at MCCPV-HSI and are based on student's educational needs and availability. Consideration is also given to location when possible.
2. The student may not complete a clinical where previously employed.
3. The student may not be paid for their clinical experience.
4. Students may be required to drive within a 50-60 mile radius.
5. Students are responsible for transportation to and from the clinical site.
6. Information about the clinic site is on file.
7. Clinical dentist and/or staff are not paid by the college. Considerable respect and consideration should be given to these individuals that have dedicated their time and energy to educating future dental assistants.
8. UMKC-SOD is considered a clinical site; you are to treat the dental students, dental hygiene students and faculty as professionals. You are to use their titles when addressing these individuals. E.g. Dr., Professor etc.

Requirement before Entering Clinical Rotations (See Appendix - Notice Regarding Clinical Participation Requirement)

1. Have completed CPR.
2. Have Physical Exam
2. Have completed or begun the Hepatitis B series.
3. Have had a current TB Skin Test.
4. Have completed any other required immunizations.
5. Have successfully completed the HIPPA and OSHA training(lecture) and exam.
6. Have completed all summer courses with a grade of "C" or better.
7. Completed Criminal background check (CBC), drug testing and Family Care Safety Registry (FCSR).
8. Signed confidentiality statement
9. Signed release of information authorization
10. Completed 2 full mouth radiographic survey competency on patients under faculty Supervision (For Spring Clinical rotation)

Many clinical sites have additional site-specific instructions/orientation modules which must be completed when assigned to that facility for clinical rotation.

Clinical Student - Clinical Student helps hospitals and schools to focus on education by making it easier to manage placements, rosters, and compliance.

Clinical Compliance Requirements:

On January 1, 2004, the Joint Commission instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in-patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks.

In order for you to be placed in a clinical site you must complete a background check with Clinical Student.

If you have any questions, please feel free to contact **Cynthia Ginn at (816) 604-4177** or cynthia.ginn@mcckc.edu. You may also contact Clinical Student with technical questions via email at support@system32.com

7.3 Expectations and Responsibilities of Students

PROFESSIONALISM

Faculty of MCC-KC HSI Programs have an academic, legal, and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices. Actions of an Allied Health student directly affect the lives of others. For this reason, the highest standards in honesty and integrity are mandatory. Dishonesty and unethical behavior in any form will result in corrective actions or disciplinary measures and may result in dismissal from the program.

The Dental assisting students, while representing Metropolitan Community College at any clinical site, must conduct themselves in an ethical, professional, and safe manner and shall abide by the professional conduct standards of the profession. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MCC, DA program and clinical site policies during each clinical experience. Off-campus conduct, including postings on social media, are subject to review by the program and/or College and may result in corrective actions or disciplinary measures if the postings or conduct violate the policies and professional standards outlined in the handbook.

The Dental Assisting student will be required to self-evaluate their professional behavior at the midterm evaluation and will receive feedback from DA faculty and Program Coordinator. Self-evaluation will include qualities such as tact, communication, responsibility for behavior, learning, dress, etc. (See *DA program Clinical Manual for Clinical practice -Self-assessment form*)

Student must demonstrate a professional conduct in the lab setting and are assessed during the labs very similar to the assessment of professional conduct in the clinical setting.

BEHAVIOR / LANGUAGE

Dental Assisting students represent the program and MCC-KC, in general. At all times, a professional attitude should be reflected in speech and in dress attire. Students are expected to dress and behave with respect for themselves and with the highest respect and regard for others on campus and at clinical sites. Students who are reported to have embarrassed classmates, faculty and/or staff in regard to their wardrobe/behavior/language on campus or on rotation sites/community assignments will be referred for a conference with the Program Coordinator. Serious and/or repetitive infraction could result in probation or dismissal from the Dental Assisting program.

MISCELLANEOUS:

- Gum is not chewed in any classroom, lab, clinic or other patient treatment area.
- When in the clinic, a student should store her/his books and personal belonging in an assigned locker.
- No food or drink is allowed in the dental assisting clinic area.
- Students may not enter the clinic when patients are present unless in clinical uniform (buttoned lab coat, long pants, clinic shoes and with hair pulled back off the collar and anchored). No interruptions of clinic sessions will be allowed. Professionalism points will be deducted for infractions of this rule.

Non-compliance or failure to adhere to program-specific policies related to professional behavior or safe clinical practice may result in the use of corrective actions or disciplinary measures as outlined in this Handbook.

Attendance

Attendance is MANDATORY at all assignments. Promptness and attendance at clinicals is imperative to assure continuity of patient care. In case of illness or personal emergency, the student is responsible for notification of supervising instructor and respective dental office.

In the discussion of EXCUSED ABSENCES below, the following definitions will be used:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician's note verifying illness shall be presented by the student to the instructor. This does not include minor illnesses of family members. Notes from a physician may be requested regarding absences if student is ill for more than two days.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents or significant other. Documentation must be provided.
- "Statutory governmental responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.

Make-Up Policy

- Clinical absences must be made up promptly.
- With the time restraints of class and clinical assignments, any required make-up time for a clinical rotation will need to be performed during spring break OR after the courses has ended.
- Students that require excessive make-up hours will be given a grade of "I", incomplete and allowed to make up the hours during the last two weeks of May.
- If the student needs more than 32 hours (equivalent to 4 full days) the student MUST complete a specific form asking permission from the program director.
- All hours missed are subject to make up time to the discretion of the supervising instructor/DENA program coordinator. All absences will need to be made up, hour for hour, in the office the rotation was missed, or a comparable office setting. The date and time of a clinical make-up will be determined by the clinical instructor at the facility and may require a Saturday or evening.

If you are going to be absent from a clinical (part of full day), you must notify the clinical instructor and/or office and coordinator (816-604-4237) prior to the clinical. If you are going to be tardy, you must also notify the clinical instructor and/or office and coordinator. Failure to call the facility in a reasonable time frame will be reflected in the student's clinical grade. Failure to notify the above will result in a 25 point deduction in the specific DENA course.

Extended Absence Due to Illness OR other circumstances*:

In the event of extended medical illness, it may be necessary for the student to take care of themselves first and foremost. In the event of extended illness during clinicals, the student may have one (1) additional clinical arranged. All clinical work must be completed by the next academic semester. If this is not possible, for safety reasons the student will be asked to re-enter the program as a new student, completing all coursework again. Students absent due to extended medical illness require documentation of leave by their primary physician and will be asked to have a release form signed by their physician in order to return to school or clinicals. Keep in mind that approximately the first six (6) weeks of classes are condensed and accelerated and it would be impossible to make up the lecture and test time.

* **Other circumstances:** Includes unable to attend due to pregnancy, unavailability of child care

Recording of Attendance:

All documentation, time sheets, etc. will be checked by the clinical coordinator/program coordinator periodically.

- Clinical Rotations: You will have time sheets that should be signed by the clinical supervisor, dentist or a member of the dental staff.

Clinical Externships must be passed successfully to continue in the Program.

Promptness - With promptness being an essential responsibility of the health care professional, tardiness will be noted and brought to the attention of the supervising instructor. It is advisable for the student to arrive at assignment sites 10 to 15 minutes prior to office hours.

Private Practice and/or Clinical Rotation

Between both semesters you will have acquired approximately 300+ hours experience.

1. Two to three weeks prior to starting your clinic rotation you are required to provide the private practice office or clinic with your "Personal Data Sheet". This information provides the office or clinic with basic information about you. It is also required that you give a copy to your instructor with the date that you mail or have taken this form to your assigned office.
2. It is also recommended that you go visit the office and introduce yourself before you do the rotation.
3. You will be assigned to a general private practice office for no less than eight weeks but could be as long as sixteen weeks. You can remind your office of this.
4. Your spring semester rotation will include 8 weeks of general/pediatric rotation and 8 weeks of rotation to a specialty dental office. This could be one of the following: Pediatric, Orthodontic, Surgical, Endodontics or Periodontics. The instructor will do their best to assign you to your choice of specialty.

Drug-Free Workplace, Campus & Community

Drug Screen Policy

MCC-Penn Valley (the "College") is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and practice programs. Safe practice requires efficient, reliable and unimpaired student performance at all times, including in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC's Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who come in contact with him/her.

As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement.

As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendment of 1989. The policy is one of zero tolerance. The Code of Student Conduct imposes disciplinary sanctions for the use, possession or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity. A positive drug test may be cause for dismissal from an Allied Health program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical sites and may also preclude you from taking state licensure examinations.

MCC Testing Criteria, Cost & Sanctions

Any Allied Health or Nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including, but no limited to alcohol, will be required to submit to drug testing. While the Dean's decision to refer a student for drug testing shall be reasonable under all the circumstances, things upon which the Dean may base his/her determination to require drug testing may include, but are not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations suggesting that the student is under the influence of a drug and/or alcohol.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings and deterioration of work.
- Information that a student has caused or contributed to an accident or near accident, that resulted in personal injury, including death, to a patient/client, fellow student, MCC or clinical site employee or any other person.
- The student's conviction, being judged guilty of a pleading nolo contendere to a drug, alcohol or controlled substance infraction in a federal or Missouri state court, including municipal and magistrate courts or in a court of any other state having appropriate jurisdiction.

Any Allied Health or Nursing student who is referred for testing shall be responsible for the costs of such testing.

Any student who tests positive for alcohol and/or unlawful drugs or controlled substances for which he/she cannot produce a valid and current prescription is subject to removal from his/her clinical rotation, resulting in his/her inability to complete the program requirements and the consequent removal from the program. In order to uphold the importance of due process, the student in question shall have the right to a full and fair hearing, including the right to present witnesses and evidence on her/his behalf before the imposition of any such internal program sanction. Of utmost importance is the well-being of patients (if involved). In addition to program sanctions, the student may be suspended or expelled from the College for violation of the Student Conduct Code.

Clinical Site Testing, Sanctions & Cost

As noted above, in addition to MCC-PV testing and potential sanctions, clinical sites impose their own requirements for drug and alcohol testing. Clinical facilities are, like MCC-PV, committed to providing a safe environment in order to protect their patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC-PV and the hospitals, clinics and other clinical sites and facilities at which MCC-PV places its students for clinical rotations mandate that MCC-PV Allied Health and/or Nursing students complete and pass a drug screen prior to being admitted into the facility for clinical rotations. Other clinical sites require random drug and/or alcohol screening for Allied Health and/or Nursing students.

Apart from a student's internal due process rights, which, as noted above, address the rights of the student vis-à-vis MCC-PV sanctions, the refusal of a student to submit to a clinical site's initial drug screen or to random testing may result in the student's inability to do or to conclude clinical training at the clinical site. Likewise, a positive test may result in the student's immediate removal from the clinical site.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

SAFETY AND SECURITY

It is the responsibility of the student to reveal any conditions which might be contraindicated or require special precautions to the course instructor. Information given in confidence will be kept confidential. The student shall not participate in any procedure that would be considered contraindicated for their particular condition. Students will practice procedures with safety being of greatest concern. Students will use equipment in the manner in which it was intended and will report any malfunctioning equipment to the instructor immediately so that it can be removed from student access and appropriately be repaired. Students should be familiar with the college's safety procedures as outlined in the college's student handbook and follow the evacuation plan as posted in the classroom. Students should be familiar with the location of security services on the first floor of the Health Science Institute, and within the first floor of the Penn Valley central campus building. In case of medical emergency, individuals should dial 911 and contact campus security. The cost associated with emergency services will be borne by the individual undergoing medical care. In case of medical emergency at the clinical site, students should follow facility protocol as instructed by the clinical preceptor at the site. Cost for emergency services will be borne by the individual undergoing medical care.

MEDICAL EMERGENCIES AT CLINICAL SITE

In the event of a medical emergency at the clinical site, notify the clinical instructor, Program Coordinator, and the Clinical Coordinator. The instructor will follow that facility's emergency situation policy and/or have the student taken to the emergency room. Students are required to either have their own health insurance or a signed waiver stating that they are responsible for any medical costs as a result of any illness or injury incurred at the clinical site. Documentation of the incident for both the college and the clinical facility will be completed.

ILLNESS AND INJURY

The student is responsible for any expenses incurred due to a medical emergency involving illness or injury, including transportation to a medical facility.

Post-Exposure Procedure

Nursing & Allied Health

Either of the following exposures could put a student at risk of HIV infection if the exposure involves blood, tissue or other body fluids containing visible blood:

- Percutaneous injury (e.g., a needlestick or cut with sharp object)
- Contact with mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded or affected by dermatitis)

After occupational HIV exposure, a short-term course of ARV drugs (e.g., one month) may be used to reduce the likelihood of infection. This is referred to as post-exposure prophylaxis (PEP) and is a key part of a comprehensive universal precaution's strategy during clinical placements.

In healthcare settings the occupational risk of becoming HIV-infected due to a needlestick is low (less than 1%). Most cases involve injuries from needles or sharps that have been used on a patient who is HIV-infected. The risk of HIV transmission from exposure to infected fluids or tissues is believed to be lower than from exposure to infected blood.

Guidelines for providing PEP

Healthcare workers shall report occupational exposure to HIV immediately after it occurs. Early rapid testing of the source patient (the patient involved in the incident) can help determine the need for PEP – and may avert the unnecessary use of ARV drugs, which may have adverse side effects. If necessary, **PEP should begin as soon as possible after exposure, ideally within 2 hours.** Currently, there is no single approved PEP regimen; however, dual or triple drug therapy is recommended and believed to be more effective than a single agent.

The treating physician will determine the treatment period (2-4 weeks) and make the drug selection for PEP based on the following factors:

- Type of injury and transmission device
- Source patient's HIV viral load and treatment history
- ARV drugs available

Some healthcare workers taking PEP experience adverse symptoms including nausea, malaise, headache and anorexia. Pregnant students or women of childbearing age who may become pregnant may receive PEP, but must avoid efavirenz, which has harmful effects on the fetus.

Managing Exposure to HIV

Immediate Steps

Any student exposed to blood or body fluids must take the followings steps:

- Wash the wound and skin sites exposed to blood and body fluids with soap and water. Wash for at least 5 minutes using ample soap.
- For injuries that break the skin and where bleeding occurs, allow bleeding for a few seconds before washing with soap and water.

- Topical use of antiseptics is optional.
- Do not apply caustic agents, such as bleach, onto the wound or inject antiseptics or disinfectants into the wound.
- Flush mucous membranes, such as eyes, exposed to blood and body fluids with water.
- Immediately inform the clinical supervisor or person in charge, of the exposure type and the action taken. Call your Clinical Coordinator and/or Program Coordinator to apprise him/her of your situation.

Once informed, the clinical supervisor will:

- Assess the exposure to determine the risk of transmission.
- Call the Clinical Coordinator to update/him/her of the situation so that the following steps can be taken.
    1. Inform the patient and student about the exposure and request permission for HIV testing.
    2. If there is risk of transmission, follow the written protocol of hospital/facility for rapid testing.
    3. If there is not a written protocol, immediately arrange for the patient and student to visit their personal physician. or US Healthworks located at 1650 Broadway, KCMO 64108, (816) 842-2020 during business hours.
    4. If they do not have a personal physician, do not want to go to the US Healthworks or the exposure occurs after hours, send them to the nearest emergency room after gaining permission of the patient and student.
    5. Provide immediate support and information on post-exposure prophylaxis (PEP) to the student.
    6. Record the exposure on the appropriate form/s Incident Report) and forward the information to the individual or department assigned to manage such exposures at the site and send a copy to the student's Clinical Coordinator/Program Coordinator, Dean of Instruction and Risk Manager.
    7. Maintain the confidentiality of all related records.

Please note that the student is responsible for all costs related to post-exposure procedures. The clinical facility may provide the treatment at no cost to the student.

<u>General Guidelines for PEP</u>

- In all cases of exposure, start PEP within 2 hours of the exposure, whether or not patient's HIV status is known.
- PEP is usually discontinued if there is confirmation that the patient's HIV test is negative.
- If the patient is HIV-infected (with a positive test result), continue PEP.
- ARV therapy should be provided according to national or facility protocol. A minimum of two weeks and a maximum of four weeks treatment is recommended. When possible, consultation with a HIV specialist, particularly when exposure to drug resistant HIV may have occurred, is recommended.

- If the student's initial HIV test is positive, counsel the person on the test result and refer to a HIV/AIDS program for care and treatment.

Source: adapted from CDC, 2001. Updated US public health services guidelines for the management of occupational exposure to HBV, HCV and HIV and recommendations for post-exposure prophylaxis. MMWR Morb Mortal Wkly Rep 50(No. RR-11): 1-42. Retrieved 30 July 2004, from http://www.cdc.gov/mmwr/PDF/rr/rr5011.pdf and World Health Organization. Pose-exposure prophylaxis Retrieved 30 July 2004, from http://www.who.in/hiv/topics/prophylaxis/en/index.html

7.4 Evaluation Process of Work-Based Learning Sites

CLINICAL ROTATION EVALUATION
DENTIST, OFFICE STAFF & MCC-KC PV/HSI DENTAL ASSISTING FACULTY

I. **Evaluations**
A. Dental Assisting Faculty
1. The supervising instructors are responsible for visiting each designated office periodically.
2. Some brief verbal communication with the office staff and supervising dentist is imperative for the success of meeting the program objectives.
3. Time constraints and office schedules may influence the brevity of this exchange.
4. None the less, an effort should be made by both parties to offer constructive feedback.
5. In addition, a written evaluation on a standard form will be completed upon the supervising instructor's observation.
B. Dentist & Office Staff
1. An evaluation form must be completed by the supervising dentist and office staff at the end of every week of the rotation.
2. Evaluations may be given to student to be returned to the clinical coordinator or be faxed to the clinical coordinator at HSI at (816) 759-4646.
C. Student
1. Each student is required to complete a written phase report at the conclusion of every clinical rotation site.
2. The phase report completed by the student will be used to serve as a data collector from the clinical rotation sites as well as a mechanism for evaluation of student participation toward completion of the objective of the program.
3. Seminars will be conducted during DENA 125 and DENA 250 lectures for discussion of phase reports and occurrences of the past week. A focus on the objectives of the clinical rotation site will be discussed to evaluate the satisfaction of these criteria. If criteria are not achieved, a plan of action must be outlined for the benefit of this experience to be gained.

II. **Evaluation Forms**
A. Clinical Student Performance Evaluations
1. Completed by calibrated supervising dentist or dental assistant.

B. Student Clinical Evaluations
1. Completed by the student.
    a. clinical practice – self evaluation
    b. diary of student clinical rotation
    c. clinical experience sheet
C. Student Clinical Site Evaluation
1. Completed by the student.
D. Final Evaluation/Questionnaire
1. Completed by supervising dentist and dental assisting staff.
E. Faculty Clinical Rotation Site Evaluation
1. Completed by MCC-KC PV/HSI Dental Assisting Supervising Instructor

8. Industry Specific Expectations

8.1 Rules and Ethics

PROFESSIONAL STANDARDS, ETHICS, PRIVACY AND CONFIDENTIALITY
All Dental assisting students are expected to abide by the **ADAA Code of Ethics** as a guide in decision-making. https://adaausa.org/about/about-adaa/

All dental assisting students are expected to maintain the highest standards of moral and ethical behavior and to always conduct themselves in a professional manner. This applies to the clinic, laboratory, classroom, and any other facility relating to or representing the MCC –Penn Valley Dental Assisting Program.

The moral and ethical obligations are characterized by, but not limited to, honesty, fairness, and integrity in all circumstances. Students are expected to show respect for the rights, differences, and property of others. A high degree of ethical and professional behavior is to be practiced in the classroom as well as in treating patients.

Standards of care are to include concern for the welfare of patients, competence in the delivery of dental care, conscientious patient communication including education, proper referrals when indicated, and the preservation of confidentiality in all situations, including but not limited to conversations with peers or instructors, phone calls, voicemails, e-mail, social media, and electronic patient records.

Each student is responsible for upholding the ethical standards of ADAA. Therefore, it is also the responsibility of each student to confront or report any behavior that does not comply with these standards. Violations of the Code of Ethics should first be reported to and addressed by the student body through the appropriate mediation channels. If efforts for cessation and reparation are unsuccessful, violations will be reported to the administration.

Behavior believed to be unacceptable includes, but is not limited to, forgery, intentionally deceptive alteration of documents, and unauthorized possession of another's property,

plagiarism, and cheating by either seeking, giving, or receiving aid. Students should consider using respectful language when communicating with others. All students should refrain from abusive acts, sexual harassment, discriminatory behavior or the infliction or threat of harm to others.

1. Locker rooms are available to students at HSI and UMKC School of dentistry. Students may be in a locker with another student.
2. Students will adhere to patient care competencies.
3. The student will respect patient privacy and confidentiality.
4. Students are not allowed to take videotapes, slides or photos of patients at the UMKC School of Dentistry or private practice clinics.
5. Students are not to write patient names, social security numbers or any other identifying data on paperwork used for class work.
6. Student records, including transcripts from previous high school and colleges are kept in a locked cabinet in the coordinator's office.
7. Confidential student counseling sessions will be held in a private room.
8. Students will receive an ID badge at the UMKC School of Dentistry.

8.2 HIPAA Confidentiality

Code of Ethics / HIPPA

MCC-KC Dental Assisting Program acknowledges and is compliant with the guidelines established by the Health Insurance Privacy and Accountability Act. Every effort is made to protect the privacy and security of patient information at all times. Students and faculty are to abide by the policy at all times. Students must comply with all instructions and procedures related to patient confidentiality and privacy rights. Students will receive training in HIPAA rules/guidelines prior to treating patients. Any professional problem of students should be brought to the attention of the supervising instructor at once.

8.3 Legal Standards

The clinical rotation is designed to provide a learning experience for the student, therefore, no monetary compensation is to be accepted for the performed duties.

PATIENT BILL OF RIGHTS

Patients can expect:

1. To be treated with respect and consideration for medical, dental and oral health care.
2. To be well informed of all aspects of their case.
3. A thorough assessment of their needs.
4. To be treated as partners in care, participating in goal setting and planning treatment.
5. To be informed of appointment and fee schedules.
6. To have appointment times observed.
7. To receive current information and be assured quality treatment.

8. To receive appropriate treatment.
9. To be taught to maintain oral health and how to prevent further dental/oral disease.
10. Reasonable continuity of care between our office and their private dental office.
11. Appropriate and timely referrals for other needed services.
12. To be treated by providers who model good personal health and hygiene.
13. Confidentiality of all information pertinent to their care.

8.4 Professional Standards

STUDENT CONDUCT

1. Students are to be in the classroom promptly at the times designated by the instructor.

2. Breaks are scheduled according to the instructor.

3. Students are not permitted to leave the school or clinical without informing the coordinator or instructor.

4. Students shall adhere to the smoking policies of the school and/or clinic facilities.

5. Gum chewing is not acceptable in the clinical area.

6. No personal phone calls during classroom and/or clinical time except for emergency. If any student needs to make a phone call, it will have to be made during break or lunch time, not during classroom or clinical time. No cell phones are permitted in the clinical area. Cell phones should be turned off in the classroom.

7. On occasion, a student may be required to stay after assigned hours for conference, review or make-up work.

8. Care of the classroom and laboratory areas: Students are responsible for keeping these areas neat and clean. No one will be allowed to leave the clinical areas until all supplies are clean and put away in the storage areas.

9. Inappropriate conduct, consist of sleeping during lecture or another designated classroom or other disruptive or disrespectful behavior. Sleeping during lecture or another designated classroom or lab activity may be counted as absent time.

10. Academic dishonesty (cheating) shall be subject to a zero grade and possible dismissal from the program.

11. Use or suspected use, of intoxicants or unlawful possession of any illegal or controlled substance in the clinical or classroom setting shall subject the student to immediate dismissal from the program.

12. Students are expected to conduct themselves in a responsible, safe and professional manner at all times. With respect to the school grounds, classroom and/or clinical facility.

13. No eating is allowed in classrooms or hallways. Eating is only allowed in the atrium and the Code Blue Cafe in the Health Science Institute. Drinks must be in an ecofriendly container with lid.

MCC Code of Conduct https://mcckc.edu/student-handbook/conduct.aspx

DRESS CODE & APPEARANCE

Personal appearance is a prerequisite for each clinic session and is a part of the professionalism component of clinical practice. Instructors have the privilege of dismissing a student from clinic, lab or class if guidelines for appearance have not been met.

UNIFORM: ***Students shall wear the MCC photo ID badge at HSI.*** The badge is to be worn on the left front of the uniform. Lost name badges must be replaced immediately. ***Students shall wear the UMKC photo ID badge while at UMKC School of Dentistry.***
During all clinical hours, labs and class the MCC-PV Dental Assisting uniform is required.

- Clean, wrinkle-free, matching color scrubs.
- PPE, such as lab coat or barrier gowns are to be worn in lab and clinical settings.
- Shoes must be professional in appearance. Athletic-style footwear may be worn with scrubs. Shoes should be white, black or gray. No bright colors. Sandals and other open-toed footwear are not acceptable.
- White socks that are crew length or longer to prevent skin from being exposed.
- No undergarments should be visible.
- Clothing should cover all tattoos.

MAKE-UP and PERFUME:
Make-up should be moderate and natural looking. No perfume or cologne is to be worn in clinic as many patients/individuals are sensitive to them.

HAIR:
Hair must be clean, neatly groomed. Hair must be pulled back away from the face and up off the collar. Ornaments used to support hair should be neutral or hair-colored and be capable of being disinfected. Hair color should be natural colors only. Hair should be clean and freshly shampooed following clinical sessions to remove aerosol contamination. Male students, beards and mustaches are discouraged.

JEWELRY:

Earrings are to be studs only, no dangling, no hoops. No bangles or bracelets. Wedding bands are acceptable. One simple silver or gold chain, no longer than 18 inch necklace is acceptable. A plain, water resistant watch can be worn. No visible facial piercing jewelry is allowed.

HYGIENE:
Oral and personal hygiene must be maintained on a daily basis (e.g. bathing, use of deodorant, mouth care). It is highly recommended that you do not smoke during school or clinical times.

HANDS/NAILS:
Hands should be clean and smooth. Nails must be natural, lean, neatly trimmed and free of hangnails and cuticles intact. The length of nails is not to extend over fingertips when viewing with palm toward self. No artificial nails or dark polish.

SAFETY GLASSES:
Safety glasses must be worn by the operator and assistant when working on a patient during any procedure. Glasses must also be worn during all lab and clinical sessions.

Methods of Communication of Student Progress and Clinical remediation:

Students are encouraged to meet with instructors during office hours regarding anything which impacts their academic progress.

- Student-clinical instructor communication is on-going during clinical rotations. Formal evaluation of the student on a written evaluation form will take place at mid-term and at the end of the clinical. In the event of student-clinical instructor conflict, the student should first attempt to talk with the clinical instructor about the problem. If this step is unproductive, the student should contact the Program Coordinator.
- If problems due to student behavior should arise, the faculty will meet with the student individually, discussing the problem at hand. The conference may be documented in the Student Conference form and placed in the student's file. Specific plans for improvement will be included in the discussion. Further discussion may involve the DA Program coordinator, Division Chair of the Health Science Institute, Dean of Health Science Institute and Dean of Instruction in that order and may result in dismissal from the program if appropriate.
- If the student's clinical instructor believes the student is performing below the expected level of performance, the clinical coordinator should first talk with the student individually. If this communication is unproductive, the clinical coordinator should contact the program coordinator. They will then work with the student to establish goals for the remainder of the clinical rotation.
- If the student fails a clinical rotation secondary to performance problems, the student will be asked to repeat the clinical at a different facility at a time and place determined by the clinical coordinator and program coordinator. A conference will be held with the student to outline goals for the clinical. The student is allowed one remediation clinical

while in the program. If the student fails an additional clinical, they will be dismissed from the program.

Remediation

- If a student fails either a Clinical Experience I or II at any time, the clinical coordinator and the program coordinator will collaborate to determine if remediation is available. Remediation for clinical may be offered to a student only one time during the program. The remediation clinical rotation will be scheduled as soon as possible and may consist of a full or partial clinical experience. Students will not have a choice in the location or duration. If a student requires remediation for a clinical rotation due to failure of the clinical experience courses based upon the student's performance, they will lose 1(one) letter grade for that class at the discretion of the clinical coordinator. If the student again has difficulty leading to failing performance, they will receive a failing grade and will be out of the program. A student who is dismissed from a clinical site due to repeated incidence of insubordination, or an ethical or legal violation will not be allowed remediation and will be dismissed from the program.

9. Facilities, Equipment, and Safety Guidelines

9.1 Lab and Classroom Expectations

Classroom, Dental Suite and Dental Lab Policies

1. While a student in the program, students understand that they will be practicing techniques on each other in order to become competent in those skills. Students should refrain from coming to class when an illness may be contagious or endanger the health or safety of the student or other students. Students may be asked to get a doctor's release prior to participation in classroom activities if the health and safety of the student or other students is in question and for the absence to be excused a credible documentation has to be provided.

2. A Each floor has a map posted indicating routes to safety. General safety will be discussed in Summer (in DENA 106, DENA 105) during the first lab.

3. Students in the dental laboratory are exposed to hazards from mechanical devices, metals, heat, caustic chemicals, and high-pressure gas lines. The use of protective gowns, face masks and safety glasses must be worn when working with hazardous dental materials and chemicals.

- Students and faculty will be fully informed on any hazards associated with these materials before using them.
- A Safety Data Sheet (SDS) folder for all products is kept in the dental suite and in the dental laboratory for reference.

- Students will practice procedures with safety being of greatest concern.
- First aid kit is available in the dental storage area.
- During grinding operation(s) of dental materials, a face mask and safety glasses MUST be worn. Hands and fingers should be kept clear of the cutting area.
- Work with volatile chemicals will be conducted in a well-ventilated area.
- All dental materials that will be used in the suite or laboratory will be discussed thoroughly in the Dental Materials course.
- An eyewash station is located in each lab and suite area so chemicals that may come in contact with the eyes can be flushed immediately.
- Management of amalgam waste/mercury is outlined in below and is found in the Infection Control Manual.

Safety Data Sheets are housed in a folder by the door in storage 201H by the dental lab of the HSI in case of exposure.

3. Students will be instructed on safe application of all equipment, contraindications, precautions and methods of reducing transmission risks of communicable diseases and will be expected to adhere to this knowledge during lab procedures. A student should advise the instructor of any conditions that may need special consideration during lab participation in order to assure student safety. Such information given in confidentiality will be kept confidential.

4. Students will be given an orientation to emergency evacuation procedures once in the program
as a part of lab orientation.

4. Equipment safety is checked by an outside vendor on an annual basis, however, if students note that a piece of equipment is functioning improperly, it should be immediately set aside, labeled, and the instructor notified.

5. Accident procedures.
a. If the incident is serious, call 911 first and then the campus security office at 604-1111. If the injury is not serious, take appropriate first aid measures (***First aid kit is available in the storage room 201H***) and medical follow-up. The student is responsible for the cost of all medical treatment.
b. Complete an incident report

6. **FIRE PROTECTION**

- All personnel will be familiar with the evacuation plan and location of the fire extinguishers.
- Trash and other combustibles will not be allowed to accumulate in the clinic.
- Smoking is prohibited campus-wide at MCCPV-HSI.

- Flammables and caustic materials should be stored in a flame-retardant metal cabinet that meets Occupational Safety and Health Administration (OSHA)/ National Fire Protection Association (NFPA) Standards.
- Fire cabinets are located in HS
- In case of fire, call 911 from any campus phone, and then report it to the college operator. If necessary, utilize the fire extinguisher from the hallway outside the area.

7.If a student needs to be contacted due to emergency away from school, the security office should be contacted at 604-1111. Please provide this number to family members.

8. Students should be familiar with the location of security services on the first floor of the Campus Center (CC) building, phone number 604-1111.

9. Students should not be using equipment they have not been trained on.

10. Students should not be practicing techniques or using program equipment with students that are not enrolled in the program.

HAZARD COMMUNICATION

This section is designed to meet the OSHA HAZARD COMMUNICATION STANDARD

The purpose of the Hazard Communication Standard is to provide you with information that will help protect you against hazardous substances in the workplace. Injuries and disease in the workplace can occur for a variety of reasons including fatigue, haste, defective equipment, carelessness, clutter, crowding, inadequate lighting, or improper use of storage. There is no substitute for the individual's personnel safety consciousness in creating a safe working environment.

A. MERCURY HYGIENE

The Dental Assisting Program base its mercury hygiene policies on the American Dental Association's established guidelines for the protection of dental healthcare workers and the environment.

There are various potential sources of mercury vapor in the dental operatory: accidental spills, open storage of used capsules, trituration of amalgam, placement, polishing or removal of amalgam, heating of amalgam-contaminated instruments, malfunctioning amalgamators, leaky capsules, and leaky bulk amalgam dispensers. Excessive exposure to mercury and its vapor is damaging to one's health. Fortunately, greater awareness of this problem and the use of pre encapsulated amalgam have lessened the damages. Attention to the best management practices below will further decrease any threat:

Best Management Practices for Amalgam Waste

DO

Do use precapsulated alloys and stock a variety of capsule sizes
Do recap single-use capsules from precapsulated alloys after use & dispose of properly
Do recycle used disposable amalgam capsules in designated marked container(s)
Do salvage, store and recycle non-contact amalgam (scrap amalgam)
Do salvage (contact) amalgam pieces from restorations after removal and recycle the amalgam waste
Do use chair-side traps, vacuum pump filters and amalgam separators to retain amalgam and recycle their contents.
Do recycle teeth that contain amalgam restorations. (Note: Ask your recycler whether or not extracted teeth with amalgam restorations require disinfection)
Do manage amalgam waste through recycling as much as possible
Do use high-volume evacuation with traps and/or filters when finishing or removing amalgam
Do use line cleaners that minimize dissolution of amalgam
Do use care when handling amalgam (including unopened capsules) using appropriate personal protective equipment (PPE)
Do ensure adequate ventilation (air exchange) when handling amalgam

DON'T

Don't use bulk mercury and bulk alloy
Don't allow uncapped single-use capsules to remain open during patient treatment or during disposal
Don't put used disposable amalgam capsules in biohazard containers, infectious waste containers (red bags) or regular garbage
Don't put non-contact amalgam waste in biohazard containers, infectious waste containers (red bags) or regular garbage
Don't put contact amalgam waste in biohazard containers, infectious waste containers (red bags) or regular garbage
Don't rinse devices containing amalgam over drains or sinks
Don't dispose of extracted teeth that contain amalgam restorations in biohazard containers, infectious waste containers (red bags), sharps containers or regular garbage
Don't flush amalgam waste down the drain or toilet
Don't allow waste amalgam to enter the public sewer system
Don't use bleach or chlorine-containing cleaners to flush wastewater lines
Don't handle mercury or freshly mixed amalgam; avoid skin contact
Don't work in poorly ventilated spaces when handling amalgam

Non-contact (scrap) amalgam

- Place non-contact, scrap amalgam in wide-mouthed, container that is marked "Non-contact Amalgam Waste for Recycling."
- Make sure the container lid is well sealed. When the container is full, send it to a recycler.

Amalgam capsules

- Stock amalgam capsules in a variety of sizes.
- After mixing amalgam, place the empty capsules in a wide-mouthed, airtight container that is marked “Amalgam Capsule Waste for Recycling.”
- Capsules that cannot be emptied should likewise be placed in a wide-mouthed, airtight container that is marked “Amalgam Capsule Waste for Recycling.”
- Make sure the container lid is well sealed. When the container is full, send it to a recycler. Disposable chair-side traps
- Open the chair-side unit to expose the trap.
- Remove the trap and place it directly into a wide-mouthed, airtight container that is marked “Contact Amalgam Waste for Recycling.”
- Make sure the container lid is well sealed. When the container is full, send it to a recycler.
- Traps from dental units dedicated strictly to assisting may be placed in with the regular garbage.

Reusable chair-side traps

- Open the chair-side unit to expose the trap.
- Remove the trap and empty the contents into a wide-mouthed, airtight container that is marked “Contact Amalgam Waste for Recycling.”
- Make sure the container lid is well sealed. When the container is full, send it to a recycler.
- Replace the trap into the chair-side unit (Do not rinse the trap under running water as this could introduce dental amalgam into the waste stream. Vacuum pump filters
- Change the filter according to the manufacturer’s recommended schedule.
- Remove the filter.
- Put the lid on the filter and place the sealed container in the box in which it was originally shipped. When the box is full, the filters should be recycled.
- Filters changes are provided by Universal Dental Services.

Amalgam separators

- GCSC utilizes the BU10-30 ISO Certified Amalgam Separator.
- Recycling of Waste at US EPA Certified Facility, Compliance Documentation, and Notification of Receipt of Waste is provided by Dental Recycling North America (DRNA).

Line cleaners

- Use non-bleach, non-chlorine–containing line cleaners, which will minimize amalgam dissolution.

MANAGEMENT OF MERCURY SPILLS

1. Never use a vacuum cleaner of any type to clean up mercury.

2. Never use household cleaning products to clean up the spill, particularly those containing ammonia or chlorine.
3. Never pour mercury or allow it to go down the drain.
4. Never use a broom or a paintbrush to clean up the mercury.
5. Never allow people whose shoes may be contaminated with mercury to walk around or leave the spill area until the mercury-contaminated items have been removed.

MANAGEMENT OF SMALL MERCURY SPILLS

A spill is considered small if there are less than 10 grams of mercury present (a pool no larger than the size of a quarter). Small spills can be cleaned safely using commercially available mercury cleanup kits located in the Dental Materials Storage room (HS 201H).

MANAGEMENT OF LARGE MERCURY SPILLS

A mercury spill is considered large if there are more than 10 grams of mercury present (a pool larger than the size of a quarter). Cleanup of large mercury spills requires the use of an experienced environmental contractor who specializes in toxic spill cleanup. Contact your MCC Environmental Health and Safety Manager immediately (816-604-1021) who is responsible to contact state or local Environmental Protection Agency office for a list of contractors who clean up toxic spills.

ADA Council on Scientific Affairs. Dental mercury hygiene recommendations. JADA 1999;130:1125-6

All mercury spills must be reported immediately to Course Instructor and the Dental Assisting Program Coordinator.

9.2 Equipment Usage and Maintenance

LABORATORY SAFETY AND RULES

1. No running, jumping, or horseplay is permitted in laboratories.

2. No eating, applying cosmetics, smoke free environment. Closed-lid drinking containers (water only) no soda, coffee, juices etc.

3. Always thoroughly wash your hands-on completion of work.

4. Eye protection such as goggles or face shields and masks should be worn while working in the lab.

5. Never dispose of a hazardous (waste that poses substantial or potential threats to public health or the environment), or biohazardous (biological substances that pose a threat to living organisms, primarily humans) down the drain or in the trash.

6. IMMEDIATELY report any injury to your instructor and seek first aid treatment.

7. All equipment and working surfaces should be decontaminated and cleaned after use.

8. Please consider all areas and equipment as your very own and give it your best care. Pick up after yourself and put away all items when you are finished.

9. Treat all equipment delicately.

10. Report malfunctioning equipment to your instructor.

11. Do not operate any piece of equipment until you have been checked on its safe and proper operation.

12. Electrical equipment such as model trimmers, vibrators, lathes, engine arms, Triads etc.

    a. Always operate with dry hands.

    b. Turn off and disconnect cord from wall socket if any operating problems occur.

    c. Inform the instructor of broken electrical lines or equipment.

13. Be certain Bunsen burners are attached to gas outlet correctly before lighting.

14. When using Bunsen burners or alcohol burners, remove all papers, scarves, and other flammable items from work areas.

15. Protect your eyes with safety glasses when using polishing wheels on the lathe, and while using model trimmers.

16. Protect long hair when using model trimmers, handpiece, Bunsen burner, or lathe.

17. Laboratory knives are sharp, learn how to use them.

18. Other instruments and equipment can cause injury. Injuries of any kind that occur in the laboratory must be reported to the instructor immediately. A first-aid kit is available in the lab. An incident report must be filed immediately with the instructor.

19. Any impression or intraoral record made in the lab must be cleaned, disinfected and then handled.

20. A fresh sheet of counter-top paper should be used each time a laboratory procedure is performed.

21. IT IS EXTREMELY IMPORTANT THAT YOU TAKE THE TIME TO PLAN YOUR PROCEDURE AND SET UP PROPERLY. IT WILL SAVE YOU TIME IN THE END AND PRESERVE THE INTEGRITY OF THE LAB.

22. Clean and Blot instruments dry and inspect to be sure they are free of debris.

23. All spills should be cleaned up immediately and all equipment not in use should be properly stored.

24. When performing a laboratory procedure that requires use of the polishing lathe, it is essential that the following items be used:

a. Fresh pumice

b. A clean disposable tray

c. A sterile rag wheel

Laboratory Cleanup and Maintenance of Equipment:

Each student will participate in laboratory cleanup at the end of the class period. Sinks will be scrubbed free of debris and work areas cleaned and polished. Equipment and instruments used will be cleaned and returned to the storage area. Counter tops will be protected by paper as students work on their projects and then placed in trashcans at the end of each class period. Failure of a student to assist in cleanup will result in a lowered grade for the project being accomplished. Sweeping and trash removal will need to be completed by students per lab clean up schedule posted.

Lab Protocols for DENA Courses (Always subject to change)

Lab will be held in room HS202 in the MCC Penn Valley HSI Building

- Enter the lab room through lab door (this door will be opened by instructor prior to class)
- Only lab related materials (Course competency, textbook etc) allowed.
- Personal backpack, Lunch bag, drinks (water etc), cell phones need to be left in your locker. (You are responsible to bring a lock and do not lose the combination or key as there is no one available at HSI to assist with this.)
- All students should be prepared and ready to start lab at the scheduled time.

Before entering:

- You MUST wear a mask and glasses (safety glasses or your own)
- If you do not feel well, please let us know.

Entering the classroom:

- Find your assigned seat and leave your belongings in the locker room then WASH and DRY your hands in the lab
- Lab clean up schedule will be posted at the entry of lab room and all students are responsible for cleaning their individual spaces and the weekly assigned students are responsible for cleaning entire lab, surfaces, floor, trash removal etc. (please refer to the responsibilities on the lab schedule)
- Proper Lab attire must be worn during this course (scrubs and closed toe shoes) (please refer to the Dental Assisting Student Manual)

- When in Clinic side/ Dental Suite HS201 for lab, additional PPE will be required and proper surface barriers are required.

During Lecture/Lab:

- Please practice Social Distancing when applicable
- Use hand sanitizer when necessary

End of Lecture/Lab:

- All Lab materials must be disinfected and put away
- Wipe all desk countertops with disinfectant
- Lab clean up weekly schedule weekly posted by the door and all students follow the schedule and the responsibilities
- All desk tops, chairs, door handles & light switches must be disinfected
- Clean and Disinfect any other materials when done and give to your instructor
- All computer monitors must be covered, chairs in the proper position under counter top, and all other materials and supplies put away.
  Your ADEC simulator has to be handled carefully at all time before, during and after the labs. You are responsible to ensure they are properly used, cleaned and stowed away after the procedure.

  - Lab counter and sinks are to stay clean and dry

  -Midmarks (sterilization process) in HS 201 and Ultrasonic equipment's usage in HS 202 and HS 201 is completed according to day's activities (see instructor)

HSI BUILDING PROTOCOL:

. **NO EATING OR DRINKING ALLOWED IN THE LAB, CLASSROOM**

· VENDING MACHINES AVAILABLE ON 1ST FLOOR

9.3 Safety Policies and Emergency Procedures

OCCUPATIONAL SAFETY AND HEALTH INFORMATION

POLICIES ON INFECTION CONTROL AND BLOODBORNE PATHOGENS

OBJECTIVES:

The purpose of the Infection Control information and policies is to minimize the risk of transmission of blood borne pathogens and other infectious agents between patients and MCC-Penn Valley Dental Assisting students, and faculty. The information and policies are based on the rules and regulations of the Occupational Safety and Health Administration as outlined in The Code of Federal Regulations document 29 CFR Part 1910.1030 entitled "Occupation Exposure to

Blood borne Pathogens," and the CDC Infection Control in Dental Health-Care Settings-2003. (See *Appendix-Infectious Disease Policy*)

Bloodborne Pathogens- Bloodborne is defined as 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) and human immunodeficiency virus (HIV). These pathogens are transmissible in health care settings such as dental office/clinic, produce chronic infection, can be asymptomatic in the carrier. The routes of transmission may be direct or indirect and include: patient to dental professional, dental professional to patient, patient to patient, dental office to community.
Bloodborne Pathogens Exposure Protocol-Bloodborne pathogens exposure protocol is not only applied to a stick by a needle, but any puncture of the skin which causes blood to surface, such as: dental bur, sharp instrument, etc. The first step to needle stick protocol is the prevention of a needle stick. This includes the use of safety guards, needle cap holders, or one-handed scoop technique. NEVER RECAP A NEEDLE WITH BOTH HANDS (WHETHER USED OR UNUSED). (See *Appendix - Post-Exposure Procedure*)

EXPOSURE CONTROL PLAN:
ENGINEERING AND WORK PRACTICE CONTROLS

The following guidelines will apply to all dental personnel, including students, faculty, and staff, who may come into contact with blood, body fluids, and tissues. The guidelines are based on standard precautions.

Standard precautions integrate and expand the elements of universal precautions into a standard of care designed to protect dental health care workers and patients from pathogens that can be spread by blood or any other body fluid, excretion, secretion or tissues. Standard precautions apply to contact with 1) blood; 2) all body fluids including saliva, secretions, excretions (except sweat), regardless of whether they contain blood; 3) nonintact skin; and 4) mucous membranes. Standard precautions require that all human blood body fluids including saliva, and body tissues are to be treated as if known to be infectious.

The guidelines consist of engineering and work practice controls which must be followed when the potential for contact with infectious agents exists. The guidelines, in part, have been adopted from recommendations from the U.S. Department of Health & Human Services Centers for Disease Control and Prevention, the American Dental Education Association, the Connecticut State Dental Association and the American Dental Association.

In general, the guidelines are designed to prevent the transmission of diseases through:
1. Direct contact with blood, oral fluids, or other patient materials
2. Indirect contact with contaminated objects (e.g., instruments, equipment, or environmental surfaces)

3. Contact of conjunctival, nasal, or oral mucosa with droplets (e.g., spatter) containing microorganisms generated from an infected person and propelled a short distance (e.g., by coughing, sneezing, or talking)
4. Inhalation of airborne microorganisms that can remain suspended in the air for long periods.

Personal Hygiene

1. Hair must be cleared away from the face.
2. Facial hair must be covered by a face mask or shield.
3. Jewelry such as rings, watches, bracelets and dangling earrings must not be worn during patient treatment.
4. Nails must be clean and short.

Rationale: Hair and nails are known to harbor higher levels of bacteria than skin. Long nails are more difficult to clean and may potentially penetrate gloves. Artificial nails have been implicated in microorganism and disease transmission from workers to patients. Jewelry should be removed for the same reasons. Chipped nail polish has been documented to harbor greater levels of bacteria and put the DHCP at risk. Employees with injured or cracked skin, erosions, or eczema on hands or arms should exercise additional caution such as using mild soaps and lotion until the lesions are healed.

Hand Washing

Handwashing is mandatory –
1. Before treatment and glove placement
2. After glove removal
3. During treatment if glove is compromised or damaged and
4. Before leaving the treatment room or the dental laboratory.

A double gloving technique is acceptable where one puts on two pairs of gloves and discards the outer gloves following treatment activities. Hands must be washed after removal of gloves.
Hand washing Protocol –
1. When necessary, remove gross visible debris from hands, arms and nails with appropriate cleaner/brush/nail file.
2. Wet hands under cool running water
3. Dispense sufficient soap or antimicrobial hand wash to cover hands and wrists
4. Rub the hand wash gently onto all the areas, with emphasis on nails, between fingers, for a minimum of 15 seconds before rinsing under cool or tepid water
5. Dry hands thoroughly with paper towels

If the hands are not visibly soiled, an alcohol-based hand rub may be used. Alcohol hand rubs are rapidly germicidal when applied to the skin. These products should include an antiseptic such as chlorhexidine, quaternary ammonium compounds, or triclosan to achieve persistent activity. If using alcohol hand rub, apply an adequate amount of the product, as recommended by the manufacturer into the palm of one hand and rub hands together, covering all surfaces of the hands and fingers, until hands are dry.

Rationale – Hand washing is an extremely effective procedure for the prevention of many infections that are acquired from the transmission of organisms on the hands. Cool water prevents cornstarch from penetrating the skin pores and minimizes the shedding of microorganisms from the subsurface layers of the skin.

Personal Protection

Routine use of barrier devices such as gloves, masks, and protective eyewear significantly reduces the possibilities for blood and salivary exposure between patients and dental health care workers. Blood, saliva, and other fluids and all oral tissues from all dental patients must be considered infectious. Sequence for implementing personal protective barriers –

1. Put on gown
2. Put on mask
3. Put on protective eyewear
4. Wash hands
5. Put on gloves

1. Gloves

All individuals must wear disposable gloves whenever there is contact with blood, saliva, or mucous membranes. If a glove is torn or develops a hole during treatment, the gloves should immediately be removed, the hands washed, and new gloves donned. Gloves must be removed, and hands washed before leaving the dental treatment room.

Utility Gloves

Sturdy, unlined utility gloves can be worn for all cleaning and disinfection of instruments, dental units, and environmental surfaces. Nitrile gloves have an increased resistance to instrument punctures and can be autoclaved. Alternatives include reusable utility gloves that can be disinfected after each use.

2. Masks and Eyewear

Disposable masks and protective eyewear must be worn whenever an aerosol spray or spatter is generated. A new disposable mask is to be worn for each patient's treatment session. When not in use, masks must not be placed on the forehead or around the neck.

Masks are not to be worn outside of the immediate clinic area. It is recommended that masks be changed approximately every one and half hours during lengthy treatment procedures or if the mask becomes wet. Protective eyewear must be considered for the patient's use. Both sets of eyewear should be cleaned between uses, being certain not to handle them with unprotected hands until they have been decontaminated. Eyewear that cannot be heat sterilized should be washed with soap and water. Eyewear should be disinfected or sterilized if visibly soiled. Follow specific manufacturer's instructions for all specialty eyewear products.

3. Clinic Attire- Gowns

All employees and non-employees at risk must routinely wear appropriate attire to prevent skin exposure and soiling of street clothes when contact with blood or saliva is anticipated. Clinical

attire must not be worn outside of immediate clinic area. This area is defined as all dental treatment rooms, main clinics, and the associated service corridors. It does not include the reception area, restrooms, offices, general traffic corridors, main lobby, dining areas, dental lab, central dispensing , or elevators.
Attire must be changed at least daily or when visibly soiled. Soiled gowns are placed in the marked laundry bins in each clinic. Contaminated laundry must be bagged at the location of use. Laundry personnel handling dirty linen bags must wear moisture resistant gloves and take appropriate precautions.

Sharps Management Techniques:

A mechanical device (Instead of fingers) must be employed for tissue retraction during injection of anesthesia e.g. mirror, wooden tongue depressor, or Minnesota tissue retractor. These are available in all dental clinics.

- To prevent needle-stick injuries, needles are not to be recapped by moving the needle towards a body part, especially a hand.
- Use an appropriate one-handed technique, a mechanical device designed to hold the needle cap or an engineered sharps injury protection device.
- Once used the syringe should only be handled by the dentist.
- Never allow the point of needle to move in the direction of you or any co-worker. Place syringe in a sterile area away from the work area.
- Used needles are to be disposed in a puncture-resistant container and must not be bent or broken after use. The containers are available in the treatment room area. Empty anesthetic cartridges and toefflemire bands can be disposed in the same container.
- To prevent accidental stick from burs during treatment, all handpieces not in use must be stored with the bur facing the bracket tray or away from the operator and the dental assistant. A cotton roll may be placed over the bur for additional protection.
- Dental burs must be removed from the handpiece at the end of the treatment immediately to prevent accidental sticks or punctures. All burs must be removed with a mechanical device such as hemostat or locking pliers instead of fingers.
- Scalpel blades must be placed and removed with a hemostat.
- When cutting with a Bard Parker or buffalo knife always cut with the blade moving away from the hand.

Dental Laboratory Procedures:
Hands must be washed, and personal protective equipment (gloves, mask, gown and protective eyewear) must be worn for all prosthodontics and dental laboratory related activities.

Disinfection of Impressions and Prostheses (Complete Dentures, Partial Dentures, Fixed and Removable Appliances, Night Guards, Temporaries, etc.)
1. Impressions and prostheses must be rinsed under cold, gently running water to remove debris, saliva, and blood. Do not splash water excessively because droplet spatter can carry microorganisms. (Appliances with a buildup of calculus/plaque must be ultrasonically cleaned before

being disinfected. Place temporary crowns/dentures etc., in Ziplock bag with cleaning agent, prior to placement in ultrasonic cleaner.)
2. All impressions and prostheses must be disinfected by spraying them completely in an EPA-registered intermediate level hospital disinfectant, which is available in the clinics. The impression thoroughly sprayed with disinfectant and set on paper towel or plastic tray for one minute. If the impression is an alginate, it must remain wrapped with a damp paper towel at all times.
3.Following the disinfection procedure, impressions and prostheses must be immediately rinsed under copious amount of cold running water to avoid surface damage.
4. Impressions and prostheses must then be placed in a closed plastic bag prior to transport to the dental lab. Impressions are now ready to be poured.

Impression Trays

- Metal trays must be sterilized by autoclaving prior to each use. They are stored in their bags until use. Cleaning the tray immediately after separating the impression from the cast will simplify the procedure.
- Plastic trays should not be reused. Discard after use.
- Custom trays must be disinfected prior to use. They should be washed with a detergent and water and then immersed in a disinfectant solution. The tray must be completely dry before applying the adhesive.

Eye Wash/Eye Safety

Dental suite and dental lab have eye ash stations connected to the potable water system. Users must know their locations (stations have signs) and how to operate them.

Use

1. Turn on cold water side of the faucet
2. Pull knob on eye was station unit forward to activate the eye wash. Water pressure will hold the eye wash in operation, thus leaving the user's hand free.
3. To return to normal faucet operation, push knob back to original position. When the faucet is turned off, the knob will return to original position automatically.

Maintenance –
1. Periodic cleaning of the eyewash aerators is advisable to assure proper water flow.
2. Keep plastic float covers on outlet heads and when the unit is not in use.
3. The eye safe unit, like all emergency eye wash should be tested at least weekly.

PROGRAM POLICIES AND PROCEDURES REGARDING RADIATION HYGIENE AND PROTECTION

RADIATION PROTECTION GUIDELINES

ALL X-ray Equipment Operators will follow the following procedures:

1. **ONLY the X-ray Equipment Operator and the Patient are permitted in the Radiology Cubicle** when radiographs are taken. (Children of adult patients must remain outside in the reception area.)
2. **Thyroid Collar and Lead Apron will be used on EACH patient**, for all intraoral radiographic procedures, regardless of age. **For panoramic radiography**, only the poncho style lead apron will be used and it will be positioned in such a way so that it will not interfere with the diagnostic value of the radiograph.
3. **The Operator of the X-ray equipment will remain COMPLETELY behind the designated barrier** during each radiographic exposure.
4. **X-ray Equipment Operators WILL NOT (under any circumstances) hold films in a patient's mouth** during a radiographic exposure.
5. **X-ray Equipment Operators WILL NOT hold or stabilize the X-ray tubehead** during a radiographic exposure. If equipment is not stable notify your instructor in charge immediately and move to an x-ray unit that is stable.
6. **X-ray Equipment Operators WILL NOT stand in the direct path of the central beam of Xray.**
7. **Doors of the X-ray Cubicle may be left open** during radiographic procedures. When the door is left open, **the central ray (C-R) of the X-ray unit should NEVER be directed out the door**; the C-R should ALWAYS be directed toward the inside walls and not the door.
8. **When Radiography Students use the radiology cubicle in "pairs" or small groups, the "partner (s)" must remain outside the cubicle clear of the doorway during the actual exposure of the radiograph.**
9. **Under exceptional circumstances,** it may be necessary for someone to hold a film in a patient's mouth (never on a manikin). When these circumstances arise, it will be necessary to consult with and receive permission from the faculty member in charge of the clinic. During these special circumstances, the patient's guardian or parent may be used to assist in holding the film in a patient's mouth **if** they are draped with a lead apron. **Faculty, Students, and Staff will NOT (under any circumstances) be asked to hold film in a patient's mouth.**
10. **Before you press the exposure button for any and all exposures, clear hallway and surrounding area and loudly say "X-RAY".**

PORTABLE HANDHELD X-RAY SYSTEMS USED IN DENTAL SETTINGS

Students enrolled in the DA programs at MCCPV-HSI will be provided training to use the portable handheld x-ray system (Nomad, Nomad Pro) after the students have completed the module and passed the written test.

USE OF IONIZING RADIATION POLICY

POLICY PURPOSE

Production of dental radiographs through the use of ionizing radiation is one of the most valuable diagnostic tools available to dentistry since there are areas of the teeth and periodontal structures that cannot be viewed clinically. However, the decision to expose a patient to ionizing radiation must be determined according to "risk vs. benefit" factors. Therefore, it is of the utmost importance that dental radiographs are diagnostically necessary and provided with the least possible exposure of ionizing radiation to the patient, student or faculty. Clear communication of this policy is provided through classroom review and the provision of written copies to students and those faculty and staff involved in dental radiography instruction.

RESPONSIBILITY

The College accepts responsibility to:

a. Maintain the dental radiation equipment and to comply with all the state of Missouri regulations for protection against radiation as administered through its department of environment, health and natural resources, radiation section.
b. Request annual inspection of the equipment to ensure its safety.
c. Designate a qualified dental radiation safety officer to coordinate maintenance of equipment and dental radiography instruction.
d. Provide faculty who have current credentials in the instruction and supervision of dental radiography.
e. Provide personnel monitoring through subscription to a dosimetry badge service.

The faculty will ensure that:

a. Dentists adhere to and prescribe only those radiographs that are diagnostically necessary according to Missouri guidelines for prescribing dental radiographs established by the college for patient selection, frequency of exposing radiographs and the number of permissible retakes.
b. Individual student instruction and evaluation is provided throughout DENA 115 - dental radiography course.

c. Radiographs are taken only with the patient's permission.
d. Retakes are monitored for selection and limited in number before the student exposes the films.
e. Students complete radiographic exposures in an efficient, timely and compassionate manner.
f. Only dental assisting students who have met competencies on manikins will be permitted to expose patients with ionizing radiation.
g. Following faculty evaluation of these radiographs and upon patient request, a duplicate set will be mailed to the prescribing dentist for his/her diagnostic records.
h. Students and faculty understand and apply all available methods to meet the lowest possible exposure of the patient and operator to ionizing radiation through but not limited to position indicating devices (PID), operator practices, film speed, machine variables and lead aprons for patient protection
i. Quality assurance practices are implemented, maintained and documented
j. Every patient radiograph is critiqued by the student and submitted for a grade
k. The general quality of patient radiographs is monitored, and that student remediation occurs when appropriate
l. An annual review and update of the MCC-PV dental radiography manual occurs.

The student accepts responsibility to:

a. Follow all MCC-PV Radiation Control, Operating and Safety Procedures

b. Sign an Acknowledgement of Receipt of the MCC-PV Radiation Control Operating and Safety Procedures and the Use of Ionizing

Radiation Policy

c. Only expose radiographs prescribed by a licensed dentist
d. Expose patient to ionizing radiation for diagnostic purposes only. In other words, the student accepts responsibility to never take a dental radiograph solely for experience in order to achieve an instructional objective or to improve a grade
e. Complete the radiographic process in an efficient, timely and compassionate manner
f. Retake radiographs only after recommending a selection of the desired film(s) according to the Retake Policy with faculty permission to proceed
g. Seek and accept remediation by faculty, when necessary, in the interest of producing the lowest possible exposure to ionizing radiation to patient and self.

It is only upon review of the patient's health history and completing a clinical examination by UMKC SOD faculty and/or dental students that radiographs are prescribed, and x-rays taken by MCC-PV dental assisting students.

EMERGENCY RESPONSE PROCEDURES

- **MCC Emergency Operation Plan**
- **Other MCC Emergency Procedures Quick Sheet**

10. Industry Certifications and Licensure

10.1 Available Certifications through the Program

List of Missouri Dental Board approved Expanded Function Dental Assistant courses taught in the Dental Assisting Program include –

- Restorative I
- Orthodontics
- Removable Prosthetics
- Fixed Prosthetics

LICENSURE INFORMATION

Dental Assisting National Board (DANB)

Dental Assisting National Board (DANB) examinations are offered in either a computerized or written format. Computerized DANB exams are administered throughout the year at over 200 Pearson VUE Testing Centers across the United States. Scheduling convenience and site location are two reasons that more than 90% of individuals sitting for DANB exams, test in a computerized format. DANB examinations are also offered in written format each June at approximately 175 sites and at select locations in February/March and October. There are no deadlines for computerized examinations.

For those dental assistants who meet the eligibility and examination requirements, certification may be earned in one or more areas.

Certified Dental Assistant (CDA) Certification Exam:

CDA examination focuses on General Chairside Assisting and is DANB's primary certification. In addition to a General Chairside component (GC), the CDA exam contains separate components covering Radiation Health and Safety (RHS) and Infection Control (ICE) topics. Many states are using the CDA examination or one of the components as part of dental assisting regulatory

requirements. There have been over 100,000 certifications awarded and currently there are over 30,000 professionals maintaining the credential.

Applications and instructions are given to students in class in a timely fashion. Students must adhere to all deadlines set by the Program coordinator in order for forms to be mailed out by MCC-PV in time to reach the ADA Council on Accreditation. Students who do not meet set deadlines will be responsible for mailing their applications separately. Ultimately, it will be the student's responsibility to complete all application requirements and to ensure that the application has been mailed prior to the stated deadline.

Students are urged to keep and organize all notes and materials from all science courses as well as dental courses in order to facilitate review for the National Board Exam.

NOTE: Passing labs/clinics at MCC-KC PV is not a guarantee of success on National Board Exams.

Expanded Function Dental Assistant Permit:

The Missouri Dental Board now processes and issues EFDA permits for the following categories: Restorative I, Restorative II, Removable Prosthetics, Fixed Prosthetics and Orthodontics. It is the dental assistant's responsibility to send the Missouri Dental Board copies of his/her certificates and required documents to receive the permits. Information for the Expanded Function permit application can be found at www.moefda.org.

10.2 State and National Licensing Requirements

Dental Assisting graduates who have successfully completed the below criteria are eligible to apply for the Expanded Function Dental Assistant Permit through the Missouri Dental Board.

- Graduated from the program with a certificate/associate degree
- Passed their Certified Dental Assistant (CDA) Certification Exam through DANB
- Passed the written and hands-on lab testing of the Missouri EFDA courses taught at MCC-KC

Expanded Function Dental Assistant Permit:

The Missouri Dental Board now processes and issues EFDA permits for the following categories: Restorative I, Restorative II, Removable Prosthetics, Fixed Prosthetics and Orthodontics. It is the dental assistant's responsibility to send the Missouri Dental Board copies of his/her certificates and required documents to receive the permits. Information for the Expanded Function permit application can be found at www.moefda.org.

10.3 Certification Exam Preparation Resources

The library has access to many databases for research on health-related issues. Students may access these databases from home. In order to do so:
To use the database from home, go to http://www.mcckc.edu and click on library services.
In addition, Dental exam prep materials provided through Learning Express Library

Title	Author	Publication Year
National Dental Assistants Boards	Rudman	2020
Certification Exam Review for Dental Assisting: Prepare, Practice and Pass! : Prepare, Practice and Pass!	Campbell	2020
Dental Materials : Clinical Applications for Dental Assistants and Dental Hygienists	S. Eakle	2020
Dental Instruments : A Pocket Guide	L. Boyd	2020
Dental Assisting Exam Review 2020-2021 : CDA Test Prep Study Guide and Practice Test Questions for the Certified Dental Assistant Exam	Trivium	2019
Dental Assistants and Hygienists : A Practical Career Guide	K. Endsley	2019
National Dental Assistant Boards (NDAB)	J. Rudman	2019
Dental Assisting : A Comprehensive Guide to Current Practice	S. Kantz	2017
Modern Dental Assisting - Textbook and Workbook Package	D. Bird	2020
Certification Exam Review for Dental Assisting: Prepare, Practice and Pass! : Prepare, Practice and Pass!	M. Campbell	2016
Orthodontic Handbook for Dental Assistants	K. Kasai	2017

11. Graduation and Program Completion Requirements

11.1 Graduation Checklist

Graduation marks the start of an exciting chapter, full of opportunities to transform knowledge into practice and make an impact in the world of dentistry.

A dental assisting graduation checklist includes completing all coursework with a minimum grade ("C" or better), finishing required clinical rotations with clinical hours and exams. Complete all the course work requirements including turning in the competency trackers for various courses, complete your portfolio in the spring semester.

11.2 Capstone Projects or Final Assessments

1. Comprehensive preclinical skills examination (Practical capstone)- This occurs in the summer semester. It is a multi-station practical exam where students rotate through timed stations. Outcome – confirms clinical readiness across all core competencies.

2. Clinical experience I evaluation – This occurs in the fall semester. Outcome-Shows ability to integrate didactic, lab and clinical learning.
3. Dental Radiology I Mastery final – This occurs in the fall semester. A combined written and practical assessment. Outcome – Integrates a major core skill and benchmark readiness for certification exam.
4. Oral Microbiology and Infection Control final – This occurs in summer (preclinical skill assessment) and fall. A combined written and practical assessment. Outcome – Integrates major core skills and benchmark readiness for certification exam.
5. Clinical experience II evaluation – This occurs in the spring semester. Outcome-Shows ability to integrate didactic, lab and clinical learning.
6. Dental Assisting Portfolio - This occurs in the spring semester. Students compile a professional portfolio of all the skills, competencies, procedure logs, certifications, reflections tied to CODA standards that they can show employers. In addition, they take a Chairside benchmark readiness mirroring the DANB style for certification exam.

12. Appendix & Additional Resources

12.1 Forms and Templates

Health Science Institute Dental Assisting Program

Please P-R-I-N-T YOUR NAME: _____

WAIVER OF HEALTH INSURANCE COVERAGE

I acknowledge that THE JUNIOR COLLEGE DISTRICT OF METROPOLITAN KANSAS CITY, MISSOURI (the DISTRICT) does not maintain any health insurance of hospitalization coverage for me. furthermore, neither the District nor the agency in which I am affiliated as a student have any free health care with respect to any illness or accident while I am participating in the activities of the District's

_____ Program.

I hereby waive and release the District and the affiliating agency from any and all claims or responsibility for insurance and/or hospital or health insurance benefits for health care services as well as for costs and expenses that I may incur for health care services with respect to any illness or accident I may suffer as a result of my participation in the district's _____ Program.

_____ _____

Signature Date

Health Science Institute Dental Assisting Program

Consent to Drug/Alcohol Testing &

Release of Liability Form

I have read, understand and agree to MCC-Penn Valley's Drug-Free Workplace, Campus and Community Drug Screen Policy in accordance with which I may be required to undergo drug/alcohol testing both by MCC-Penn Valley and by any clinical site to which I may be assigned as part of my clinical rotation. A positive test may not only cause me to be excluded from clinical placement but may also result in my removal from the Allied Health or Nursing program to which I have been admitted and may cause me to be suspended and/or expelled from the College. I understand that if I have tested positive I may not be permitted to take any state licensure examination.

My signature below indicates that:

1. I consent to the testing as outlined in the Drug-Free Workplace, Campus and Community Drug Screen Policy.

2. I understand that I may be responsible for all costs incurred with the drug testing.

3. I hereby release and hold harmless the Metropolitan Community College (MCC), including MCC-Penn Valley and MCC's Board of Trustees, employees and agents from any and all claims arising from the administering of any test, the analysis of test results and the use and disclosure of test results; provided, however, this release and hold harmless shall not apply to intentional torts, gross negligence or activities involving the public interest.

My signature indicates that I have read and understand this consent and release form and that I have signed it voluntarily.

_____

Print Name

_____

Student's Signature / Date

Health Science Institute Dental Assisting Program

Hepatitis B Waiver

I understand the vaccine is strongly recommended for health care workers but is not required. I waive the right to receive the Hepatitis B, Heptavax vaccine.

_____

Print Name

_____

Signature / Date

Health Science Institute Dental Assisting Program

Infectious Disease Policy

Dental Assistants Doing Health Care Work

The risk of contracting Hepatitis B and/or C etc.; or other infectious diseases are greater than the risk of contracting HIV. Therefore, recommendations for the control for Hepatitis B and/or C etc., infections will effectively prevent the spread of AIDS. In such recommendations are, therefore, incorporated herein.

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

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

3. When the possibility of exposure to blood or other body fluids exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids or may also require gowns (PPE – Personal Protective Equipment), mask and eye coverings, when performing procedures where splashing is possible. Hands should be washed thoroughly and immediately washed if they accidentally become contaminated with blood or body fluids.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant Dental Assisting students or students engaged in health care are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or prenatal transmission. Because of

this risk, pregnant students should be especially familiar with precautions regarding the HIV virus.

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

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

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

9. Dental Assisting students who are exposed to infectious body fluids, sticks from sharps in the clinical area must report to the clinical instructor immediately. The clinic and/or dental office protocol followed.

_____ _____

Print Name Date

Signature Date

Health Science Institute Dental Assisting Program

Pregnancy Policy

Introduction

A number of studies suggest that during the first three months of gestation, the embryo/fetus may be more sensitive to ionizing radiation than an adult. The National Council on Radiation Protection and Measurements (NCRP) recommends that the maximum permissible dose due to the fetus from occupational exposure of the expectant mother should not exceed 100 millirems. This is approximately one-tenth of the maximum permissible occupational dose limit.

Based on past experience, no pre-clinical assignments have been identified which would be considered likely to result in a dose to the fetus exceeding 100 millirems, provided that established radiation safety procedures are followed.

Pregnant students are, therefore, allowed to work in and frequent radiation areas. Pregnant students may also operate radiography equipment.

Procedures

A student who becomes pregnant while enrolled in the Dental Assisting program may elect to divulge her condition or may choose to keep her condition undisclosed to program faculty. A student who initially disclosed a condition of pregnancy may, at any time, resend this disclosure. This statement of resending must be made in writing and given to the Program Coordinator.

The program encourages each student to reflect on the demands of this rigorous academic and clinical program in the event that she should become pregnant while enrolled in the program. All students are required to complete specific clinical competencies in their clinical courses. Due to the physical nature of these competencies and the associated potential for radiation exposure, the pregnant student is advised to consult their physician about the advisability of continued participation in the program.

Students who disclose their pregnancy are required to:

1. Disclose their estimated due date. Failure to inform the course coordinator and program coordinator/lead instructor in writing as soon as the pregnancy is confirmed may result in potential harm to the fetus; therefore, it is the responsibility of the student to inform the department and the department will assume no liability.
2. Provide to the program coordinator a letter, signed by their obstetrician, stating that they have no medical restrictions and are cleared to continue their participation in the program. This letter needs to be sent to the program coordinator in a timely manner as soon as pregnancy is disclosed.
3. Wear a second dosimeter provided by the program to monitor fetal radiation exposure monthly.

4. Maintain a radiation exposure fetal dose at or below 0.1 Rem.

REQUIREMENTS:

Pregnant student continuing in the program would require to:

a. Turn in letter from her obstetrician (as mentioned above), disclose their due date.
b. Demonstrate all competencies necessary for graduation the same as is expected of every student.
c. Meet regular attendance requirements for all courses. Exceeding the absence policy or excessive tardiness cannot be excused due to a pregnancy.
d. To accept personal responsibility for protection of the embryo/fetus during the pregnancy. An operator's lead apron and dosimeters are available for the student to wear during radiographic exposures should she so choose to do so.
e. A requirement that liability is waived thereby releasing Metropolitan Community College-Penn Valley, its Board of Trustees, faculty, staff, administration, clinical affiliates and all other individuals involved with the Dental Assisting Program from all liability related to the use of ionizing radiation while the student is enrolled in the Dental Assisting Program.
f. Acknowledge that Dental Assistants are classified as occupationally exposed dental health care workers to ionizing radiation.
g. Not physically hold a patient for radiographic procedure which in any case is not allowed by a Dental Assisting student.
h. Acknowledge that they will not be able to operate mobile radiographic equipment at any affiliation site and at any time.
i. Not be in the treatment room during the exposure of a patient to ionizing radiation which in any case is not allowed by a Dental Assisting student
j. The student being required to:

- Setup the room and patient for radiographic procedures
- Set the controls and position the equipment
- Process and mount the radiographs
- Clean and prepare the room for the next student to setup
- Critique and submit radiograph for a grade

RELEASE AND WAIVER OF LIABILITY – FETAL HARM

I, _____ understand that ionizing radiation poses a potential risk of harm to an embryo or fetus during pregnancy.

I agree that I have had sufficient opportunity to read and understand the above document.

I agree to submit written documentation from a physician regarding my pregnancy according to the requirement above.

I agree to submit written documentation in a timely manner to the program director according to the requirements above.

I agree that I have read and received a copy of the Pregnancy Policy Informed Consent.

_____

Student Printed Name

_____ _____

Student Signature **Date**

Health Science Institute Dental Assisting Program

Student Confidentiality Statement

Objective:

To preserve the medical record and hold inviolate the privilege contents of the record and any other information of a confidential nature including paper and/or computerized record.

Policy:

The medical record is the property of the health care facility, while the personal data contained in the record is considered confidential communication in which the patient has a protectable interest. It is compiled, preserved and protected from unauthorized inspection for the benefit of the patient, clinic and dentist.

It is the responsibility of each DENA student not to discuss any confidential information with any individual, inside or outside of the office, clinic or classroom except such discussion that is part of the performance of the duty or class work.

Computer generated information, whether of a medical, personal or financial nature is considered confidential information and is subject to the same restraints regarding discussion and disclosure.

Any violation of this policy may result in disciplinary action up to and including possible dismissal from the program.

I have read the above and understand that I must not disclose confidential information, except as such disclosure is part of the performance of duties related to the classwork. I further understand that such disclosure may result in disciplinary action up to and including possible dismissal from the program.

_____ _____

Print Name Date

_____

Signature

Health Science Institute Dental Assisting Program

Informed Consent for Classroom Activities

Informed consent regarding participation in classroom activities

I,_____, understand that students will be expected to perform Dental assisting skills on each other.

I am willing to participate in these activities. This agreement is voluntarily executed and by signing, I so state.

I will inform the instructor of any condition which may be considered a precaution or contraindication for a particular procedure and will thereby be excused according to instructor's direction.

I understand that if I become ill or injured, my condition may require a physician's release for return to school or clinicals.

I will demonstrate professionalism in the lab by careful administration of procedures and consideration of the privacy, modesty, and respect of other students

_____ _____

Student Signature Date

Name (please print): _____

Health Science Institute Dental Assisting Program

SOCIAL MEDIA POLICY

Students in clinical experiences are acting in the role of a health care provider and are required to maintain patient's privacy and confidentiality of medical information. Students, therefore, are not to mention any information or post images related to the clinical experience, clinical site, patient care, personal information or images of any patient on any internet social media site (e.g. Facebook, Twitter, emails, etc.).

Students should be mindful that removal of patient's names is inadequate to protect patient privacy. Inclusion of identifying factors such as race, age, diagnosis dates treatment, clinical sites may disclose patient identity. Students should, therefore, exercise caution in social media posting to ensure they are maintaining patient confidentiality.

Inappropriate behaviors related to patient privacy and confidentiality is prohibited and can result in dismissal from the program.

Print Name: _____ Date: _____

Signature: _____

Health Science Institute Dental Assisting Program

Notice Regarding Clinical Participation Requirement

During the pre-admission's application process with the Metropolitan Community College Dental Assisting (DA) Program, you were advised that you must successfully complete clinicals in order to graduate. It was explained that certain hospitals, clinics, public health centers in the Kansas City Metropolitan area afford MCC students the privilege of participating in onsite clinicals at each site, subject to the student's agreement to abide by applicable hospital policies and procedures, which may include, but are not limited to, drug screening requirements, vaccination requirements, and criminal background checks, among other precautionary measures aimed at protecting the health, safety, and welfare of the hospital's patients, employees and staff, and the public at large.

MCC is a separate organization from its clinical site affiliates. Each are governed by different internal policies and procedures and subject to entirely different state, federal, and local laws and regulations. While MCC does not require proof of vaccination for its students in the DA Program to enroll and attend classes at MCC, MCC has no standing or authority over a third-party organization's vaccination policy and cannot make any promise, representation, or assurance to you regarding placement with a clinical site in the event such site refuses to grant you an exception to their internal requirements.

Simply put, this means you run the risk of being admitted to MCC's DA Program but ultimately cannot graduate if you cannot complete the prerequisite clinical component.

Since you've informed MCC you will be requesting a religious exemption regarding vaccinations, through your acceptance of a seat in the Metropolitan Community College DA Program, that clinical placement is ***not*** guaranteed and **is entirely the decision of each clinical site**. You are also acknowledging that this poses a significant risk to completion/graduation. An entire semester is dedicated to clinicals that are held in hospitals. All clinicals must be successfully completed in order to graduate. It is up to the clinical site to make decisions regarding placement of students. Their decision is autonomous; it does not involve the faculty or staff of the Metropolitan Community College DA program.

We trust, having been fully informed of the risks outlined herein, you nonetheless—both knowingly and voluntarily—wish to accept a seat in the DA Program.

Dental Assisting Student Name: _____

Print Signature

Dental Assisting Program Coordinator: _____

Signature Date

Health Science Institute Dental Assisting Program

STATEMENT OF COMPLIANCE

I have read this student code of conduct for the Dental Assisting Program conducted at Metropolitan Community College - Penn Valley, in its entirety. I understand the policies and procedures and agree to comply with each and every one of the policies and procedures as stated. I understand that failure to comply with this code of conduct may result in grade penalties and/ or disciplinary action.

Signature: _____ Date: _____

Printed name: _____

Student ID: _____

12.2 Academic Calendars

https://www.mcckc.edu/calendar/academic.aspx

Spring 2026

January

Jan 15-16 Faculty Convocation Days

Jan 19 Martin Luther King Day (Office/Campuses Closed)

Jan 20 Spring Semester Begins

March

Mar 14 Last day of first-8-week classes

Mar 16-21 Spring break (Offices/Campuses closed)

Mar 23 Classes Resume/ 2nd 8 Weeks Begins

May

May 11 Last day of regular session classes

May 12 Finals

May 19-20 Grading days (grades due by 2 pm, May 20)

May 21 Commencement

Summer 2026

June

June 8 Summer semester begins

July

July 3 Independence Day holiday (Offices/Campuses closed)

July 31 Last Day of Classes

Aug

Aug 2 Grades Due

Fall 2026

August

Aug 13-14 Full time New Faculty Orientation

Aug 17 Campus In-service

Aug 19 Fall semester begins

12.3 Frequently Asked Questions (FAQs)

Dental Assisting Program Frequently Asked Questions

What is a Dental Assistant?

Dental Assistants greatly increase the efficiency of the dental team in the delivery of quality oral health care and are valuable members of the dental care team. Dental assistants perform many tasks, ranging from patient care and taking x-rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists' offices where they work.

What is the difference between a dental assistant and a dental hygienist?

A dental assistant works directly with the dentist. Duties vary according to the state and include setting up for various dental procedures, suctioning, transferring of instruments and mixing materials. A dental assistant also takes radiographs, impressions and provides patient education.

A dental hygienist's duties include cleaning teeth, provide local anesthesia, perform nonsurgical periodontal therapy as well as perform head and neck examinations.

MCC-Penn Valley Health Science Institute currently only offers a certificate (1 year) and Associate Degree in Dental Assisting (2 year).

What are the career advantages of being a dental assistant?

Variety: Dental assisting is a challenging and rewarding career, demanding versatility and a willingness to assume responsibility for many different tasks.

Flexibility: Since dental assistants are in demand, career options include both full-time and part-time positions.

Excellent working conditions: Dental offices are interesting, pleasant, and people-oriented environments in which to work.

Personal satisfaction: Dental assisting involves people contact, and with this personal interaction comes the personal satisfaction of knowing you have really helped someone by helping to provide a value

What is a certified dental assistant, or CDA, and why is it beneficial?

Dental assistants can receive their credentials by passing an examination that evaluates their knowledge. This examination is administered by the Dental Assisting National Board's (DANB) Certified Dental Assistant (CDA) examination.

https://www.danb.org/

The Dental Assistant Program at MCC Penn Valley Health Science Institute prepares and schedules testing for the CDA exam and is required to obtain an Expanded Function Dental Assistant (EFDA) Permit in the state of Missouri. This permit will allow you to work as an Expanded Function Dental Assistant.

Obtaining a CDA after completion of the dental assistant program makes you more transformable from state to state. Each state has their own legislation regarding dental assisting. However, graduating from a CODA accredited dental assistant program alone, typically prepares students for transferability, but

obtaining the professional credentials, CDA, prepares you even more. If you are considering moving after completion of the dental assistant program, you should contact the state dental board and inquire about their state's rules and regulations.

What is the job outlook for someone in the dental assisting field?

In one word: terrific! There is a labor shortage and dentists are always looking for well-trained dental assistants. In fact, most of our students already have jobs by the time they graduate.

Since many dentist employ two or more dental assistants, employment opportunities in this field are excellent. The types of working environments available to dental assistants include: solo and group dental practices, specialty practices, public health, hospital dental clinics, dental school clinics. Moreover, other career opportunities include insurance companies, teaching positions, laboratories, and dental product sales representatives

https://www.onetonline.org/link/summary/31-9091.00

Why should I choose MCC Penn Valley HSI Dental Assistant program and what are the perks of graduating from this program?

MCC Penn Valley Health Science Institute Dental Assistant Program is one of the four Commission of Dental Accreditation (CODA) accredited DA programs in the State of Missouri. We are the only CODA accredited DA program serving the greater Kansas City metro area in the state of Missouri. **Kansas City** (abbreviated **KC** or **KCMO**) is the largest city in Missouri by population and area and is located in the Western part of the state. Sitting on Missouri's western boundary with Kansas, the historic core city of the Kansas City metropolitan area, straddles the Kansas–Missouri state line.

https://www.danb.org/en/The-Dental-Community/Dental-Assistants/Dental-Assisting-Programs/CODA-Accredited-Dental-Assisting-Programs.aspx

Perks of graduating from MCCPV-HSIDA program

We are accredited by the Commission of Dental Accreditation (CODA). The Commission is a specialized accrediting body recognized by the United States Department of Education and serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs.

We have clinical affiliation partnership with UMKC School of Dentistry.

DA students get to work closely with Dental and DH students, faculty and staff at the Dental School during their clinical rotations two out of the three semesters while in the program.

DA students get the exposure and experience with the various branches of Dental specialty and the procedures.

MCCPV- HSI Dental Assisting program has state of the art dental lab with ADEC simulators available for each student, in addition to other equipment typically seen in a Dental school setting.

DA students are trained to position patient, acquire images and export volumes using our Dental 3D CBCT machine in addition to training in digital intraoral and extraoral radiography procedures.

DA students graduate with training in digital impression techniques.

The DA program has been approved by the Missouri Dental Board to provide expanded functions curriculum. DA students are trained in Restorative I, Fixed Prosthodontics, Removable Prosthodontics and Orthodontic courses while in the program. Therefore, each student is qualified to sit for the Dental Assisting National Board exam and acquire certification (CDA) and will graduate with the Missouri Expanded Functions Permits once they successfully complete the training.

How long is the dental assistant program and when does it start?

The dental assistant certificate program at MCC Penn Valley Health Science Institute is 12 months and begins in the summer session.

What is the difference between Dental Assisting Program certificate or degree?

The program specific courses are the same for the certificate and the degree. The only difference will be in general education course requirements. All courses required for our dental assistant certificate program are also required for the associate's degree, making it easy to continue your education. All students who complete the dental assistant program receive the certificate. Students may opt to complete their associate degree by completing the additional general education courses before or after the dental assistant program. Students who complete the courses before the program will graduate with both degrees, the certificate and associate. The benefits of completing the associate degree are - Looks good on application for Dental Hygiene or Dental School.

What is the schedule of a dental assistant student like?

All programs are academically challenging and require hard work.

In the first semester of the DA program, students are on campus three and a half days. Although it is not five days a week, the program requires an ample amount of studying and online work. Additionally, the first semester is 11.5 credit hours and student must consider scheduling time for studying and completion of homework. Generally, it is recommended to anticipate scheduling 2-3 hours of studying per credit hour. Second semester, students are on campus four days a week and at clinical site one day a week during the 16 weeks. In the third semester, students are on campus one full day and two half days a week and at clinical site two days a week and at clinical radiology one half day a week. Spring semester you will be at two different clinical sites for 8-week rotations each.

Can I work while in the dental assistant program?

Yes, many students do work while in the dental assistant program. You should expect to work in the evenings, as this program is only a daytime program.

There are no plans for an evening or online program. An online program would not be feasible, as clinical experience cannot be completed online. An evening /weekend program cannot be offered because most dental offices are not open in the evenings, thus clinical experience may only be completed during the day.

What does the Dental Assisting Program certificate or degree cost?

The cost of the entire degree and program course fees for an in-district student is approximately $9100-$12,000. That includes the pre-requisites and general education classes that students take prior to starting the program.

For additional cost incurred in the program, such as books, Criminal background search, Drug screen etc, refer to program webpage.

How can I find out more information about the program?

The best way to find out more information is to come visit us. Dental Assisting Program Information Session is available twice every semester and you can register for the information sessions by clicking the Information session tab.

Call 816-604-4232 to schedule your visit with Dr. Hema Udupa, Dental Assisting Program Coordinator. You can see our state-of-the-art facility, and get your questions answered by our coordinator or one of our program instructors.

What kind of training will I receive while in the program?

Our program features 300+ hours of hands-on training at both community dental clinics and at the UMKC School of Dentistry. At UMKC, you'll work alongside dental students, providing care to actual patients. In addition, students admitted in our program will be offered training in Expanded Function Dental assistant duties from the Missouri dental board in four categories, Restorative I, Removable Prosthodontics, Fixed Prosthodontics and Orthodontics.

For more information: https://www.moefda.org/

When is the application deadline and when will I know if I have been accepted?

The deadline for applications is **Feb 15**. Students can expect to learn of their acceptance or non-acceptance within 5 weeks after Feb 15th. The letter will inform you the date of the mandatory program orientation that is held in April prior to the first day of school. Students not accepted into the program should contact the Student Advising Department or the Health Science Institute to determine next steps.

Is there an interview involved in the application process?

Yes, there is an interview associated with the application process. The candidate selection-scoring sheet is used to document the points for the selection process. Points come from grades made in the completed courses, placement test score, purdue pegboard testing score, Interview score.

Is the dental assisting program full-time?

The program is full-time with classes meeting during the day all days of the week, excluding evenings and weekends. The program requires full-time attendance.

When exactly is the program start date?

The three-semester program begins in June (First Monday in June) and graduate in May of the following year.

Can I take the program courses in any order?

No, once you have been accepted into the program the courses have to be taken in a sequential order.

What if I am not admitted to the program, do I have to reapply for the next year?

Yes, to be considered for the next year you would need to reapply to the program.

Where can I learn more about Bloodborne Pathogens and Infectious Disease policy?

Students enrolled in the Dental Assisting Program will be performing exposure prone procedures and will be required to wear safety glasses, gloves, facemasks and protective clothing during all laboratory and clinic activities that produce airborne particulate matter or expose students to patients during dental procedures. An exposure prone procedure is one in which there is an increased opportunity for the exchange of bloodborne pathogens between the patient and the dental health care provider because of the kind of procedure being performed. Safety policies, procedures and protocols are taught and followed according to OSHA regulations and CDC standards to provide a safe learning and patient care environment.

The program policy on Infectious Disease is available in the DA program application packet. **Please read and sign the form and upload it with your application documents.**

Upon acceptance to the program, extensive training in this area will occur.

For more information on Bloodborne Pathogens visit:
http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm

Where can I learn more about course transferability?

In general, courses in the Dental Assisting program are not intended for transfer. However, if your goal is to move on from dental assisting to a career in dental hygiene, and to another accredited program, the Registrar or Program Director at your new institution will base your course transferability on a course-by-course evaluation and past course syllabi. You will need to directly reach out to the Program Director at your new institution.

NOTE: Transfer requirements vary for different majors and/or for different four-year colleges and universities. In some cases, an associate degree equals the first two years of a bachelor's degree, while in other cases, an associate degree may not be necessary to transfer. Therefore, it's important for students to meet with an advisor or counselor early to make sure they're enrolling in classes that will transfer. Students are also encouraged to select the four- year college or university where they will complete their bachelor's degree as well as their major of study.

Where can I learn more about vaccination requirements and Criminal Background checks?

Please refer to the Dental Assisting Program Application packet for more information.

https://www.mcckc.edu/programs/dental-assisting/docs/Dental_Assisting_Student_Information_Aapplication_Packet.pdf

12.4 Note Pages

STUDENT STATEMENT OF UNDERSTANDING

Read the following statement before signing:

I have received the MCC-PV Dental Assisting Handbook, and it has been explained to me. I have read this Handbook in its entirety and agree to be responsible for all the data therein.

I agree to abide by all the rules, policies and procedures of the program and the college. I am also aware that this handbook is intended as a guide and those policies and procedures described herein may be changed with notice if possible.

_____ _____

Print Name Date

_____

Signature