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WELCOME TO THE COCC DENTAL ASSISTING PROGRAM!!

Central Oregon Community College is pleased to welcome you! A career in the health professions is challenging and rewarding. The field is in a state of constant growth and change. We look forward to working with you to achieve your goal of successfully completing the program requirements and gaining skills and competencies in your chosen field of study.

We designed this handbook to serve as your guide to general information, concerning the standards and policies of the Dental Assisting Program.

A CAREER AS A DENTAL ASSISTANT

The Dental Assisting program trains individuals for the exciting field of dental assisting! Students will learn a broad range of clinical and administrative skills such as assisting dentists with patient treatment, taking x-ray, scheduling appointments, the maintenance of medical records, performing basic receptionist services, and in communication and public relations. This training and education will make students valuable members of the dental team!

ADMISSION INFORMATION

The Dental Assisting program allows for admission to core dental assisting classes once per year, beginning with each fall term. Admission is on a first-come, first-served basis for all applicants who have met the following requirements.

THE PROGRAM

The Central Oregon Community College Dental Assisting Program is a Certificate Program, all coursework can be completed in five to six quarters. Students may elect to complete some of the non-DA coursework over a longer timeframe, if needed, and should work with a faculty advisor to determine a plan for successful sequencing and completion of coursework.

During the course of the DA Program, students will take the three Dental Assisting National Board Exams which allows them to become Certified Dental Assistants. At the end of Fall Term - Infection Control, at the end of Winter Term - Radiation Health and Safety, and at the end of Spring Term - General Chairside. In addition, graduates are prepared to receive the Oregon Certification as an Expanded Functions Dental Assistant.

ACCREDITATION

The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Refer to http://www.ada.org/en/coda/contact/ or contact them at the following address:

- American Dental Association
  Commission on Dental Accreditation
  211 East Chicago Avenue
  Chicago, Illinois 60611
  800.621.8099 or 312.440.4653
CERTIFICATE OF COMPLETION

Upon satisfactory completion of the coursework, students may apply for a Certificate of Completion in Dental Assisting that is issued by Central Oregon Community College. COCC is accredited by The Northwest Commission on Colleges and Universities. Refer to http://www.nwccu.org/ or contact them at the following address:

- Northwest Commission on Colleges and Universities
  8060 165th Ave. NE, Suite 100
  Redmond, WA 98052
  Phone – 425-558-4224

ESTIMATED FEES AND ASSESSMENTS

Due to the rapidly changing nature of health care and associated costs, the following are only estimates.

- Books: Estimate $500 per term for full-time attendance
- Course and lab packets estimated at $50-$100 per term
- Scrubs with COCC Dental Assisting patch and goggles, $50. (two sets of scrubs recommended)
- National Board exams, $1000 total (paid through student fees)
- Fees associated with immunizations $220.
- Healthcare Provider CPR card, meeting Oregon Health Authority requirement $20 - $60
- Criminal Background Check, $55.
- Urine Drug Screen, $45.
- Immunization tracking, $10.

PROFESSIONAL ASSOCIATION

The American Dental Assistants Association (ADAA) is the professional organization for dental assistants. It celebrates its 91th year in 2016. President Virginia Cairrao, CDA, FADAA, identifies its mission as advancing the careers of dental assistants and promoting the dental assisting profession in matters of education, legislation, credentialing and professional activities, which enhance the delivery of quality dental health care to the public. 

**Dental Assistants perform highly technical skilled work under the supervision of dentists in a wide variety of tasks** in the dental office, ranging from patient care to administrative duties to laboratory functions.

Refer to https://www.adausa.org/ or contact them at the following address:

- American Dental Assistants Association
  140 N. Bloomingdale Road
  Bloomingdale, IL 60108-1017
COCC DENTAL ASSISTING PROGRAM GOALS

The primary goal of the COCC Dental Assisting program is to educate and train students to become qualified, certified and employable dental assistants who are ready to enter the work force upon program completion.

Secondary goals of the program include:

- To help improve dental assisting as a profession within the region through education of employers regarding the value of hiring certified dental assistants.
- To help improve the quality of dental care in Central Oregon by providing students with the personal and professional qualities to work competently with patients and other members of the dental team.
- To provide sound education in the training of competencies required for dental assistants to become safe and qualified chairside assistants.
- To provide a well rounded education for students so that they may become multiskilled workers, able to work in both office and chairside situations.

COCC DENTAL ASSISTING PROGRAM OUTCOMES

The COCC Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA). The following six program outcomes were developed as a result of the standards set by CODA.

1. Perform duties within existing ethical and legal parameters of the clinical dental practice.
2. Apply current concepts of infection control and occupational safety.
3. Perform entry level dental assisting skills.
4. Interact effectively with patients, peers and dental health team.
5. Demonstrate professional behaviors consistent to the dental practice.
6. Apply knowledge of basic sciences.

All of the courses within the dental program lead to one or more of these outcomes, with some courses encompassing all six.

PROGRAM PREPARATION AND PREREQUISITES

- 18 years old
- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 65/95 (“C” or better)
- Completion of MTH 095 or MTH 98 (“C” or better)
- A minimum of 12 hours of observation in a dental office
- One of the following: PSY 101, PSY 201, PSY 215, OR PSY 216

REQUIRED PRIOR TO START OF (DA) COURSES

- Documentation of a criminal background check
- Documentation of completion of required immunizations
- Documentation of completion of current Healthcare Provider CPR card
- Documentation of 10-panel drug screen
ADDITIONAL PROGRAM COURSE REQUIREMENTS

- Completion of WR 121
- HHP 252 or other HHP that fulfills requirements (see GradTracks)
- SP 218
- Human Relations Course (see COCC Catalog)
- CIS 120 (or equivalency test)

DENTAL ASSISTING COURSES REQUIRED FOR CERTIFICATE OF COMPLETION

- **FALL TERM**
  - DA 110  Basic Dental Assisting
  - DA 115  Dental Science
  - DA 125  Dental Infection Control
  - DA 134  Dental Radiology I
  - DA 145  Preventive Dentistry

- **WINTER TERM**
  - DA 120  Advanced Dental Assisting
  - DA 130  Dental Materials I
  - DA 135  Dental Radiology II
  - DA 151  Dental Computing
  - DA 181  Dental Seminar I
  - DA 190  Dental Assisting Practicum I

- **SPRING TERM**
  - DA 131  Dental Materials II
  - DA 160  Oral Medicine
  - DA 182  Dental Seminar II
  - DA 191  Dental Assisting Practicum II
  - DA 150  Dental Office Management

SATISFACTORY COMPLETION OF COURSE STUDY

Grading policies, class schedules and course objectives for each course will be found in the syllabus and class schedule for each course. Please direct questions regarding these policies to the appropriate faculty member or the Program Director. Courses will be graded in accordance with the grading guidelines as outlined in the current COCC catalog and the class syllabus. To maintain enrollment, students must maintain an overall grade of 75% in each core DA class each and every term. Students must maintain an overall 2.0 GPA and a “C” grade or better in all other courses required to complete the DA certificate.
OTHER STUDENT EVALUATION CONSIDERATIONS

1. Learning ability:
   - Does the student learn the specific techniques or procedures quickly?
   - Does the student retain knowledge and skill?

2. Attitude:
   - Does the student maintain a positive attitude even in challenging situations?
   - Can the student accept constructive criticism and strive to make suggested changes?
   - Does the student adapt to change and accept assignments willingly?

3. Initiative:
   - Does the student demonstrate initiative to undertake new or additional duties?
   - Does the student notice things that need to be done and begin to do them without need for specific direction?

4. Punctuality and Attendance:
   - Is the student ready to work at the appointed time?
   - Does the student fulfill the entire shift and take a break when it is appropriate?
   - Does the student notify the supervisor in case of absence or delay?

5. Appearance and Grooming:
   - Does the student appear for duty in appropriate uniform, neat and well groomed?
   - Does the student have his/her student identification?

6. Assisting Ability:
   - Does the student demonstrate an understanding of patient care?
   - Does the student treat the patient with dignity and respect?

7. Confidentiality and Privacy:
   - Does the student demonstrate an understanding of the patient’s rights to confidentiality and privacy in all matters?

8. Rapport with Patient:
   - Does the student demonstrate a mature and understanding demeanor with the patient?
   - Does the student demonstrate the ability to put the patient at ease?

9. Patient Education:
   - Is the student responsive to patient inquiry?
   - Does the student demonstrate an appropriate level of knowledge when responding to the patient?
   - Does the student ask questions of the practicum site team when necessary to assure accuracy of information supplied to the patient?

10. Alacrity:
    - Does the student perform his/her functions with sufficient speed based on the level of experience?

11. Teamwork:
    - Does the student demonstrate a willingness and ability to interact with co-workers effectively and pleasantly?
    - Does the student show respect for fellow students, faculty, staff and mentors in verbal and written communication?

ATTENDANCE

Because the Dental Assisting Program is a competency based program it is imperative that students participate in class and labs. After three (3) absences in a term from clinical lab classes for any reason, students will be subject to
dismissal from the program. After missing more than 20% of lectures for any reason, students will be subject to dismissal as well.

**PROFESSIONAL CONDUCT**

Professional behavior is expected from students during lectures, labs and clinical practicum sites. As representatives of the program, students will be expected to dress in professional attire and speak in a professional manner when going on field trips, entering clinical settings or referring to facilities for any reason.

**SOCIAL MEDIA and CONFIDENTIALITY**

To eliminate inadvertent disclosure of confidential information discretion should be used at all time as to when and where privileged information is discussed. Specifically, students should not:

- Post any patient information on social media websites even if not using the patient’s name
- Post information about office staff or dentists, even if they are not identified by name (This information may become public and cause damage to the individual or the dental facility.)
- Post inappropriate or unkind words about other students or faculty

Similarly, students should be careful about hallway or elevator conversations about patients, dentists and staff. These are areas where breaches of confidentiality may occur. Additionally, lab or lecture may involve discussion of sensitive topics or situations involving personal information or situations shared by students. As a result, pictures and recordings are not allowed, and students are advised to use the same discretion when utilizing social media as with patients. Violations can result in dismissal from the program.

**PRINCIPLES OF ETHICS**

1. Each individual involved in the practice of dentistry assumes the obligation of maintaining and enriching the profession.
2. Each member may choose to meet this obligation according to the dictate of personal conscience based on the needs of the human beings the profession of dentistry is committed to serve. The spirit of the Golden Rule is the basic guiding principle of this concept.
3. The member must strive at all times to maintain confidentiality and to exhibit respect for the dentist employer.
4. The member shall refrain from performing any professional service that is prohibited by state law and has the obligation to prove competence prior to providing services to any patient.
5. The member shall constantly strive to upgrade and expand technical skills for the benefit of the employer and the consumer public.
6. The member should additionally seek to sustain and improve the local organization, state organization, and the American Dental Assistant Association by active participation and personal commitment.

**UNIFORM REQUIREMENTS**

Uniforms consist of the required scrubs with a COCC Dental Assisting arm patch. Shoes are to be clean with flat non-skid soles. No open toed shoes are allowed, and socks must be worn at all times. Uniforms are to be worn when the student is on campus for DA classes and labs, and when in practicum rotations. Students must wear their COCC
name badge identifying them as student interns when in uniform. Students must adhere to the program and facility dress codes.

GROOMING and HYGIENE

Good grooming and hygiene are an important part of professional behaviors. Student must maintain a well turned out, clean and fresh appearance at all times. This includes oral hygiene. Smokers must take particular care to prevent offensive breath and body odors.

- Hair must be clean and kept back from the face
- Uniform must be clean, the waistband of pants should not be exposed when student is seated, and pants are to be hemmed to appropriate height
- Hands must be clean; finger nails short and clean, no polish
- Modest jewelry is acceptable. Visible body jewelry is not permitted
- No perfume, heavy makeup or highly scented creams, lotions, hair spray, etc.
- No gum chewing while in lab or at the practicum site
- No visible tattoos while in uniform (tattoos in exposed areas must be covered)

PROGRESSION POLICIES and CONSEQUENCES

Failure of a student to meet any of the standards or indicators outlined in the Student Handbook will result in the evaluation of the student for progression in the Dental Assisting Program, and likely require a written progression record and/or may result in immediate dismissal. In the case of non-dismissal, the faculty member who finds a student in breach of an expected conduct, action, or policy will create a Progression Policy for the student detailing what the breach was, and outlining the changes necessary for the student to continue in the DA Program.

Breaches include but are not limited to:

- Academic level below that required by the Program
- Unprofessional conduct
- Unsafe clinical practice
- Inability to function professionally with peers or faculty
- Health problems causing non-attendance
- Unethical conduct
- Failure to adhere to uniform, grooming or hygiene requirements

GROUND FOR DISMISSAL FROM THE DENTAL ASSISTING PROGRAM

The Dental Assisting student may be dismissed from the program at any time for any of the following reasons:

- Breach of rules or regulations of the students’ assigned practicum site
- Conviction, distribution, or possession of illegal drugs or controlled substances
- Reporting for class or clinic under the influence of alcohol or narcotics or partaking of one of these substances while in clinic or classroom
- Malicious destruction of or theft of property
- Refusal to comply with the Dental Assisting Program policies and requirements.
• Habitual absence
• Academic dishonesty
• Unprofessional or unethical conduct
• Insubordination
• Violations of clinical or facility departmental policies and procedures documented by the supervising instructor and confirmed by the Program Director
• Not passing a program course by at least 75%

STUDENT INITIATED WITHDRAWAL

In the event that the student wishes to withdraw from the program of their own volition, this should be discussed with the Program Director. Student self-withdrawal from the program should be in writing and submitted to the Program Director.

RE-ENTRY TO THE DENTAL ASSISTING PROGRAM

Students who drop or are not allowed to continue in the Dental Assisting Program for academic or other reasons, must receive permission from the Program Director to re-enter the following Fall Term. Students who are given permission to re-enter the following fall, will be required to enroll in, and successfully complete any classes they failed. In addition, they must retake any lab courses that build upon necessary skills in consecutive courses.

For example, if a student leaves the program for any reason after Fall Term and re-enters the following Fall Term, the student must retake any courses they did not pass with a 75% or better as well as DA 110 – Basic Dental Assisting, even if they completed and passed the DA 110 course. If a student leaves the Program after Winter Term and re-enters the Program the following academic year, the student must retake any courses they did not pass with a 75% or greater as well as DA 110 – Basic Dental Assisting, and DA 120 – Advanced Dental Assisting, even if they completed and passed those classes.

Readmission to the Dental Assisting Program can be done only in consecutive years. Students who do not complete the Program in one academic year, may be allowed, with permission from the Program Director, to reenter the Program the following academic year. However, if a year or more has lapsed, the student must retake all DA courses, even if the student passed them previously.

INELIGIBILITY TO RE-ENTER THE DENTAL ASSISTING PROGRAM

A student will be considered ineligible for readmission into the Dental Assisting Program if:

• The student has been immediately dismissed from the Dental Assisting Program for academic dishonesty or unethical behavior.
• The student has been immediately dismissed from the clinical practicum for safety reasons and there is no evidence of engaging in and completing a remediation plan.
• The student has been dismissed from the Dental Assisting Program for drug/alcohol offenses and there is no evidence of engaging in and completing an appropriate rehabilitation program.
• The student has already been admitted twice to the Dental Assisting Program.
PRACTICUM

After completing the required critical Dental Assisting Program coursework and competencies, students will begin their practicum experience. Students will participate in a practicum consisting of a minimum of 300 hours in at least two different dental offices for program completion. The purpose of the clinical practicum is to apply the clinical, administrative and general knowledge gained during the formal coursework. Satisfactory performance during the practicum is as important as student achievement in the classroom/lab setting for completion of the program.

STUDENT EVALUATION FOR PRACTICUM

The clinical experience is graded on a Pass/No Pass basis. A Passing grade is required for student to successfully complete the program. Evaluation of the student in the off-campus clinical setting is based on both the dental office supervisor and the COCC instructor’s assessment of the student’s performance.

Practicum office competencies will consist of safety, asepsis, organization, communication, confidentiality, professionalism, clinical procedures, patient care, front office procedures and the ability to work as an affective team member.

Contact will be maintained with the student and the site members throughout the practicum. A summary evaluation conference will be held at the end of practicum completion to determine whether the student has met the practicum objectives with a “satisfactory” rating which results in a passing grade for the term. If it appears, during practicum, that standards are not being met, faculty and the dental office supervisor will develop a plan to address the inadequacy whenever possible. Unresolved issues will result in a failing clinical grade and failure of the course, resulting in non-continuance in the Program. Behaviors during the practicum that indicate a serious breach of standards in regards to safety, professionalism or competency, including requests by a practicum site for removal of a student, can result in dismissal from the program.

CENTRAL OREGON COMMUNITY COLLEGE RESPONSIBILITIES FOR PRACTICUM

• To maintain contact with the practicum site administration, dentists and supervisors for regular and urgent/emergent correspondence throughout the student(s) clinical placement
• To assume full responsibility for the Dental Assisting Program planning and execution
• To abide by the rules of the practicum site and enforce those rules with students placed at the sites.
• To work with the student(s) and the site to schedule student assignments
• To cover non-paid student(s) with Worker’s Compensation, liability and malpractice insurance under Central Oregon Community College Policies while students are performing DA duties in practicum sites

CLINICAL SITE RESPONSIBILITIES FOR PRACTICUM

• To express a genuine interest in the program and the student’s educational experience
• To agree that the student does not replace a regular employee
• To allow the student to participate in dental assisting duties within the confines of the care and procedures rendered by the specific practice/facility
• To allow the student to participate in administrative duties within the confines of the limitations of the specific practice/facility
• To observe, direct and supervise the student
• To evaluate the student’s performance
• To recognize that the practicum is a supervised, unpaid learning experience
• To alert COCC practicum faculty, or the Program Director of any problems, concerns or issues the dentist/staff believe warrant discussion (whether positive or negative in nature) as soon as possible
• To communicate immediately with COCC practicum faculty, or the Program Director in the event of any accident or blood borne pathogen exposure incident
• To assist the student and COCC program personnel in plan development to correct inadequacies whenever possible
• To adhere to accepted standards of infection control and occupational safety

DENTAL ASSISTING STUDENT RESPONSIBILITIES FOR PRACTICUM

• To conduct himself/herself in a professional manner and reflect a positive image
• To understand that they are representing COCC, the program and the facility they are in at all times.
• To be prompt and present for all clinical assignments and call the supervisor at the practicum site if an absence is necessary
• To be available when practicum sites and hours are available and to understand that additional practicum hours may not be available (resulting in inability to complete the program) if assigned practicum hours are missed
• To make up all time missed due to an absence at the convenience of the facility when make-up sessions can be arranged
• To arrive well kempt and in the proper attire and with their student identification
• To honor and protect patients’ right to privacy and confidentiality
• To make the most of their clinical assignment and to be open to learning new and different procedures and protocols
• To maintain a current and accurate record of practicum hours
• To adhere to all COCC and Dental Assisting Program regulations during the clinical practicum
• To adhere to the requirement that the clinical practicum is not to be a paid position
• To alert the COCC practicum faculty, or the Program Director of any problems, concerns or issues the student believes warrant discussion (whether positive or negative in nature) as soon as possible
• To assist the practicum supervisor and COCC program personnel in plan development to correct inadequacies whenever possible
• To maintain contact with the COCC practicum faculty during the practicum experience
• To adhere to all safety standards, infection control standards and occupational safety standards
• To immediately alert both the supervisor at the clinic and the COCC practicum faculty, or the Program Director if any accident or blood borne pathogen exposure incident
• To comply with OSHA regulations concerning use of personal protective equipment, biohazard disposal and other hazardous material/chemicals

ACCIDENT REPORTING PROCEDURES

The goal in healthcare is to prevent all accidents and transmission of disease. Unfortunately accidents and injury can and do occur. In the event of accident or injury, it is imperative to respond quickly and safely. Report all accidents and/or injury to the practicum site supervisor and the COCC practicum faculty immediately. Students must file an incident report for any of the following:

• Physical accident or injury incurred by the student
• Physical accident or injury incurred by a co-worker when the student is present
• Physical accident or injury incurred by the patient or someone accompanying the patient
• Damage to property of any kind
If injured contact Office of Risk Management: Human Resources can assist the injured student to fill out the Report of Job Injury or Illness; Form 801 and the Form 801 Cover Sheet.

For assistance with forms contact:

Sharla Andresen: Risk Management Officer
Newberry Hall, Room 117
Phone: 541-383-7208 Email: sandresen@cocc.edu

The health care provider rendering care to the student should be informed that the injury is job related and the college will send the Form 827 to SAIF Corporation.

POLICY ON MANAGING EMERGENCY SITUATIONS IN THE DENTAL ASSISTING LABORATORY

- In the event of an emergency situation in Dental Clinic/lab, notify the instructor immediately.
- Follow First Aid Protocol and dial 9-911 for emergency if necessary. Two phones are available in the dental lab (HCC 130).
- An AED, Automatic External Defibrillator is located outside the west entrance to the dental lab (HCC 130).
- A fire extinguisher is located in the hall outside the lab.
- A First Aid kit is located on the shelf in the lab.
- Two emergency eyewash stations are located in the lab, one in the Trim Lab and one in the Sterile Lab.

POLICY ON INDIVIDUALS WITH BLOODBORNE INFECTIOUS DISEASE

Central Oregon Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures or practices and that includes individuals who have Bloodborne infectious disease. The Human Immunodeficiency Virus-seropositive student, patient, faculty or staff member has rights as a legally handicapped individual. The Americans with Disabilities Act of 1990 grants specific benefits including the right to access health care, housing, etc. A faculty member or student involved in providing patient care who may pose a risk of transmitting bloodborne infectious agents should consult with appropriate health care professionals to determine whether continuing to provide patient care represents any material risk to the patient, and if so should not engage in any professional activity that would create a risk of transmission of the disease to others as recommended by the American Association of Dental Schools (AADS). Until Federal legislation addressing HIV-1 testing of health care workers and a decision about disclosure of the healthcare worker’s HIV-1 status to the patient is enacted we will follow the Centers for Disease Control and Prevention Recommendations regarding the practice of health care workers infected with HIV or Hepatitis (HBV) as well as the American Dental Association’s interim policy to request that HIV infected students or faculty refrain from performing Invasive (exposure prone) procedures or to disclose their seropositive status to patients (gain informed consent) until the uncertainty about transmission is resolved.

INSURANCE DISCLAIMER

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage.
DENTAL ASSISTING PROGRAM HONOR CODE

Students in the Dental Assisting Program adhere to all of the policies, procedures and rules of the Program. Each student is required to review the Student Handbook provided.

The profession of Dental Assisting is dependent on the trust of the individuals it serves. Self-discipline, honesty, integrity and moral responsibility are important characteristics of the dental assisting professional. The individual who aspires to become a member of the dental assisting profession must be continually aware of this moral obligation.

An honor code fosters individual and professional responsibility. The responsibility for honesty and integrity lies with students, faculty and staff. All of us have an important role in promoting ethical, moral, and responsible behavior.

As a member of the dental assisting profession, all students and faculty are responsible for behaving ethically and honestly. Cheating, theft, vandalism, plagiarism, dishonesty, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records or other academic records is not permitted in the Dental Assisting Program. All individuals, including faculty staff and students are expected to report any violation of this code. Every student will be required to sign a statement acknowledging that he/she has read, understands and accepts responsibility for adhering to this Honor Code. The Program Director and/or Department Chair if appropriate may seek the assistance of other faculty or dental assisting students as needed. Students involved in acts violation the Honor Code are subject to dismissal from the Dental Assisting Program.

Cheating includes, but is not necessarily limited to:

- Taking, using, or copying another’s work and submitting it as one’s own
- Falsifying information
- Participating in fraudulent practices
- Taking examination questions
- Plagiarism
- Permitting a test paper to be viewed by others
- Falsifying, altering, or removing patient’s clinical records
- Use of cell phones, tablets, or other devices during patient care
- Failure to report observed violations of the Honor Code is also a violation

AMERICAN DENTAL ASSISTANTS ASSOCIATION PRINCIPLES OF PROFESSIONAL ETHICS

FOREWORD: The Principles of Professional Ethics lists legal and ethical guidelines expected by patients, employers, employees and, in many areas, required by regulatory boards.

- Cause no harm;
- Uphold all federal, state, and local laws and regulations;
- Be truthful and honest in verbal, financial, and treatment endeavors;
- Recognize and report signs of abuse to proper authorities;
- Assist in informed decision-making of treatment options; while respecting the rights of patients to determine the final course of treatment to be rendered;
- Do not discriminate against others;
• Support, promote and participate in access to care efforts through education, professional activities and programs;
• Deliver optimum care utilizing professional knowledge, judgment and skill within the law;
• Be compassionate, respectful, kind and fair to employers, co-workers, and patients;
• Refrain from denigrating by word, print, or in electronic communication his/her employer, workplace, or colleagues at all times;
• Create and maintain a safe work environment;
• Assist in conflict management when necessary to maintain harmony within the workplace;
• Strive for self-improvement through continuing education;
• Strive for a healthy lifestyle which may prevent physical or mental impairment caused by any type of illness;
• Refrain from any substance abuse;
• Never misrepresent professional credentials or education.

Adopted HOD 2011; reviewed 2013; reviewed 2015.
CENTRAL OREGON COMMUNITY COLLEGE
Health Career Programs

Immunization Declination Form

Student Name ___________________________________________ Student ID# __________________

I understand that I may face possible exposure to contagious diseases in my clinical practicum experience at Central Oregon Community College. Therefore, I may be at risk of acquiring preventable communicable diseases. I have been advised by the appropriate college personnel to be vaccinated at this time. By declining the immunizations indicated below, I continue to be at risk of acquiring the illnesses. I release Central Oregon Community College and its related clinical affiliates of all liability arising out of my refusal to receive required vaccinations.

__________________________________________
Student Signature

Date

Exempt Medical

The above listed student is exempt from (check all that apply):

☐ MMR  ☐ Varicella  ☐ TB
☐ Hep B  ☐ Tdap
due to medical reasons. The student remains susceptible if exposed.

Medical reason: ____________________________________________

__________________________________________
Signature of Health Care Provider

Date

___ A signed physician statement verifying the medical reason for not receiving the immunization(s) is attached in lieu of the above signature.

Exempt Age (MMR only)

I am exempt because of age (birth before 1-1-57). Birth Date ______________

__________________________________________
Student Signature

Date

Exempt Religious

Because of religious beliefs, I waive the following vaccination(s):

☐ MMR  ☐ Varicella  ☐ TB
☐ Hep B  ☐ Tdap
due to medical reasons.

__________________________________________
Student Signature

Date
Let it be known that I have read the Dental Assisting Student Handbook and Honor Code, and/or have had it read to me. I have also had the opportunity to obtain answers to any and all questions I had regarding the documents.

I agree to all terms, which are described within the DA Student Handbook, and the Dental Assisting Honor Code.

Student Name [print]:________________________________________

Date:________________________

Student Signature: ___________________________________________