Mid-State Technical College Dental Assistant Program Handbook

(Revised 11/10/2026)

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Welcome to Mid-State Technical College

Thank you for choosing the Dental Assistant Program at Mid-State Technical College! The Dental Assistant Program will prepare you for a career that is both challenging and rewarding. This handbook will provide information about the program and policies and procedures specific to the program. This information does not replace the information in the Mid-State Student Handbook; rather this handbook complements the Mid-State Technical College Student Handbook. The Dental Assistant Program Handbook is reviewed and revised yearly by program faculty. In addition, program faculty will consider input for manual revisions from students, college administration, program advisory committee members, and college staff. Students and the administration will be notified of the updates and changes. Retain this handbook; it will be a valuable resource and reference for you as you progress through the Dental Assistant program. As a Mid-State Student, you are required to abide by the program policies in the handbook. Information in this handbook is subject to change or revision. Please feel free to contact the Program Director or the Dean of Allied Health with any questions or concerns you may have throughout the program.

Additional Policies and Procedures for Students

Mid-State Technical College student policies and procedures can be found online at Mid-State Student Policies

Our Commitment to You

Equal Opportunity

Mid-State Technical College complies with all state and federal laws regarding equal rights in education and employment. The College has established both Affirmative Action and Accessibility Services Offices to ensure that equal opportunity is available without regard to race, color, national origin, creed, gender, sexual orientation, age, marital status, ancestry, arrest/conviction record, or other protected status in employment of staff and in admission to educational programs and activities sponsored by the College.

Inquiries or complaints regarding equal opportunity may be directed to:

- Equal Opportunity Officer
    - Mid-State Technical College: 500 32nd Street North Wisconsin Rapids, WI 54494

    - 715-422-5325
- Accessibility Services Coordinator
    - Mid-State Technical College: 500 32nd Street North Wisconsin Rapids, WI 54494
    - 715-422-5452

If you know you have a recognized disability or suspect that you might have one, it is your responsibility to identify yourself as soon as possible with the Accessibility Services Staff located in Student Services and Information Center (SSIC). Course standards will not be lowered, but various accommodations may be available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodation so contact Accessibility Services as soon as possible. It is Mid-State's goal to assist you in your education plan.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Contact Student Services and Information Center, SSIC, for assistance.

Accessibility Services

Mid-State's Accessibility Services office provides academic accommodations to students with learning, sensory, emotional, or physical disabilities to ensure equal access to higher education. The Accessibility Services coordinator will meet with each student individually to determine reasonable and appropriate accommodation. Students who qualify for services receive the resources they need to fully participate in all aspects of learning. Resources may be provided by other student support personnel. Please find the Mid-State Equal Opportunity, Harassment, and Affirmative Action for Students and Employees online at Mid-State Equal Opportunity, Harassment, and Affirmative Action

Mid-State Technical College Mission, Vision, and Core Values

Mission Statement

Mid-State Technical College transforms lives through the power of teaching and learning.

Vision Statement

Mid-State Technical College is the educational provider of first choice for its communities.

Mid-State Core Values

The College and all our employees are guided by a set of core values that are part of Mid- State's past and will continue to be part of its future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions. As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to core our values: Student Centeredness, Integrity, Commitment, Accountability, Respect, and Exceptional Service.

Student Centeredness

We value and respect each student as a unique individual. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

Integrity

Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.

Commitment

Our actions reflect our dedication to the people we serve and to the College. The success of Mid- State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest

the time and energy necessary to fulfill the mission of the College and provide a healthy and safe environment.

Accountability

We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

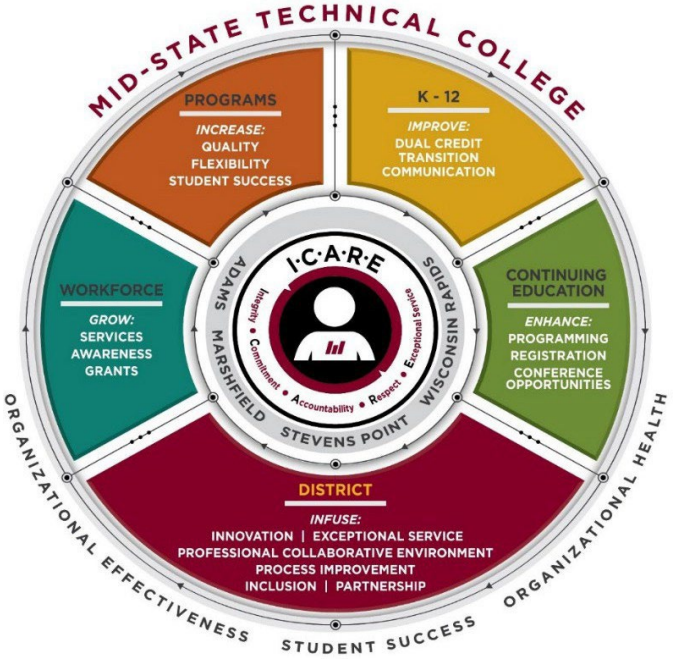
Respect

We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all.

Exceptional Service

We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

More information can be found on online at [Mid-State Technical College - About Us]



Mid-State Employability Skills

The Mid-State faculty and administrators have worked with representatives from business and industry to identify skills that are essential to student success in obtaining and retaining a job. Students will work towards obtaining and improving these skills in all courses. By helping students develop employability skills and holding them responsible for their application, instructors will help increase the likelihood of the graduate's career success.

Please visit Mid-State Technical College Employability Skills to learn more.

Behave Responsibly: Ethical Behavior, Self-Responsibility, Conflict Resolution, Collaboration

- Learner works and behaves ethically
- Learners follow established rules, regulations, and policies
- Learner assumes responsibility for own action
- Learner recognizes conflict and uses conflict resolution skills
- Learner provides and accepts constructive feedback
- Learner displays a positive attitude
- Learner assumes shared responsibility for collaborative work in diverse groups
- Learner defines, prioritizes, and completes tasks without direct supervision

Communicating Effectively: Writing, Technical Documentation, Listening, Speaking, Interpersonal Communication, Reading

- Learner articulates objective(s) clearly, concisely, and accurately through writing, diagrams, or illustrations
- Learners apply standard rules of language structure including grammar, spelling, and punctuation
- Learner demonstrates active listening skills
- Learner demonstrates the ability to interpret and respond to non-verbal cues
- Learner speaks clearly, concisely, and accurately
- Learners convey information and ideas using professional, career-specific language
- Learner adapts to audience and communicates appropriate message, tone, and empathy

- Learner manages conflict with respectful communication and sensitivity
- Learner demonstrates ability to accurately interpret and comprehend written or graphic information

Critical & Creative Thinking: Inquiry, Evidence Collection, Analysis, Reasoning, Reflection (Metacognition)

- Learner uses a structured problem-solving approach
- Learner demonstrates open-mindedness
- Learners organize information
- Learner works successfully in a climate of ambiguity and change
- Learner applies previously acquired knowledge to new tasks

Cultural, Social, & Global Awareness: Global Awareness, Social & Cultural Awareness, Social Responsibility

- Learners recognize human differences to promote a cooperative work and social environment
- Learner demonstrates awareness of current world events
- Learner describes political, economic, and social systems different from one's own
- Learner summarizes social consequences of prejudice and discrimination

Use Appropriate Technology: Use of Technology, Confidentiality, Security, Digital Civility

- Learner selects equipment, tools, and resources to produce desired results
- Learner demonstrates proper, safe, and secure usage of equipment
- Learner demonstrates occupational specific computer skills
- Learners adapt to new technology in the appropriate context
- Learner acts to protect confidentiality
- Learners use restraint and respect when using technology in various contexts

Regional Accreditation

The Higher Learning Commission regionally accredits Mid-State Technical College. Mid-State was first accredited by the Higher Learning Commission in

1979 and has been continually accredited since then. Please visit Higher Learning Commission for more information.

Accreditation means that Mid-State has been found to meet the Commission's requirements and criteria and that there are reasonable grounds for believing it will continue to do so. Accreditation provides public certification of acceptable institutional quality and an opportunity and incentive for Mid-State to improve continuously

Academic Expectations: Policies and Procedures

Academic Integrity

The Mid-State Board, administration, faculty and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including expulsion.

This includes, but is not limited to, the following:

- Sharing test content or discussing test questions.
- Copying another student's work.
- Turning in the work of another person and not giving them credit.
- Claiming credit for the work or efforts of another without authorization or citation.
- Claiming credit for information generated by Artificial Intelligence (AI), such as ChatGPT.

Appeal Process

Mid-State seeks to ensure fair and just treatment of students. Therefore, opportunities are available to appeal to academic and non-academic decisions. Before an academic appeal is filed, the student must contact the instructor or other staff member directly involved with the decision to clarify the issue(s). Every effort to resolve the issue(s) should be made at this level.

Confidentiality Policy

You have been instructed on the importance of maintaining patient confidentiality through your coursework. It is your responsibility to protect the privacy of all patients in the facility. Therefore, no privileged information can be repeated or disseminated inappropriately (including recording audio or taking photographs of patients or confidential patient information).

Email Information

Program and course information will be communicated to students via their Mid-State Technical College e-mail address. It is important to access your Mid-State e-mail regularly. To help assure privacy and security, faculty will not communicate using personal email. Please make sure you know how to log onto the Mid-State system to access your email and use the student center in MyMSTC.

Students are encouraged to set their phone to receive Mid-State email alerts. Mobile email instructions can be found at Mid-State Technical College Mobile Email Instructions

In addition, some communication within Mid-State is still sent through the United States Postal Service. It is the student's responsibility to make sure the college has the most up to date home address and phone numbers. This information may be updated in your MyMSTC account.

Financial Aid

A comprehensive financial assistance program is provided for Mid-State students. It is important to contact financial aid if you make the decision to drop a course as this may impact on your financial aid.

Types of aid available at Mid-State include:

- Agency Support
- College Work-study
- Federal Subsidized Stafford Loan
- Mid-State Foundation Scholarships
- Native American Grants
- Pell Grant
- Supplemental Educational Opportunity Grant
- Veterans Benefits

- Wisconsin Higher Education Grant

To contact the financial aid office, please call 715-422-5501 or visit Mid-State Technical College Financial Aid Office for more information. To contact the Mid-State Foundation Office, please call 715-422-5322 or visit Mid-State Technical College Foundation Office for more information.

Generative Artificial Intelligence (AI) Use

This policy outlines the acceptable use of generative artificial intelligence (AI) tools and services by faculty, staff, students, and affiliates of Mid-State Technical College and is not meant to recommend a standard AI platform for use, but rather any trustworthy AI platform can be used following this policy. The goal is to protect college data and ensure compliance with legal and ethical obligations.

Ethical Use of AI

All AI use must adhere to ethical principles, respecting human rights, privacy, and data protection. AI use must align with the college's academic goals and not discriminate against any individual or group.

Acceptable Uses of AI:

1. Brainstorming Ideas: Utilizing AI to help generate creative concepts, topics, or solutions for personal or professional projects.
2. Content Drafting: Using AI to produce first drafts of written material, such as blog posts, articles, or marketing copy, while ensuring human review and originality in final output. For academic work, students should disclose the name of any AI tool used to assist with any academic assignment.
3. Research and Data Summarization: Leveraging AI to summarize articles, research papers, and large volumes of information to help with understanding complex subjects.
4. Language Assistance: Using AI for grammar checks, translation, and improving clarity or conciseness of written communication.
5. Coding and Debugging: AI-powered tools can be used to help write, improve, or debug code to speed up development processes.
6. Automation of Repetitive Tasks: Automating routine activities, such as scheduling, data entry, or workflow processes to increase efficiency.

7. Creative Support: AI-generated images, music, or video to inspire or support creative projects, provided the output is original or appropriately licensed.

Unacceptable Uses of AI:

1. Plagiarism: Using AI to produce text or media that copies, closely mimics, or paraphrases copyrighted material without proper attribution or permission from the original author or creator.
2. Academic Dishonesty: Submitting AI-generated work as original in educational settings, including
3. assignments, essays, and exams, without appropriate disclosure or authorization from educators.
4. Misinformation and Deception: Generating or distributing AI content intended to mislead, deceive, or manipulate individuals, including the creation of deepfakes, fake news, or false information.
5. Unethical Automation: Automating tasks that negatively impact individuals, such as spam, unsolicited marketing, or automating harmful actions, without user consent.
6. Breach of Privacy: Using AI tools to gather or manipulate personal data without explicit permission, potentially violating privacy regulations.
7. Generating Harmful Content: Using AI to produce or spread hateful, abusive, or discriminatory content targeting individuals or groups based on race, gender, ethnicity, religion, or other personal characteristics.
8. Infringement of Intellectual Property: Using AI to replicate patented or trademarked inventions, designs, or creations without the owner's permission, and outside the scope of "acceptable use" as defined by applicable law

Assessment Design and Upholding Academic Standards

AI use in assessments is allowed where it enhances learning, with measures in place to maintain integrity and standards. Faculty must provide clear guidelines for AI use within their courses. These guidelines must be communicated to students. Additionally, clear guidelines on appropriate AI use in assessments must be provided.

Data Classification and Use

College data may only be entered into generative AI tools if the data is classified as public, the college provides the AI tool and specifically indicates

that college data may be inputted into the tool, and/or if the AI tool has undergone internal review.

Examples of public data include general college announcements, course syllabi, and publicly available institutional research.

Reviews must include cybersecurity risk management, data governance, accessibility, privacy, and intellectual property.

Service Work Policy

Students will not be substituted for paid staff when scheduled for clinical rotation at the clinical site. Students may become employed in the facility outside of regular clinical rotation education hours, provided that the work is limited, so it does not interfere with typical academic responsibilities. The work has no connection to the program clinical course.

Student Misconduct or Behavior Dismissals

A student may not be successful in the Dental Assistant program for reasons such as academic misconduct, cheating, behavioral misconduct, and unsafe behaviors. These students are not eligible to re-entry into the Mid-state Dental Assistant program. Unacceptable conduct can be found in the Student Code of Conduct Policy.

Students will abide by procedures and policies of the clinical site particularly in matters relating to patient care, confidentiality, and lab safety. Unsafe clinical behaviors are cause for immediate removal from the clinical site. Depending on the specific instance, the student may be prohibited from returning to the clinical site and program progression may not be possible. If this were to occur, a meeting between the student, Dean Allied Health, and Program Director will be held. The student has the right to file an appeal.

Student Health Maintenance

The student is responsible for following infection control guidelines in the clinical facilities, maintaining safe practices, and providing their own health insurance. In addition, students must comply with the current COVID-19 protocol. If the student is injured or becomes ill during clinical rotation, the student will immediately notify the clinical site supervisor and the Program Director. It is the student's responsibility to seek medical attention if necessary and take care of the resulting financial responsibilities.

Technical Standards

Each student is required to review the list of Technical Standards. These are the specific physical, emotional, and mental tasks needed to function in the industry. If students have concerns about meeting these standards, they should work with the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance. Upon entering the program, students enrolled in the program should be able to meet the established technical standards with or without reasonable accommodation. The technical standards for the program are representative of those found in the profession.

To review the identified technical standards, please visit Dental Assistant Program Technical Standards for more information.

Travel

Students in the Mid-state Dental Assistant program may be required to travel to attend classes, labs, and clinical rotations. It is the responsibility of the student to have transportation to meet program requirements.

Personal Safety

Standard Precautions Guidelines

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used when providing care for all individuals, whether they appear infectious or symptomatic. Students need to be concerned with Standard Precautions because needless expose could cause an infectious, possibly even fatal, disease.

Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients. There are an unlimited number of diseases that can be spread by contact with blood and/or body fluids. Hepatitis B, Hepatitis C and AIDS (acquired immunodeficiency syndrome) are the most serious viruses that could infect you.

Hepatitis is a viral infection that causes liver inflammation and damage. The virus is transmitted by exposure to infectious blood or body fluids. Healthcare

workers are at risk of becoming infected with hepatitis and developing serious or fatal problems such as cirrhosis liver cancer or chronic liver disease. There is a vaccine that helps protect against hepatitis B. There is no vaccine for hepatitis C.

AIDS (acquired immunodeficiency syndrome) is caused by a virus that can destroy the body's immune system, the system that fights infections. Without the immune system's protection, the body is left defenseless. As a result, serious life-threatening infections can develop. No effective vaccine has been developed. There is no cure for AIDS.

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used at Mid-State Technical College.

Bloodborne Pathogen Exposure

Students in the Mid-State Dental Assistant program may be exposed to blood and other potentially infectious materials in lab courses and at the clinical site. Bloodborne pathogens may be transmitted by exposure to blood or body fluids that contain the pathogen(s). Students are required to wear lab coats, gloves, and other appropriate PPE when working with blood and body fluids. Standard and universal precautions will be observed in lab courses and at clinical sites to prevent contact with bloodborne pathogens.

If a student is exposed to blood or body fluids, the student must immediately notify the program instructor and clinical site supervisor. The program instructor will complete the Bloodborne Pathogen Exposure Report and notify his/her supervisor so that a First Report of Injury Form is completed.

Protective Barriers

Gloves

When touching blood or body fluids, mucous membranes, or non-intact skin of any individual. When handling items or surfaces soiled with blood or body fluids. During invasive (body entering) procedures, including starting of intravenous IV lines and the drawing of any blood specimens (phlebotomy).

Gowns, Masks, and Eye Protection

During patient care, procedures, or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

Injury Prevention

Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in a sharps container. To prevent needle-stick injuries, needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. Use extra caution when working in, around or with sharp objects, instruments, or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

If an accident occurs or if any spill/mess of blood or body fluid occurs, immediately notify:

- Clinical instructor
- Charge nurse (during clinical)
- Evening facilitator
- Program Director or Dean
- Student Services and Information Center
- Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

Latex Allergy

Latex is a milky fluid found in milkweeds, poppies and plants yielding rubber. It is a component of many medical devices including surgical gloves, exam gloves, catheters, IV administration kits, endotracheal tubes, anesthesia supplies and dental supplies.

In recent years, latex allergy has been recognized as a significant problem for health care workers and patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk of developing a latex allergy at any time due to the repeated use of and exposure to latex containing products.

All reasonable accommodation will be provided to provide students with a latex safe environment. A reduced latex environment will be our goal since a totally latex free environment is not possible. Students with a known or

suspected latex allergy will be referred to their health care provider for treatment and counseling regarding a health care career.

Students who have a latex allergy or develop a latex allergy while in the program may find it difficult to complete all the program expectations. Mid-State Technical College or any clinical agency cannot guarantee a completely latex free environment. Students with concerns must contact the Dean, and their health care provider, to discuss the implications of a latex allergy. All health occupations workers are at risk of developing a latex sensitivity/allergy.

Risk Factors for Developing Latex Allergies:

- History of swelling or reaction after wearing latex gloves.
- History of nasal congestion, swelling itching, sneezing, wheezing, hives, or shortness of breath after an exam where latex gloves were used (for example dental or gynecological).
- History of reactions after handling rubber products such as Band-Aids, rubber balls or condoms.
- Frequent exposure to latex in current or previous work settings.
- History of having multiple surgical procedures in the past.
- History of contact dermatitis or common allergies such as hay fever, asthma, hives, or eczema.
- History of food allergies that cross react with natural latex such as apples, apricots, avocados, bananas, buckwheat, carrots, chestnuts, dates, kiwis, nectarines, figs, grapes, hazelnuts, melons, plums, potatoes, pineapples, papayas, passion fruit, tomatoes, wheat, pears, peaches, mangoes, celery, or cherries.

Types of Reactions that Occur in Latex Allergies:

- Irritated Contact Dermatitis is usually reddened, dry irritated areas on the skin, often the hands. This reaction is caused by skin irritation from wearing gloves and possibly by exposure to other workplace products and chemicals. Irritated contact dermatitis is not a true allergy but may develop into a chronic allergy.
- Type 4 Sensitivity or allergic contact dermatitis is the most common latex allergy. This reaction develops from exposure to chemicals added during the processing of latex. This reaction may be delayed, usually beginning 24-48 hours after contact. Symptoms include a red, itchy rash, that may present as vesicles

or blisters on the skin. These symptoms do not involve the entire body but are usually limited to areas of the skin contacted by the latex.

- Type 1 Sensitivity is also referred to as a true latex allergy. This is the more serious reaction to latex. The allergic reaction results from exposure to latex components, although the amount of exposure is not known. Exposure to airborne allergens can increase the severity of the reaction. Latex proteins adhere to the powder particles in the latex gloves during processing. These proteins become aerosolized when powdered gloves are changed. A Type 1 Reaction usually occurs within minutes of exposure to latex, but it can occur within a few hours of exposure. Symptoms range from mild reactions (skin redness, hives, and itching) to severe reactions (sneezing itchy eyes, scratchy throat, wheezing, and respiratory distress and in rare cases shock)

Dental Assistant Program Information

Program Curriculum

Curriculum Overview

The curriculum for the Dental Assistant program at Mid-State prepares students to be entry-level dental assistants and take national certification exams. Teaching and learning activities include theory, demonstrations, discussions, laboratory sessions, competency skill evaluations, oral and written assignments, and written exams.

Course Name	Course Number	Number of Credits
*GPS for Student Success	10-890-102	1
*Basic Life Support Provider CPR	47-531-407	0.15
Dental Health Safety	31-508-301	1
Dental Chairside	31-508-302	5
Dental Materials	31-508-303	2
Dental & General Anatomy	31-508-304	2
Applied Dental Radiography	31-508-305	2
Dental Assistant Clinical	31-508-306	3

Dental Assistant Professional	31-508-307	1

*GPS for Student Success and Basic Life Support are not part of the program credit requirements but is a college requirement for graduation that must be passed with a C or better.

Course Descriptions

Please see the Dental Assistant Program webpage for course descriptions and more information.

Classroom and Laboratory Guidelines

Attendance

Students are required to attend all classroom and laboratory sessions. It is critical to attend all lab sessions to obtain hands-on experience and practice lab procedures. Attendance includes being on time. If a class is missed due to illness or other legitimate reason (family emergency, death in family, lack of transportation, etc.) the student is required to notify the instructor via phone, text, or email prior to the start of class. Many lab sessions require students to work together so this is necessary for planning purposes.

The student is responsible for material missing due to absence. Arrangements should be made with the instructor to receive any materials for the missed class and to schedule a make-up lab. The student must demonstrate all lab competencies to pass the course.

Excessive Absence

Excessive absence is defined as missing more than 3 days in one semester. This may include classroom, lab sessions, or scheduled days at the clinical site. Excessive absences will be reviewed by the Program Instructor and may result in the student being unable to progress in the Dental Assistant program.

Laboratory Guidelines and Standard Precautions

When there is a risk of exposure to blood and/or body fluids, a lab coat, gloves, and other appropriate personal protective equipment (PPE) must be worn. Eating and drinking are not allowed in the laboratory.

Dress Code

Personal hygiene and appearance are paramount in any healthcare profession because healthcare professionals interact with patients, family members, coworkers, etc. In addition, as a student at the clinical site, you will be

representing the healthcare facility, Mid-State Technical College, and the Dental Assistant profession. Therefore, your appearance must be a priority.

Mid-State Grey Scrubs are required. Scrubs must be clean, in good condition and pant hems must not drag onto the floor. A black scrub jacket with the Dental Assistant logo is also required. Both the grey scrubs and scrub jacket should be purchased from the Mid-State Bookstore.

Shoes must be close toe. No clogs or crocs. Hair must be tied back if shoulder length or longer.

Once you have been assigned to a clinical site for Dental Assistant Clinical, you will have the opportunity to discuss the specific dress code requirements for that facility in more detail. Please discuss any concerns regarding dress code policies with the Mid-State Dental Assistant Instructor.

Clothing

- Students will be expected to be dressed in scrub tops and pants for all lecture courses as from time-to-time instructors will move the class to the laboratory for specific activities that require wearing scrubs and jackets. May only wear Mid-State required scrubs.
- Laboratory Coat (Clean and ironed or provided by Mid-State for use during Chairside and Clinical Course) You will need an additional lab coat for Dental Materials and Lab. This may not be your MSTC (BLACK) jacket. (Must be clean and in good condition (no stains, rips, etc., ironed)
- Designated and approved uniform style (scrub top and pants) Purchase from Bookstore. 1 set is required to purchase – you may want another set which is optional. Clinical attire should be laundered after each clinic session.
- Must wear socks low, ankle or high covering or white or neutral hose (female students)
- Clinic shoes may be tennis shoes or dudes (no bright colors, Crocs or wedged/clog style shoe) – clean and presentable. MUST LEAVE shoes at clinical sites.
- Name pin on right side of outer garment.

The following may be worn outside professional assignments or field trips unless indicated by instructor:

- Dress pants
- Corduroys
- Cotton casual dress pants
- Black jeans
- Dresses or skirts that reach at least mid-thigh
- Scrubs may be required for some outside activities

The following attire is neither appropriate nor acceptable in the Oral Health Lab or clinical sites:

- Undershirts, Sports bras, t-shirts with inappropriate verbiage or pictures
- Sweats, tights, yoga pants, and leggings
- Shorts or cut-offs, pants with holes or worn-out jeans
- Mini skirts
- Pajamas
- Slippers and flip flops are not allowed. Mukluks and Ugg boots may be worn in winter weather but must be changed in clinical settings.

Clinic uniforms are not to be worn outside clinical facilities. If students are leaving the building for meetings, they may wear scrub pants; however, they must leave clinical lab jackets at their treatment room and change shoes prior to leaving.

- Closed toe shoes and socks must be worn.
- Laboratory coat must be worn during all lab sessions and can be purchased from the Mid-State Bookstore
- If a lab coat becomes torn or contaminated with blood or body fluids, a new lab coat must be obtained.

Hair

- Hair that is shoulder length or longer must be tied back during lab sessions.
- Hair pinned up and off collar and away from face. Conservative hair accessories may be worn.

Nails

Nails will be clean and well maintained. Nails will be kept short (no longer than visual fingertips) No artificial nails, nail polish (not even clear) or wraps will be allowed during clinic, lab or clinical rotations. If this becomes an issue the instructor will ask you to immediately remove nails or polish and could lead to

a dismissal for the day affecting your grade. (Not applicable for courses on a Mid-State campus)

Jewelry

- Only the following may be worn:
    - Plain wedding band or plastic/rubber style ring
    - Clear nose retainer (1)
    - Simple post earring (small round ball type, lower lobe only, one per ear)
    - Small plain wristwatch with second hand is ideal but not necessary. Smart watches do not disrupt classroom.

Program Description

In this program, you will learn to use dental equipment, expose, and process radiographs, assist with dental emergencies, record medical and dental information, maintain a supply inventory, and perform related dental office and laboratory procedures under the direction and supervision of a dentist. Students in the program receive practical training on-site with one of our dental office partners. Hands-on experience includes working with dental practice management software and dental equipment and materials. Students will also operate x-ray units and other digital imaging devices to perform radiographs.

Graduates are prepared to take the certification examination of the Dental Assisting National Board (DANB). Upon successfully passing this DANB, the graduate earns the credential of certified dental assistant (CDA).

Program Clinical Guide

Dental Assistant Clinical Overview

The Dental Assistant Clinical experience prepares the learner to apply the skills and knowledge developed in their course work in a clinical setting with patients.

Clinical Sites

The Mid-State Dental Assistant program has affiliation agreements with several district dental clinics. Clinical site availability may vary from semester to semester.

Clinical Site Placement Requirements

Before placement at a clinical site, students will complete a criminal background check through a private vendor and provide documentation of required health work and BLS/CPR requirements. **All costs incurred related to health requirements are the financial responsibility of the student.**

Clinical site partners have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete Dental Assistant program courses.

Students must complete all required facility orientation materials by the deadline and be cleared for placement by clinical site to be eligible to participate in clinical courses.

Clinical Site Scheduling

The program instructor will assign the student to a clinical site. Student preferences will be used to help determine site assignment, but there is no guarantee that a student will be placed in a preferred site. Individual ability will be taken into consideration when assigning a student to a clinical site. Final clinical placement decisions are at the discretion of the program instructor and will be based on student capabilities and the need for additional support from mentors and staff at the assigned clinical site. The program instructor reserves the right to assign clinical sites. **The student is not allowed to contact the clinical site directly to try to arrange clinical experience.**

The student must attend clinicals according to the pre-arranged schedule. It is not permissible to change the scheduled hours (i.e., leave early and then stay later the next day). Schedules are made based on staff availability and cannot be altered. If a student attempts to alter the schedule set by the clinical site, the student may be dismissed from the clinical site.

Absences:

- The student must call the program instructor before the start of the scheduled shift. If this is not done, it is considered a no-call, no-show. It is advisable to keep the clinical site supervisor, and the program instructor contact information handy if you need to call in sick or late.

- More than one absence with failure to notify the clinical site and the program instructor (no-call, no-show) will result in dismissal from the clinical site, a failing grade, and termination from the Dental Assistant program.
- Dental Assistant Clinical is a total of 108 hours. All hours missed during an absence must be made up contingent upon clinical site approval.

Clinical Site Placement Policy

- To be assigned to a clinical site, the Program Orientation and Clinical Requirements (Background Information Disclosure Form and Health Work & CPR Requirements) must be completed in the Dental Assistant Clinical Orientation course in Blackboard by the deadline indicated in the course.
    - *Clinical sites have the right to refuse student placement based on criminal convictions and pending charges. Two attempts at clinical placement will be made on a student's behalf.*
- Students must have completed Dental Health Safety, Dental & General Anatomy, Applied Dental Radiography, and Dental Materials with a grade of C or better to attend Dental Assistant Clinical.
- No special considerations can be given to those individuals with a spouse, children, lack of transportation, etc.
- It is expected that clinical sites will continue to affiliate with Mid-State, however it is each clinical site's right to terminate their affiliation agreement or refuse a student for a particular semester. In the event clinical placement cannot be immediately guaranteed, alternative clinical rotations will be sought at other affiliate institutions. In the unlikely event alternative clinical rotations are unable to be secured, affected students will be assigned to the first available rotation site. If more than one student is impacted, the assignment will be based on a lottery system.

A clinical site accepting a student who has been dismissed from another site has the right to know the reason(s) for previous dismissal and may choose not to accept the student. Should a clinical site refuse a student for clinical placement, program re-entry will not occur. A student unable to continue in the Dental Assistant program will be counseled by an Academic Advisor for alternate career path options.

Program Health Work Requirements

Students in health programs at Mid-State provide direct care to people coping with stress and illness, and who are vulnerable to disease. There are occupational hazards that students will be exposed to during clinical experiences. To minimize the health and safety risks and to assure that students meet the health requirements of clinical agencies, there are clinical requirements in place. **All costs associated with these requirements and recommendations are the student's responsibility.**

Allied Health Authorization to Release Confidential Information Form

Submit the completed and signed form to the Blackboard Clinical Orientation course. Failure to complete this form will result in a delay in clinical rotation.

American Heart Association Basic Life Support CPR Certification

Students must have current CPR certification (completed within the last two years) from the American Heart Association. It must be Basic Life Support (BLS) for Healthcare Provider that includes adult, infant, and child CPR and AED.

CPR courses are available through Mid-State but may be taken elsewhere as well. To validate currency of CPR status, students will need to have a current CPR card.

Annual COVID-19 Vaccine

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to clinical.
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Orientation course.

Annual Influenza Vaccine

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to clinical.
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Orientation course.

Caregiver Background Check for Allied Health Programs

Please see requirement instructions in the Blackboard Clinical Orientation course. For any student with a positive background check, please note that

the clinical site determines if a student is allowed to complete their hours with that clinical site, not Mid-State. **If the student is not accepted after two attempts for clinical placement, the student will be notified that they are not eligible to complete the clinical portion of the program and may be ineligible to continue in the Mid-State Allied Health Program.**

Hepatitis B

Complete one of the following options:

- Documentation of the three shot Hepatitis B vaccine series
- Documentation of a quantitative, numeric Hepatitis B antibody level with interpretation scale that indicates immunity to Hepatitis B

Measles, Mumps, and Rubella (MMR)

Complete one of the following options:

- Documentation of completion of the two shot MMR immunization series
- Documentation of immune Measles, Mumps, and Rubella titer results
    - If titer result is negative or equivocal, you must provide the following:
        - Documentation of a repeat dose of the two shot MMR immunization series

Varicella Zoster

Complete one of the following options:

- Documentation of completion of the two shot Varicella immunization series
- Documentation of immune Varicella titer results
    - If titer result is negative or equivocal, you must provide the following:
        - Documentation of a repeat dose of the two shot Varicella immunization series
            - **"History of" or "waiver of" Varicella does not meet this requirement**

Tetanus, Diphtheria, and Acellular Pertussis

To complete this requirement, submit documentation of completion of one Tdap vaccine within the last 10 years.

Tuberculosis Screening

Complete one of the following options:

- Provide documentation for a two-step PPD skin test
- Provide documentation of an annual IGRA (Interferon Gamma Release Assay) blood test. This can be either a QGold or a TSpot blood test.
- If you test positive for Tuberculosis or have in the past, please complete the following listed below:
    - Provide documentation of the positive TB test result
    - Provide documentation of a negative chest x-ray report dated after the positive TB test
        - Chest x-ray's do expire after 3 years
    - Completion of an annual TB symptoms survey/questionnaire. Please contact the School of Allied Health Specialist for this form.

Tuberculosis testing must be completed within **12 months before your clinical start date.** TB tests completed more than 12 months before your clinical start date will not be accepted.

Program Outcomes

Employers will expect you, as a Dental Assistant graduate, to be able to:

- Perform a variety of entry-level supportive dental procedures.
- Manage infection and hazard control.
- Produce diagnostic radiographs.
- Perform basic dental laboratory procedures.
- Demonstrate professional behaviors, ethics, and appearance

Program Progression

Advising

Academic advising is mandatory at Mid-State Technical College. Students are required to attend an advising session prior to registration to ensure courses are taken in the correct sequence, to prevent students from enrolling in courses not required for the program, and ensure students are on track for graduation. Mid-State policy ensures all students' confidentiality in accordance with the federal Family Education Rights and Privacy Act (FERPA).

Students are encouraged to meet with their Academic Advisor and/or with the Dental Assistant Instructor while progressing through the program.

The Academic Advisor can assist with course and program advising, academic concerns, credit for prior learning, developing educational plans, or referral to campus and community resources. The Program Instructor can assist with academic concerns, tutoring advice, program progression, and any program concerns.

Academic Progress

Instructors will maintain the students' grades in Blackboard. It is also the student's responsibility to monitor their progress. Student progress reports may be issued if the student encounters difficulty in the course. The student will work with the instructor to formulate a plan of action. It is the student's responsibility to communicate with the course instructor concerning the progress of the action plan. The instructor may also submit an early alert referral when concerns are persistent.

If the student feels a grading error was made, it must be brought to the instructor's attention via email within one week for reconsideration.

Successful Progression

Students should follow the course progression as published in the Dental Assistant Program Guide.

To progress in and successfully complete the program, students must:

- Repeat courses not completed with a C or better before progressing in core courses or other courses with corequisites.
- Receive a grade of C or better in all courses required for graduation.

Progression with Course Failure or Withdrawal

Students will receive three attempts to pass any class in the Dental Assistant Program. If a passing grade is not achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade of "W" counts as one attempt for the course. Requests for special consideration should be directed to the Dean, School of Allied Health.

If a student is considering withdrawing from a course, it is recommended that the student discuss this with the Dental Assistant Instructor and/or Academic Advisor to discuss options prior to withdrawing from the course.

Returning After Program Withdrawal or Multiple Failures

Readmission is handled on an individual basis. The eligibility for readmission is determined after the applicant's meeting with the Dean, Academic Advisor, and Program Instructor. If interested in readmission to a program, the first step is to schedule an appointment with the Academic Advisor. If a student is permitted to re-enter the Dental Assistant program, a learning contract will be developed with the student outlining the student's plan for success. The plan will include assessment of theoretical, skill, and clinical knowledge to determine the appropriate placement within the Dental Assistant program. The student may need to demonstrate competencies, written exams, repeat of course(s), or start the Dental Assistant program over to improve the student's ability to be successful in the program.

Consideration will be given to the length of time elapsed since the course was originally taken. This applies only to students who were unsuccessful academically and not dismissed for Student Code of Conduct violations.

School of Allied Health Faculty and Staff

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Statement of Acknowledgement and Understanding

I have received the Mid-State Technical College Dental Assistant Program Handbook. I accept the responsibility of understanding and complying with all guidelines and processes of the program and the material linked to this handbook and addressed in this handbook.

If I do not understand the guidelines, I realize I can address my questions to the Program Director or the Dean of Allied Health.

I understand the complete Dental Assistant Program Handbook, and any changes to this document will be made available to me and are communicated in this document. In addition, a link to this handbook will be included in the Dental Assistant core courses.

I understand I must sign and date the Program Handbook Verification Form acknowledging that I have opened, read through, understand, and agree to abide by the guidelines and processes contained within the handbook.

Note: You are encouraged to refer to this handbook often.

Student Name _____

Signature _____

Date _____