

DA 1 Course Outline

**Instructors:** Judith Nelson  
Lois Parento  
Roxanne Boriack  
Barbara Pope

**Office Hours:** Judith Nelson:  
Monday 10:00 - 11:00 am  
Friday: 9:00 - 11:00 am

Lois Parento:  
Wednesday: 12:30 - 1:30 pm  
Friday: 11:00 am - 12:00 pm & 1:00 - 2:00 pm

**Office Location:** DEN 10

**Final Drop Date Is Friday , October 16, 1998**

**Grading:** Each assignment, examination and lab project has an assigned point value. The student's grade is determined based on total points earned out of the total points possible.

$$\frac{\text{total points you earned}}{\text{total points possible}} = \text{your \% earned}$$

90 - 100% of total points	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
0 - 59%	= F

**Attendance:** Attendance to each and every class in the Dental Assisting program is mandatory. If you are absent or late, call this department, 638-0370. The program policies outlines procedures for all make up work.

**Appearance:** During lecture & laboratory classes, correct uniform will be worn, hair will be up in appropriate manner, and minimum jewelry will be worn ( as outlined in the program policies) or you will not be allowed into the classroom until you are in compliance.

**PERSONAL COMMUNICATION DEVICES (TAPE RECORDERS, CELL PHONES & PAGERS)  
ARE NOT ALLOWED IN THE CLASSROOM**

**Lecture:**

Monday: 9:00 -11:00 am  
12:00 - 2:00 pm  
2:00 - 4:00 pm

Tuesday: 8:00 - 10:00 am

Wednesday: 9:00 - 11:00 am  
11:00 am -12:30 pm  
1:30 - 3:00 pm

Thursday: 9:00 -11:00 am

Friday: 12:00 - 2:00 pm

**Lab:**

**A**

**B**

Tuesday: 10:00 am - 1:00 pm  
2:00 - 5:00 pm

10:00 am - 1:00 pm  
2:00 - 5:00 pm

Thursday: 11:00 am - 1:30 pm  
2:00 - 4:00 pm

11:00 am - 1:00 pm  
2:00 - 4:30 pm

Friday: 8:30 am - 11:00 am  
2:00 pm - 5:00 pm

8:00 am - 11:00 am  
2:00 p.m. - 4:30 p.m.

Examinations will be given at the completion of each topic. Dates will be announced in class by individual instructors.

# DENTAL ASSISTING PROGRAM POLICIES

## INTRODUCTION

To achieve the goals of the program and afford the student's optimum opportunity to achieve their maximum proficiency level rules of operation must be observed. These program policies have been established to avoid disharmony and chaos as well as promoting the development of effective team concepts.

Individual instructors may have additional classroom policies. Those policies will be presented at the appropriate time.

## PROGRAM GOALS

1. To provide an environment conducive to the learning processes.
2. To prepare students to become productive members of the dental assisting profession.
3. To assist students in the development of goals and problem solving abilities.
4. To present information necessary to achieve these goals, and the opportunity to practice the concepts.

## STUDENT RESPONSIBILITIES

### ATTENDANCE:

You are expected to attend all classes daily from beginning to end. Excessive absences may result in disqualification from the program. Missing five(5) class sessions in one week of time will result in review for disqualification.

In the event of an illness of an emergency, the dental assisting department (any instructor) must be notified immediately (at the beginning of the day). Direct phone number to the dental assisting building: 638-0370. Three(3) unexcused absences for any of the individual instructor sessions will result in a 10 point reduction in grade for every unexcused absence after three(3). Assignments and examinations missed due to absence must be made up within one week. There will be a five point reduction in the points for assignments /examinations taken late due to an unexcused absence.

During your Clinical Training in the Spring semester the office to which you are assigned should be notified at the beginning of the day of an emergency or illness.

### PUNCTUALITY:

Be on time for classes! There will be a two(2) point reduction in each class for tardiness. Tardiness is disruptive to the learning process of those students who have arrived on time. The following considerations must be followed if entering the classroom late:

1. Enter the room quietly.
2. Sit in the nearest empty chair where you will not disrupt others.
3. Do not climb over others to reach your usual chair. You have forfeited your privilege to your usual chair by arriving late.
4. Do not visit with anyone to explain your tardiness. Talk to the instructor after class.
5. Do not enter the classroom if late on a test date. You will have to make up the test with a 5 point reduction in your grade.

**CONDUCT:**

Maintain a cooperative, courteous and reliable relationship with other students and instructors. You must work harmoniously with one another and in small groups.

Work toward common goals and extend yourself without complaint. Always maintain integrity in dealing with others.

**PARTICIPATION:**

Participate in class work and activities by taking notes, listening attentively, asking questions, volunteering information, sharing experiences and asking for or giving assistance.

When handouts are given, it is the student's responsibility to keep track of them. Extras are not printed. You will have to borrow from a classmate & have the handout photocopied if you lose yours.

**COMPREHENSION:**

The student will take responsibility for being prepared for course assignments by completing homework, reading, projects and laboratory skills on time.

The student will seek out the appropriate assistance to deal with problem areas. You need to make arrangements to obtain lecture notes or assignments in the event of an absence. Arrangements need to be made with individual instructors for any make up work to be completed.

**TRANSPORTATION:**

Students are responsible for providing their own transportation to off-campus clinical facilities.

**SAFETY:**

In order to insure the safety of the students, staff and patients, standards for safety and competency in safe practice are established and maintained.

OSHA and the CDC guidelines for safety and infection control will be taught and practiced by each individual.

**APPEARANCE:**

Students will comply with all aspects of the appearance code. The appearance code applies to all classes. You will have prior notification of an open dress day, which the policy will be within constraints of decency, appropriate decorum, and campus policy.

"IN UNIFORM" means the total, complete, acceptable and appropriate appearance that a competent, skilled, educated and professional dental assistant maintains. This will be just like your office policy.

Lab coat: Clean, pressed and spot free.

Pants(white): Tailored of a fabric that will hold a crease. No Levis, wrinkled, thin(gauze), or stretchy fabrics allowed.

Scrub top: Class scrub top is decided by instructors. Additional scrubs purchased can be color of your choice(no prints). The class scrub top is to be worn as announced.

Shoes: Solid white, no strips or color on shoes. Leather topped/rubber soled. A nurse oxford is most appropriate(no open toes or clogs).

Socks: Knee high or panty hose in white or beige only. White knee high cotton socks are okay, with no color trim or logos.

Long sleeve shirt: A tight white cotton-knit turtle neck or crew neck, or a white T-shirt may be worn under the scrub top for warmth. No loose-knit, Mohair-like, baggy or colored shirts will be allowed.

**All clothing and shoes must be clean and in good repair. Iron clothing and change shoe laces as needed.**

#### **GROOMING:**

Hair: Clean, trimmed and controlled. It must be secured in such a way to avoid falling into patient's face, work area or being burned or caught in equipment. Long hair (collar or below) must be braided, coiled, or twisted to control it. No floppy pony tails or wispy hair allowed.

Nails: Short. Must be level with your finger pads. They cannot stretch the latex when gloves are worn. They are to be clean, without polish and cuticles trimmed.

Jewelry: Wrist watch and small earrings are permitted. Wedding bands are okay, but rings with large stones will catch and tear the latex gloves. No dangle earrings, bracelets, rings or necklaces allowed.

Make up: Subdued make up is allowed, no bright colors.

Perfume: Many people have allergies and you must work directly over the patient. Perfume should not be used.

Oral Hygiene: Practice what we preach! Daily brushing and flossing is a necessity.

Personal Hygiene: Daily bathing and deodorant must be used.

Smoking: **ABSOLUTELY NO SMOKING IN THE BUILDING OR AT YOUR CLINICAL TRAINING FACILITY.** If you smoke, you must brush/floss and use breath deodorant after. You must also monitor your hair, clothing and hands carefully since the odor gets heavy in these areas.

#### **MALPRACTICE:**

Students will purchase malpractice insurance by joining the American Dental Assistants Association as a student member. The fee is \$35.00.

#### **CPR:**

Each student is responsible for taking/passing an approved cardiopulmonary resuscitation course (for Healthcare workers) prior to the start of the fall semester.

#### **CLINICAL ASSISTANT:**

Each student will be assigned to be a clinical assistant for a one or two week period during the course of a semester. Duties include restocking of supplies in the operatories and the drawers, returning supplies and arranging carts at the end of class, run instruments in the sterilizers (instruments to be packaged by individuals using the instruments), empty sterilizers after they have been run. Clean sinks, counter tops, check that all equipment has been turned off and returned to the appropriate areas, change solutions in the Bard Parker trays, ultrasonic and x-ray tanks, and cleaning of the lunch room counter tops and sinks. Individual instructors may have other miscellaneous duties for you to also complete.

**All students are responsible for their own work areas, dishes and equipment. The clinical assistant will only take care of the department items. YOU MUST CLEAN UP AFTER YOURSELVES!!!!**

**DRAWERS:**

Each student will be assigned an instrument drawer. The items signed out will be the responsibility of the student. Lost, broken(through misuse), stolen or damaged instruments will be replaced by the department at the student's expense. There will also be a charge for any lost keys, so keep track of your things.

**LOCKERS:**

Lockers are available in the restroom area. You may use any empty locker. Please sign up with the instructors for your locker. The instructor will also need the combination to your lock.

**COST:**

During the 10 month period, the cost of the program will be approximately \$3,000.00

**HEPATITIS B:**

Each student is responsible for being tested for the Hepatitis B antibody. If the antibody is not present, you must start the series of vaccinations **immediately**. This is a recommendation and is not mandatory. It may be necessary for some of your Clinical Training offices to have this vaccination completed. It takes 6 months to complete the series of 3 vaccinations, so get started TODAY. Contact your private physician or your local County Health Department to make arrangements.

**HIGH SCHOOL TRANSCRIPTS:**

A copy of your high school transcripts is needed as soon as possible. Have them sent to Reedley College Dental Assisting Department, 995 N. Reed, Reedley, CA 93654.

**PREGNANCY:**

Dental Assisting involves a Radiology course and cannot be taken during pregnancy. Please inform instructors immediately.

**TELEPHONE:**

The telephone is to be used for emergencies only. It may be used to schedule x-ray or coronal polish patients when you are taking those courses. Please ask instructor FIRST!

**CHILDREN:**

Children are not allowed in the DA classrooms.

## **EXPENSES FOR DENTAL ASSISTING**

<b>Books</b>	<b>\$500.00</b>
<b>Tuition</b>	<b>\$600.00</b> (this includes the health fee)
<b>Uniforms</b>	<b>\$350.00</b>
<b>Parking</b>	<b>\$42.00</b>
<b>Supplies</b>	<b>\$100.00</b> (binders, pencils, pens, scantron cards, etc.)
<b>Dental Supplies</b>	<b>\$55.00</b> (includes safety glasses, blue typodont teeth-3 sets, neck chain, etc.)
<b>C.P.R Class</b>	<b>\$30.00-50.00</b> (this must be for Health Care Worker)
<b>Malpractice Ins.</b>	<b>\$35.00</b>
<b>Hepatitis Vaccine</b>	<b>\$225.00-325.00</b> (series of 3 visits)
<b>RDA Examination</b>	<b>\$156.00</b>
<b>Rental Kit</b>	<b>\$75.00</b> (this is for your RDA Examination)
<b>Clinical Training Transportation</b>	<b>\$300.00</b>
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<b>TOTAL:</b>	<b>\$2,588.00</b>

**Dental Assisting  
Reedley College**

**Calendar - Fall 1998**

**August 17** Instruction begins

**September 7** Labor Day Holiday

**October 16** Last day to drop a class

**November 11** Veterans' Day Holiday

**November 26-2** Thanksgiving Day Holidays

**December 18** Fall semester ends

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## **REQUIRED TEXTS FOR DA 1**

Torres, Hazel, Modern Dental Assisting, 5<sup>th</sup> edition

Torres, Hazel, Essentials of Dental Assisting, 2<sup>nd</sup> edition

Frommer, Herbert, Radiology for Dental Auxiliaries, 6<sup>th</sup> edition

Greenfield, Joan, RDA Review

Colwell, Ethics and Jurisprudence

Colwell, Psychology in the Dental Office

Colwell, Interact Training Systems Employee Workbook

Colwell, Fundamentals for Dental Auxiliaries - Dental Hand Instruments Study Cards

Phillips, Ralph, Elements of Dental Materials

Dental Practice Act

Mosby Dental Dictionary

## **SUPPLIES FOR DA 1**

Scantron cards

Red and blue pencil

Small metric ruler

Small Phillips screw driver