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   Cell: 408-219-7344
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   Office: 650-949-7249
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   Email: etcouch@gmail.com
   Cell: 805-235-8914
Ms. Catherine Kornegay, RDH, MA
   Email: kornegaycatherine@foothill.edu
   Office: 650-949-7330
Ms. Renee Herold, RDA, CDA, CDPMA
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   Cell: 650-245-2995
Ms. Hien Ho, RDA, RDH, BS
   Email: hohien@fhda.edu
   Cell: 408-710-6243
Ms. Kay Murphy, RDH, MS
   Email: kmurphy5@yahoo.com
   Cell: 650-504-6282
Dr. Robert McCowan, DDS
   Email: robertmccowan@mac.com
   Cell: 650-906-0024
Ms. Dayna Hashimoto, RDH, MS
   Email: daynahashimoto@gmail.com
   Cell: 408-843-6970
Dr. Pia Lirag, DDS
   Email: liragzenaida@fhda.edu
   Cell: 510-366-4807
Ms. Anouk Sivi
   Email: Anouk_sl@yahoo.com
   Cell: 650-704-8774
Ms. Truc Nguyen, Dental Clinic Office Manager
   Email: nguyenthanht@foothill.edu
   Office: 650-949-7335
FOOTHILL COLLEGE

DENTAL ASSISTING PROGRAM

2017-18

I, ________________________________ have received a Student Policy Manual for the Foothill College Dental Assisting Program academic year 2017-18. I will review and read the policies and guidelines outlined in this manual and agree to abide by them during the course of my participation in the program.

Signature ________________________________

Print Name ________________________________

Date ________________________________
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Dear Dental Assisting Students:

Welcome to the Foothill College Dental Assisting Program. In the next ten months you will be learning all the necessary skills to be a competent and successful dental assistant. The staff and I look forward to working closely with you to achieve this goal. This is an exciting time for dentistry because new technology is rapidly changing the field of dentistry. However, this also means that your education here at Foothill College will be challenging because there is so much to learn!

Along the way, you will also be learning additional skills which will enable you to become the best dental assistant you can be. You will learn and practice professionalism and practice working with other dental professionals as a dental team. The Dental Assisting faculty are committed to making this a positive experience for you and one that you will look back on with good memories. Thank you for choosing Foothill College!

Sincerely,

Cara M. Miyasaki, CDA, RDA. RDHEF, MS
Director, Dental Assisting
AMERICAN DENTAL ASSISTANTS ASSOCIATION

PRINCIPLES OF ETHICS

Ethics deals with moral conduct, duty, and judgment. It is concerned with standards for determining whether actions are right or wrong. A code of ethics is the standard of moral principles and practice to which a profession adheres. These are voluntary controls, not laws, and serve as a method of self-policing within a profession.

The following are the Principles of Ethics as adopted by the American Dental Assistants Association (ADAA). This code of ethics functions as a standard of ethics for all practicing dental assistants (see Principles of Ethics).

• Each individual involved in the practice of dentistry assumes the obligation to maintain and enrich the profession.
• 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.
• The member must strive to maintain confidentiality and to exhibit respect for the dentist/employer.
• 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.
• The member shall constantly strive to upgrade and expand technical skills for the benefit of the employer and the consumer public.
• The member should additionally seek to sustain and improve the local organization, state association, and the American Dental Assistants Association by active participation and personal commitment.

Note: The format, but not the wording, of these principles has been altered slightly to highlight the content.

GENERAL ORIENTATION INFORMATION

1. School schedule
The Foothill College Dental Assisting program is a rigorous ten month program. Students should expect to be in school from 9:00 A.M. to 4:30 P.M. every day. There are times when classes are held later than 4:30 P.M. or earlier than 9:00 A.M.

It is difficult to work while attending the program. Students who work usually have flexible job schedules or work only during the weekends.

Social functions, work responsibilities, and other personal appointments should be scheduled outside of class time. Attendance is closely monitored since the dental assisting program is preparing its graduates to be successful employees in the dental work force. Poor attendance or tardiness will result in dismissal of the student from classes.

2. How hard is the program?

The Foothill College Dental Assisting program is a rigorous and intensive program. Every year many students mention the fact that going through the program is a lot harder than they expected. The program is difficult because the classes and laboratories take up a majority of the day and are time consuming. Studying has to be done mostly at night and multiple tests can be given on the same day. Cumulative midterm and final exams are given for almost every class.

3. Certification and licensing

Certificates of Achievement are awarded to students who complete all of the courses with a "C" grade or better as outlined on the front page of the blue curriculum sheet. One “D” grade or a grade of “F” will result in dismissal from the program. Dental assisting classes occupy a majority of the day. If the student needs to take any required courses for the certificate such as English (reading and writing) and/or Math, those classes usually need to be taken in the evening while attending the program.

Required courses such as English can be taken after completion of the core dental assisting courses, however, this will delay the awarding of the certificate.

Dental assisting students can take national Certified Dental Assisting (CDA) and state Registered Dental Assisting (RDA) licensing examinations after he/she is awarded the certificate.

The following steps outline the education process:

1. Accepted in Dental Assisting Program

   ↓

8
Complete:
- CPR
- Eligibility for English 110 or for ESL 25 taken during academic year ending in June
- Completion of Math 230 or equivalent

Take Dental Assisting classes:
- 10 months

Take licensing exams in August 2016:
- State license (RDA)
- National license (CDA)

or

If English or Math requirement incomplete or delayed
- Not eligible to take state licensure exams until English and Math requirements completed

4. Required courses for the certificate of proficiency in Dental Assisting other than the core dental assisting classes are as follows:
   - Eligibility for English 110 or ESL 25
   - Completion of Math 230 or equivalent

The English and Math requirement can be waived if the student can pass the placement tests. The English placement test can only be taken once a year. Contact the Foothill College Testing office at 650-949-7320 to find the dates and times for testing.

5. Student kit and fee
The student kit consists of dental x-ray film, tooth models, and other materials that the dental assisting student will be using throughout the year. Fees for the student kit will be paid beginning of the Fall, Winter and Spring quarters. The fee estimate
in the dental assisting application is only an estimate and the actual fee may be higher or lower.

Purchase of kit is mandatory and no substitutions from outside sources can be made.

6. Student conduct

Students who are admitted into the dental assisting program will need to work together with other students during laboratory sessions. Lab partners are often randomly arranged by the instructor and changes are not acceptable. Therefore, students should make an effort to get along with all of the students. We do not expect everyone to be friends but the student should be at least civil to each other.

Students are not only required to work together but will be working in the mouth of other students for certain procedures. This close and personnel working relationship can be unpleasant if students do not get along with each other.

A dental office is considered a team oriented environment. Therefore, students who are well suited for dental assisting are those that can get along with other people. A student who is going to isolate themselves from the students in the class is not well suited for this type of profession. Students need to determine if they have the social qualities and skills to talk and socialize with all types of people. If not, a career which doesn’t require communication with other people should be considered.

7. Physical examinations

All students must complete a physical examination before starting the program. Standard forms are used and will need to be completed and filled out by a physician. Medical examination forms are due the first day of school in September. Proof of the 3rd hepatitis vaccine is not necessary.

8. Instructor office hours.

Students wishing to see an instructor during non-lecture hours should arrange with that instructor to reserve an office period. Emergency conferences, of course, are possible when required.

9. Pay telephones are available on campus. Students should not use the administrative assistant’s phone or other phones in the dental hygiene clinic unless there is an emergency and an instructor grants permission.

10. Students should avoid entering the dental hygiene clinic when patient treatment is being rendered. The radiology area is very busy during dental hygiene clinic hours and that area in particular should be especially avoided during clinic hours.

11. If you would like to talk to the administrative assistant, enter through the main doors to 5312 and talk to the admin. assistant using the front window area. Do not bother the admin. or enter into her area. This creates undue stress and overcrowding in this area. DO NOT USE ANY PHONE IN THE CLINIC AREA THIS INCLUDES THE ADMIN. ASSISTANT’S PHONE.

12. The student will learn at least 300 new dental terms in the first two weeks of school. In ten months, thousands of new dental terms will be discussed. Learning dental
terminology is almost like learning a second language. Students will be expected to spell and verbally express new dental terms. Students will also be expected to verbally communicate procedures and instructions to their patients in English.

Although the Dental Assisting program does not have an English requirement for entrance into the program, students who cannot formulate complete and grammatically correct sentences are at a disadvantage. You will be required to make oral presentations and give instructions to your patients in English. You will also be tested in your ability to communicate effectively to a patient.

13. A background check is required by the program. Students who do not have a social security number can take the state licensing exam but will not be issued a license until a social security number is acquired. Students who have a certain type of misdemeanor or felony can also take the state licensing exam but their case will be evaluated on a case-by-case basis by the Dental Board of California (DBC). Depending on the violation, the DBC may decide on a probation status, suspension, or refuse to license.

14. Students who use social network need to be cautious about posting inappropriate statements and inappropriate pictures on their Facebook, My Space, or other websites.

15. Students need to have a professional email address. Email addresses such as ImAHotty, SexyDiva, GuidoBabe, IDriveFast, ILikeU2 or anything along those lines are not acceptable.

16. Email is our primary source for the distribution of information. Morning announcements, newsletters, class information, athletic updates, etc. are sent via email. Students should be checking email on a daily basis.

CRITERIA FOR SUCCESSFUL PROGRAM COMPLETION

1. All students must complete the dental assisting courses in the curriculum set forth by the program in sequence and with a passing grade, in order to progress to the next quarter. If the student receives a final grade of “D” or a grade of a “F”, the student will be dismissed from the program.

2. For the Certificate requirements, all students must complete:
   - Eligibility for English 110 or ESL 25
   - Completion of Math 230 or equivalent
   - CPR

3. All students must pass appropriate program requirements before being eligible for a Certificate in Dental Assisting from Foothill College. All students must complete requirements for a Certificate before being eligible to sit for the California Registered Dental Assistant examination and the National Certified Dental Assistant examination.
4. Failure to pass the requirements for Certification will be handled on an individual basis.

5. A student who has completed the general education requirements can petition for both the A.S. Degree.

MISSION STATEMENT

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

The Foothill De Anza Community College District responding community needs, exists to provide high quality educational opportunities that promote development of individual abilities and enhance the quality of community life.

The Board of Trustees pursues this mission through the programs and services of two comprehensive community colleges supported by a central services organization. The mission rests on the following assumed values:

1. Foothill-De Anza Community College District is an organization of people for people, whose purpose is to serve students by transmitting knowledge, developing human potential and creativity, cultivating responsible citizenship, promoting excellence in individuals and groups, supplying educational resources, both faculties and facilities, recognizing the ethnic diversity of its communities, and students fostering intercultural and international understanding.

2. Foothill - De Anza must provide quality educational opportunities which are equitable, effective, efficient, and convenient.

3. Recognizing all people possess worth as individuals, Foothill - De Anza will not compromise the dignity of anyone.

4. Every individual representing Foothill - De Anza is to contribute to fulfilling the District's stated mission and to act at all times in ways that reflect positively upon the District.

5. Students are here to learn and contribute actively to the educational process.

6. The unique identities of the Colleges contribute to fulfilling the District's mission.

7. Foothill - De Anza must be operated on a fiscally sound basis without compromising its basic mission.
FOOTHILL COLLEGE DENTAL ASSISTING PROGRAM MISSION, GOALS AND COMPETENCIES

PROGRAM MISSION

The mission of the Foothill College Dental Assisting Program is in accord with the mission of the Foothill-De Anza Community College District.

The purpose of the dental assisting program is to educate students who will positively impact the oral health status of the community. This education will include courses in the basic, social and dental sciences, liberal arts and public health with emphasis on the clinical aspect of the dental assisting practice. This education will provide the student with a foundation to pursue life long learning.

GOALS

The goals of the Dental Assisting Program at Foothill College are as follows:

1. Goal #1 To graduate dental students who are employable or seek further education = 85% will be full or part-time employed and/or attending college for further education.
2. Goal #2 To graduate dental assistants who can be successful on licensure exams = 93% of students will pass state board practical and written exams upon 1st attempt.
3. Goal #3 To graduate competent and qualified dental assistants = graduation rate 75%
4. Goal #4 To maintain current CODA accreditation
5. Goal #5 Dental assisting faculty will be current in knowledge, methodology, CPR for their assigned courses and have a 80% attendance rate for calibration meetings.
6. Goal #6 Dental assisting students provide comprehensive dental care in the areas of restorative, preventive, periodontics, orthodontics, endodontics and oral surgery. The students will have experience with patients of all age ranges and abilities.

FOOTHILL COLLEGE DENTAL ASSISTING PROGRAM COMPETENCIES

- Dental Assisting Theory & Practice: dental assisting students must be competent in applying the theory and practice of dental assisting for persons of all ages and abilities.
- Radiation Health and Safety: dental assisting students must be able to expose, develop, and mount radiologic surveys with regard to patient safety.
- Infection Control and Hazardous Waste Management: dental assistants must possess the knowledge and abilities to prevent the transmission of infectious diseases.
- Ethical and Legal Principles: dental assisting students must be competent in understanding ethical/legal principles as applied to the dental office.
PROGRAM ACCREDITATION AFFILIATION

The Foothill College Dental Assisting Program is accredited by the American Dental Association, Commission on Dental Accreditation, hereafter referred to as "the Commission." The Commission is a specialized accrediting agency recognized by the Council on Post secondary Accreditation and the U. S. Department of Education. The Commission conducts the accreditation and site visit process and recommends re-accreditation. The most recent accreditation took place for the Foothill Dental Assisting Program in March of 2011. The program received approval status for accreditation. The next accreditation visit will occur in 2018. The Foothill Dental Assisting Program’s master plan, policies, and curriculum are modeled after Commission guidelines. Copies of the standards and guidelines for a model Dental Assisting Program and the Accreditation report for the Foothill College Dental Assisting Program are on file in the Director’s office.

Complaints can be filed to the Commission on Dental Accreditation (211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 or 312-440-4653). The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

The Foothill College Dental Assisting Program is affiliated with the University of California, School of Dentistry, San Francisco. A copy of the contract with UCSF is on file in the Director's office.

DENTAL ASSISTING EXPENSES 2017-18

The following is an estimated expense list for items that will be needed during the Dental Assisting Program for full-time students. The Dental Assisting Kit is a required purchase by the vendor chosen by the Dental Assisting Program for all full-time students, and no substitutions are allowed.

The cost of the required physical examination, background screening, and drug test will be paid by the student. The cost will vary according to the location the student chooses for the physical examination.

*Note: All expenses subject to change.

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<tr>
<th>Fall quarter</th>
<th>($31.00 per unit x 13 units)</th>
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<tbody>
<tr>
<td>1. Registration for Fall quarter</td>
<td>$650.00</td>
</tr>
<tr>
<td>• Paid at time of class registration by internet or phone registration</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td>Cost</td>
</tr>
<tr>
<td>------------------</td>
<td>------</td>
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<tr>
<td>2. Books (required list only)</td>
<td>600.00</td>
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<tr>
<td>• Books can be purchased from the bookstore</td>
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<tr>
<td>3. Student kit (Fall Qtr. only)</td>
<td>375.00</td>
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<tr>
<td>• Paid to UCLA Health Sciences Store during Summer,</td>
<td></td>
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<tr>
<td>5. Uniform (not including shoes)</td>
<td>100.00</td>
</tr>
<tr>
<td>• Purchased independently by student</td>
<td></td>
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<tr>
<td>6. Hepatitis B vaccine</td>
<td>120.00</td>
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<tr>
<td>• Use personal doctor or Foothill’s Health Services Dept.</td>
<td></td>
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<tr>
<td><strong>Total Fall Quarter Expenses</strong></td>
<td><strong>$ 1,845.00</strong></td>
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**Winter quarter ($31.00 per unit x 14 units)**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>1. Registration for Winter quarter</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>2. Books</td>
<td>100.00</td>
</tr>
<tr>
<td>3. Clinical experience: Transportation to clinical working sites is necessary and the responsibility of the student. This will occur twice a week in Winter quarter.</td>
<td></td>
</tr>
<tr>
<td>• Fuel and parking costs</td>
<td>500.00</td>
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<tr>
<td>4. Student kit</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Winter Quarter Expenses</strong></td>
<td><strong>$ 1,100.00</strong></td>
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**Spring quarter ($31.00 per unit x 14 units)**

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<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration for Spring quarter</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>2. Books</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>3. Clinical experience Transportation to clinical working sites</td>
<td></td>
</tr>
<tr>
<td>• Fuel</td>
<td>100.00</td>
</tr>
<tr>
<td>4. Student Kit (Spring only)</td>
<td>$ 300.00</td>
</tr>
<tr>
<td><strong>Total Spring Quarter Expenses</strong></td>
<td><strong>$1,000.00</strong></td>
</tr>
</tbody>
</table>

**Grand Total (Approximately)** | **$ 3,299.00**
<table>
<thead>
<tr>
<th>Other Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Registered Dental Assisting Exam</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dental Assisting National Board Exam</td>
<td>$125.00-225.00</td>
</tr>
</tbody>
</table>

**STAFF AND RESOURCE PERSONNEL**

**FOOTHILL COLLEGE ADMINISTRATION**

Judy Miner, Chancellor  
Thuy Thi Nguyen, President  
Kristy Lisle, Vice President of Instruction and Institutional Research  
Nanette Solvason, Division Dean, Biology and Health Sciences

**DENTAL ASSISTING PROGRAM PERSONNEL**

Cara Miyasaki, CDA, RDA, RDHEF, MS, Director, Dental Assisting Program  
Judy Yamamoto, CDA, RDH, MA Radiology Instructor  
Renee Herold, RDA, CDA, CDPMA, Instructor  
Catherine Kornegay, RDA, RDH, MA  
Kay Murphy, CDA, RDH, MS  
Elizabeth Couch, CDA, RDH, MS  
Hien Ho, RDA, RDH, BS  
Bob McCowan, DDS  
Pia Lirag, DDS  
Dayna Hashimoto, RDA, RDH, MS  
Anouk Sivi, RDA, BS  
Truc Nguyen, RDA, Dental Clinic Office Manager

**BIOGRAPHICAL SKETCHES:**

**Cara Miyasaki, CDA, RDA, RDHEF, MS**  
Cara Miyasaki has been Director of the Foothill College Dental Assisting Program for over 25 years. She received her Certificate in Dental Assisting from Foothill College, a Bachelors of Science in Dental Hygiene and a Masters of Science in Oral Biology at the University of California, San Francisco School of Dentistry. Cara acquired her licensure for Extended Functions in Dental Assisting/Hygiene at UCSF and also received a Certificate in Educational Technology from UCSC in 1999. From 1994 to 2008 she has taught in the RDAEF program offered at the UCSF School of Dentistry. Cara has been a training consultant for Invisialign and eHuman 3D tooth educational software. Her publications include the 5th revision to Chasteen's
Essentials of Clinical Dental Assisting and Risk Management for the Dental Assistant. She also published several chapters (Medical/Dental History and Vital Signs) for Dental Hygiene Theory and Practice (Saunders/Elsevier).

**Renee Herold, CDA, RDA, CDPMA, BA**

Renee has been an RDA, CDA, CDPMA, for over thirty years. She is a graduate of the College of San Mateo Dental Assisting Program and has worked as a chairside assistant in both Pedodontics and General Dentistry. She has also worked as an Administrative Dental Practice Manager for over twenty five years. She has taught Dental Radiology, Practice Management, and Clinic at the College of San Mateo DA Program for the last eighteen years and also has taught Chairside Procedures and Practice Management at the College of Alameda DA Program for the last eight years. Renee is very knowledgeable with the Dentrix G-4 dental office software program. She also enjoys engaging her students with hands on questions and scenarios to prepare them for the real world of dental assisting.

**Judy Yamamoto, CDA, RDH, MS**

Judy Yamamoto graduated from San Francisco State University with a degree in Biology. She worked for the United States Department of Agriculture (USDA) until being accepted into the Dental Hygiene Program at UCSF. She later returned to SFSU to earn her Master’s Degree in Health Science. During her tenure at the UCSF School of Dentistry, she taught basic and advanced dental hygiene instrumentation courses to dental hygiene, dental and international dental students. In 1998, Judy was appointed the Clinic Director for the UCSF Dental Hygiene Program and served as Interim Chair for the Division of Dental Hygiene from 2003-2005.

Judy has coordinated pharmaceutical research trials evaluating the management of severe periodontitis with various antimicrobial agents. Since 1996, Judy has calibrated and trained dental hygiene examiners to prepare them to objectively grade the California State Board Dental Hygiene Exam.

Judy has contributed to dental hygiene journals, co-authored in a dental hygiene textbook and has given continuing education courses in local anesthesia and ergononmics. She continues to work as a registered dental hygienist for general dentists and specialists in San Francisco.

**Kay Murphy, CDA, RDH, MS**

Ms. Murphy is a part-time instructor who teaches in both the dental assisting and dental hygiene programs at Foothill College. She earned her Associate’s degree in Dental Hygiene and Bachelor’s degree in Health Education from Ferris State College, Michigan, and then continued her studies to receive a Master’s of Science degree in Health Science from San Francisco State University.

**Robert R. McCowan, D.D.S.**

Dr. McCowan is a graduate of UCSF School of Dentistry. For 40 years, he practiced in Palo Alto, focusing on cosmetic, reconstructive & implant dentistry. He has a special interest in time and motion studies that focus on quality care with minimal wasted time. He is a Fellow in the Academy of General Dentistry. After retirement, Dr. McCowan assisted as a Clinic Coordinator in the Dental Assisting Program at Foothill College.

**Hien Ho, RDA, RDH, BS**

Hien is a graduate of both the Dental Assisting and Dental Hygiene Programs at Foothill College. Prior to this, she earned her Bachelor's degree in Clinical Nutrition at UC Davis. She has worked a full-time as an RDA, and currently works part time in private practice as an RDH. She teaches in both the dental assisting and dental hygiene program at Foothill College.
**Dayna Barao, RDA, RDH, MS**
Dayna started her career as a dental assistant over 10 years ago while completing her Bachelor of Science in Bio-Psychology from the University of California, Santa Barbara. She then graduated from the Foothill College Dental Hygiene Program and continued her education by earning a Masters of Science in Dental Hygiene from the University of California San Francisco. She continues to work as a dental hygienist in general and periodontal private practice. Dayna’s areas of interest include early stage oral cancer detection and professional education on water flossing.

**Truc Nguyen, RDA**
Truc manages the Dental Hygiene Clinic as well as assists in the Biological and Health Division Office when needed. She joined the Foothill staff in July 2010. Truc is a graduate of the Foothill College Dental Assisting Program.

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**MINIMUM HEALTH REQUIREMENTS**

Following acceptance into the Dental Assisting Program and before the first day of school, each student must complete the following:

1. A physical examination with verification of health status by the Foothill College Health Services Office and the form should be turned in to the Director on the first day of school in the Fall Quarter of the first year.
2. A Rubella titer or verification of immunization.
3. TB test with verification of a negative test and/or a negative chest X-ray

The Hepatitis B vaccination is required for the program.

If a health condition is present which impedes or limits the students' ability to provide patient care or limits the students' physical capacity the Program Director must be notified. Such health conditions include but are not limited to:

1. TB, pregnancy, hepatitis, infectious diseases, physical injuries or disabilities.
2. And others.

The student may be asked to consult his/her physician if health conditions appear to be impeding performance in course work and/or may be asked to withdraw from the program if health conditions warrant such an action.

Health insurance is not provided for the students by the College. You are strongly urged to obtain health insurance coverage while enrolled in this program. If you do not have coverage, information on securing coverage can be obtained by contacting Health Services at Foothill College.

Foothill College provides Worker’s Compensation while the student is performing any course work required by the Dental Assisting Program.
Should an emergency occur on campus, students are advised to contact the Campus Safety Department by dialing 650 949-7313. If an emergency occurs at any rotation assignment, proper procedures for the rotation assignment should also be followed.

All cases of personal injury which occur in any program area must be reported to the supervising instructor.

**VACCINATIONS**

Hepatitis B vaccination is required for all dental assisting students. The vaccination can be obtained from the Foothill College Student Health center for approximately $120.00. Students can also obtain the vaccination from his/her private physician. The vaccination is a series of three injections. The second injection is given one month after the first injection and the third injection is given six months after the first injection. Appointments must be scheduled outside of class time or be considered an unexcused absence.

### Immunization Policy

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Doses</th>
<th>Alternative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>Three</td>
<td>A statement signed by a licensed physician or health authority affirming serologic evidence of immunity to Hepatitis B</td>
</tr>
<tr>
<td>Measles*</td>
<td>Two—Vaccines at least one month apart</td>
<td>A statement signed by a licensed physician specifying the date the person had the measles.</td>
</tr>
<tr>
<td>Mumps*</td>
<td>One dose of Mumps and Rubella</td>
<td>A statement signed by a licensed physician or health authority affirming serologic evidence of immunity to Rubella.</td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>One-within last 10 years</td>
<td>1) A statement signed by a licensed physician specifying the date the person had Tetanus and Diphtheria.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td></td>
<td>2) A statement signed by a licensed physician or health authority affirming serologic evidence of immunity to Tetanus and Diphtheria.</td>
</tr>
<tr>
<td>Varicella</td>
<td>Within one month of entrance</td>
<td></td>
</tr>
</tbody>
</table>
*Exceptions to Immunization Policy:*

- There are no exceptions to immunization for hepatitis B
- The UCSF School of Dentistry requires all dental assisting students to have the hepatitis B vaccine.
- Students who decline the vaccine cannot continue in the program.
- Proof of a negative TB skin test is required. Initially, a *QuantiFERON®-TB test* (QFT) must be taken. Chest X-rays may be required for those with a positive test. Students who exhibit a positive Tuberculin Test, must follow state/county guidelines regarding treatment of this condition.
- For Measles, Mumps, and Rubella: students born prior to 1956 are exempted from the immunization policy.

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**CARDIOPULMONARY RESUSCITATION**

**BASIC LIFE SUPPORT POLICY**

It is mandatory that each student and faculty participating in patient care be certified in basic life support procedures including cardiopulmonary resuscitation. Certification is the responsibility of the individual student/faculty member. Documentation of certification must be presented to the Director of the Dental Assisting Program and to the Foothill College Credentials Specialist in order to graduate from the Dental Assisting Program at Foothill College. The Director of the Dental Assisting Program will assist students to deliver documentation to the credentials specialist. CPR certification is mandatory before a student can participate in clinical rotations. It is the student's responsibility to accomplish this certification before starting the Fall clinical rotation.

A copy of the CPR card must be submitted to the Director of the Dental Assisting Program by the second week of Fall quarter.

The CPR course must be Health Care Provider (American Heart Association – must be renewed every 2 years), Professional Rescuer (American Red Cross – must be renewed in 1 year).

A student who has a Basic Life Support (BLS) certification must upgrade this to include Healthcare Provider or Professional Rescuer status.
PERSONAL PROBLEMS

It is possible that a student might encounter personal problems that interfere with the dental assisting program.

Any personal problems that might adversely affect training, either academically or clinically, must be resolved. On-Campus counseling is available.

If an instructor is aware of a student’s personal problem, he/she may be in a better position to counsel the student. The instructor realizes that everyone has personal problems at one point or another, and these will be taken into consideration. If the personal problem is such that it seriously interferes with performance, the instructor will take some action. This could include requiring a physical examination to detect a health problem, advising the student to meet with the College psychologist to alleviate an instability, or insisting upon a leave of absence.

PART 2 PROGRAM POLICIES

DRESS CODE

Students are required to wear the following uniform and follow the personal hygiene standards daily. The Dental Assisting Program faculty has the right to send a student home if they arrive to clinic in noncompliance with the dress code or personal hygiene standards. This will result in a clinical absence. Excessive clinical absences will result in the student not meeting the required program objectives and possible failure of the clinical course.

Uniforms are to fit properly and be in good condition. no dragging or torn at bottom of pants, no holes, ripped seams, writing, patches, and designs other than colored piping (contrasting stitching).

The dress code must be adhered for full-time as well as part-time students regardless of the class (lab, lecture or clinic)

<table>
<thead>
<tr>
<th>Dress Code (male and female)</th>
<th></th>
</tr>
</thead>
</table>
| Uniform attire              | • Solid unwrinkled unisex scrub black or tan scrub top and tan pants.  
|                             | • A long solid colored (any color) t-shirt can be worn underneath a scrub top.  
|                             | o Pants must be hemmed and not dragging on the ground |
Dress Code (male and female)

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saggy pants are not acceptable. Pants must fit at the natural waistline</td>
</tr>
<tr>
<td>No ankle cuffs or yoga pants</td>
</tr>
<tr>
<td>No prints (accent piping is ok)</td>
</tr>
<tr>
<td>Exposed underwear either thru white pants or above the waist of the pants is unacceptable</td>
</tr>
<tr>
<td>Exposed midriffs should not be seen</td>
</tr>
<tr>
<td>Scrubs should not be worn over regular clothes.</td>
</tr>
</tbody>
</table>

**Lab Coat**
- Grey lab coat required (all other jackets worn over this)

**Gown**
- Green and blue surgical gown
- Green gown worn at Foothill clinic and blue gown worn at UCSF

**Shoes**
- Clean, mostly white, all black, or all brown closed toed running/walking shoes with low heels
- Plain colored socks are required (no prints) – must cover ankle
- Open toed shoes or CROCS or Uggs are unacceptable
- Dirty shoes are unacceptable

**Jewelry**
- Jewelry should be conservative. Only rings with plain bands (no prongs) are acceptable on the fingers.
- No fishhooks or fishing lines, spacers, tunnels, gauges, plugs, tapers or chains are allowed in clinic settings including the DH clinic.
- Sunglasses are not to be worn in the classroom, lab or clinic

**Miscellaneous**
- Foothill student identification badge must be worn at all times
- Acrylic nails are not allowed in the clinical setting
- Nail polish of any kind is prohibited
- Hats and beanies can only be worn during lectures. They are not allowed in lab or clinical settings
- Hats, caps, visors, bandannas, sweatbands, thermal ear bands and beanies are not allowed for guest speakers
- Facial hair on men must be cleanly trimmed or shaved.
- Hoodies covering the head is unacceptable during any class
- Gum chewing is not allowed in the Dental Hygiene Clinic, the UCSF Dental School or private practice dental offices.

It is each individual instructor’s prerogative to enforce stricter dress code guidelines for his/her class(es).

**Clinic Gown**
Green clinic gowns should be stored in the student’s locker at all times. Students who “borrow” dental hygiene gowns will receive a series of written warnings. After 3
warnings the student will be dismissed from the program. These warnings will be issued over the course of the program. The program has to maintain strict rules about the clinic gowns because if a student wears a gown embroidered with a different name, that student is performing an illegal act under the Dental Practice Act.

Place clinic gown in a plastic bag to take home to launder.

**Free Dress**

Students are allowed to “free dress” only when taking didactic lecture finals for lecture classes. Students are required to wear a uniform during clinical or lab examinations during finals week.

Part-time students must also abide by the uniform policy and can only free dress during finals week (excluding lab and clinical exams)

The days of finals week are allowed for free dress during lecture exams:

**Internship office dress code**

The student may be asked to wear other types of clothing for the dental office. The student should follow the instructions from the dental office and notify the instructor of the change.

**Body piercing and body art**

The Foothill College Dental Assisting Department does not discriminate against students who choose to have body piercing(s) or body art. However, students should be aware that the dental community is a very conservative group. The dental school or a private practice dental office may request a student to remove multiple piercings or cover the body art. The program places students in their spring quarter internship offices. These offices have had a long-standing relationship with the program and the dentists voluntarily take our students. On a case-by-case basis a student may be required to find his or her own spring quarter office.

**Personal Protective Equipment (PPE)**

Required in clinical settings:

- Scrubs
- Closed toed shoes
- Gown (cloth or disposable)
- Protective eyewear (for patient, operator and assistant)
- Mask
- Gloves
PERSONAL HYGIENE STANDARDS

• No strong or pervasive odor of any kind. You will be working with patients who are allergic to perfume, aftershave, cologne, and strong smelling hair products. Therefore, the wearing of anything strongly scented is prohibited.
• Long hair (below the shoulder) must be pulled back and secured. Hair must stay behind the student’s head - hair which comes forward will be more easily contaminated.
• Male students with facial hair must be trimmed and groomed. “Five o’clock shadows” are prohibited.
• Shoulder length hair or bangs that cover or partially cover the eyes must be pinned or clipped back.
• Fingernails must be clean, well manicured and short (barely visible when looking at the palm of the hand). Nail polish is not allowed.
• Daily showers, frequent washing of hair and use of deodorant is a necessity. Each year the director must talk to a student concerning body odor. The x-ray darkroom is a small room, which gets quite warm in the afternoon. Inevitably students will identify another student whose body odor is pervasive in the darkroom. Also, instructors must look over a student’s shoulders when working in clinic. It is important to stress that hair must be washed frequently. Unwashed hair odors and dandruff is easy to detect by instructors and other students.
• Avoid eating large amounts of garlic, onions or other strongly spiced foods which can emit unusual breath and body odors
• Gum chewing is not allowed in clinical settings.
• Passion marks, hickeys must be concealed.
GENERAL STANDARDS FOR STUDENT CONDUCT AND ATTITUDE

You are preparing to enter a "profession" and you will be expected to conduct yourself appropriately in any activities associated directly or indirectly with the program. Any disruptive conduct will be grounds for probation or possible dismissal.

Students must never:
1. Consciously employ or use tasteless or offensive language or gestures.
2. Emphasize sexually explicit language, gestures or behavior.
3. Exploit unnecessary references to sex or drugs.
4. Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.

OTHER GENERAL GUIDELINES

1. Speak respectfully to other students, faculty and staff.
   Avoid statements like:
   • “The answer key that the instructor put up is stupid”
   • “Oh that girl, she’s a dope”
   • “I want to argue about a test question”
   • “You need to give me the assignment now”
   • “Can you tell me the answer to number five on the test?”

2. Write and email respectfully to other students, faculty and staff
   • Something that is written is a permanent document for others to copy and/or forward give to an infinite number of people
   • Talk to people personally or pick up the phone for negative comments/complaints.
   • People are much more receptive to “I” statements instead of “you” statements

3. Be willing to talk about your actions versus the actions of others around you.
   • Second hand information is not necessary true
   • Student information is confidential and cannot be shared with other students
   • Take responsibility
   • Use specific and objective language – “I am having a difficult time working with her because she isn’t following the directions” versus “I don’t want to work with her because she’s lame”
   • Avoid the lemming mentality
   • Conflict with an instructor should be handled without showing emotion in the classroom or patient care areas.

4. Be flexible
   • Probably the most difficult thing to do is to transition from an educational environment of large classes to a program of directed study.
Think about problems and wait overnight to make decisions about difficult situations – avoid acting immediately which often ends up in emotional involvement and subjective thinking or language.

**CLASSROOM CODE OF CONDUCT**

As a student of the Foothill College Dental Assisting Program you will be expected to comply with the Classroom Code of Conduct. These guidelines limit inappropriate activities and prohibit certain behaviors that interfere with the educational process. They also protect the health, welfare, safety, rights and property of all students. Any student violating the Classroom Code of Conduct will be subject to disciplinary action including dismissal from the program.

1. Students are expected to arrive to class on time, prepared to begin instruction with reading and homework assignments completed.
2. Students are expected to remain in class until dismissed.
3. Students are expected to maintain regular attendance. All appointments must be scheduled outside of class time.
4. Students must attend the lab session they are enrolled in, (i.e. if you are enrolled in the Monday lab you may not attend the Wednesday lab or use the afternoon lab to make up missing time).
5. All cell phones and other electronic devices (e.g., pagers, palm pilots) must be turned off and hidden from view. Laptop computers are allowed for (quiet) note taking only. Other activities such as checking personal e-mail, browsing the Internet, or completing homework are prohibited.
6. Students are not permitted to work on other assignments or homework while class is in session (i.e., you can not work on assignments for DA 85 while you are in DA 60A).
7. Food, beverages and gum are not permitted in the clinic.
8. Students are responsible for what transpired if they miss a class. It is the student’s responsibility to contact an instructor or a classmate to determine what was missed.
9. Talking out of turn, side conversations, and other disruptive behaviors are not permitted while classes are in session.
10. Students are expected to follow all safety rules of equipment use and protocols for disinfection and sterilization.
11. Students are responsible for maintaining a clean, neat, and orderly locker, desk area, and work area.
12. All personal belongings, including backpacks, must be placed out of common walkways during clinic and lab.
13. Students are expected to follow the Dress Code and Personal Hygiene Standards.
14. Students are expected to maintain safe, ethical, and professional conduct at all times.
15. Office phone, printer, copier and fax machine are not to be used by students.
16. All belongings, assignments, projects, etc., placed or kept in shared working areas should be clearly labeled with your name to minimize the chance of it being misplaced or discarded. Lost or displaced items should be reported to the instructor. However, credit cannot be given for assignments which are not turned in, regardless of whether it was lost, misplaced, etc.
17. In situations when student-partners are arranged by the instructor, the students are expected to be cooperative when he/she is the patient. All students must be the patient when it is their turn.

18. At times, there will be several instructors (adjunct) teaching in a course, however, each course will have a lead instructor. The lead instructor is in charge of all aspects of the course. If a student has a question about the course, he/she will be required to talk or email to the lead instructor.

If students are doing distracting behaviors and disturbing other students, the instructor and/or program director needs to be notified as soon as possible.

It is the authority of the instructor to remove a student from his or her class for the day and the next class meeting. A student may be removed when they interfere with the instructional process.

Adapted from: College of the Redwoods “Student Guide to Success”

**ATTENDANCE POLICY**

The following are standing policies unless specified by the course instructor otherwise:

**THE STUDENT WILL NOT BE ABSENT FROM A COURSE IN A GIVEN QUARTER MORE TIMES THAN THE CLASS MEETS IN A WEEK. IT IS EXPECTED THAT THE STUDENT WILL MAKE EVERY EFFORT TO ATTEND ALL CLASSES FOR A COURSE IN A GIVEN QUARTER.**

**AN ABSENCE WILL BE DEFINED AS EITHER ABSENCE FROM ONE OR MORE CLASSES OR THE NECESSITY TO LEAVE A CLASS EARLY MAY COUNT AS AN ABSENCE.**

1. Attendance will be recorded at the beginning of all classes. Attendance in all sessions of each class of the dental assisting program is expected. Absences should only occur in unavoidable emergencies.

2. The student should not be tardy for any class and will adhere to each individual instructor’s policy regarding punctuality.

   **Two tardies equal one absence.**

3. When seeing patients the student is expected to be in his/her assigned clinical session 15 minutes prior to patient appointment or other assigned responsibility.

4. The student will not leave the clinical laboratory or didactic setting early without prior permission from the instructor.

5. Students are responsible for all material covered in class during their absence. It is the student’s responsibility to contact an instructor or a classmate to determine what was missed.
6. Many instructors in the program have a portion of the final grade which is directly related to attendance. Poor attendance will most likely result in the lowering of the student’s grade.

7. When the student reaches the maximum number of absences for the class, lab or clinic, the student will be required TO submit a Petition to Continue (see form section). The student will identify alternative activities to replace the missed sessions. The alternative activity must be approved by the instructor. Any further absences will be carefully scrutinized and will result in either probation or dismissal from the program.

8. Make-up examinations will be considered on a course to course basis and according to the instructor in charge of the specific course in which the absence occurred.

9. Students with medical or personal problems should seek help immediately. Students who are consistently absent or late from school will be dismissed from the Dental Assisting program

**PROPER NOTIFICATION OF ABSENCE OR TARDINESS:**

1. It is the student’s responsibility to ensure that proper notification is given. Asking another student to give this notification is not considered appropriate.

**BEREAVEMENT AND FAMILY ILLNESS**

Time off must be scheduled through the Program Director. The amount of time a student takes off will need to be cleared with the Program Director. The amount of days will be determined on a case-by-case basis. Students will be allowed more days of leave for immediate family members, which include parent(s), guardian(s), sibling(s). Less days of leave will be recommended for grandparents, aunts, uncles and first cousins. A minimum number of days will be allowed for family members that are “more removed” or friends. Again, each situation will be reviewed on a case-by-case basis.

**ILLNESS**

A student who is on campus and is feeling ill will be asked by the instructor or program director to report to the Student Health Office. Students who are sent home by the nurse are required to get a note from the health office indicating the student is ill and should be sent home.

**ADDITIONAL FUNCTIONS FOR WHICH MANDATORY ATTENDANCE IS REQUIRED:**

1. Foothill College Open House for Dental Assisting.
2. Other functions as deemed educationally rewarding by the appropriate instructor.

**NOTIFICATION POLICY**

1. If the student is going to miss multiple classes, each lead instructor for that day must be contacted. It is unacceptable to text or leave a message
with one instructor or the program director and expect he/she to relay the message for you. We are not your secretaries.

2. When seeing patients the student is expected to be in his/her assigned clinical session 15 minutes prior to patient appointment or other assigned responsibility.

3. The student will not leave the clinical laboratory or didactic setting early without prior permission from the instructor.

VISITORS

FOOTHILL COLLEGE CAMPUS

DUE TO LIABILITY REASONS, VISITORS IN THE DENTAL PROGRAMS AREA ARE NOT ALLOWED. The only people that are allowed in these areas are students who are registered for that class, faculty and staff.

For safety reasons children are not allowed in the clinical setting during hours of operation, unless it is for dental treatment or pre-approved activities (i.e. Science Night). Also, children are not allowed in the laboratory or classroom during class time, as it is distracting to the educational process. DO NOT BRING A SICK CHILD TO CLASS FOR ANY REASON.

DISABILITY ACCOMMODATION REQUESTS

Foothill College is fully committed to providing equal access to students with disabilities enrolled in all classes and college programs. In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student will be required to register with the Disability Resource Center (DRC) 650/949-7038 provide documentation of disability. Once the student is qualified by the DRC Supervisor as having a disability, requested accommodations will be reviewed. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness on a case-by-case basis. As the primary consideration of this program is for the safety of the patient and others, accommodations that compromise patient care, are determined unsafe, or that otherwise fundamentally alter the nature of the program or activity, are not considered to be reasonable.

Requests for accommodation should be made quarterly before instruction begins. The student, DRC Specialist, and the Allied Health Program director will meet to develop a comprehensive accommodation plan including clinical setting as appropriate. Subsequent accommodation requests will be reviewed on a case-by-case basis.
A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination by contacting the college ADA Coordinator, Vice President for Student Development and Instruction, Rose Myers, 650/949-7228 or myersrose@foothill.edu.
For additional information, please contact Disability Resource Center.

PROGRAM REENTRY REQUEST FOR STUDENTS WITH DISABILITIES

Policy
Foothill College is fully committed to providing equal access to students with disabilities. Students with disabilities who request leave and re-entry into the Program will be provided reasonable accommodations in the classroom, laboratory, and clinical setting.

Procedure
1. If the student is not currently registered with the Disability Resource Center (DRC), the first step is to contact the Center at (650) 949-7038 to provide documentation of disability.
2. Students already registered with the DRC will meet with the DRC to have their requested accommodations reviewed. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness on a case-by-case basis. As the primary consideration of this program is for the safety of the patient and others, accommodations that compromise patient care, are determined unsafe, or that otherwise fundamentally alter the nature of the program or activity, are not considered to be reasonable.
3. The student, DRC Specialist, and the Allied Health Program Director will meet to develop a comprehensive accommodation plan including clinical setting as appropriate.

A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination by contacting the college ADA Coordinator, Vice President for Student Development and Instruction, Denise Swett 650/949-6952 or swettdenise@foothill.edu.

ACADEMIC INTEGRITY

The Dental Assisting Program adheres to the Foothill College Academic Honor Code which is as follows:

As a student at Foothill College, you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. It is vitally important to your academic success that you know what constitutes academic dishonesty.
What is Academic Dishonesty?
The two most common kinds of academic dishonesty are "cheating" and "plagiarism." Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups, however, as a student here at Foothill you are expected to refrain from the behavior outlined. If you are unclear about a specific situation, speak to your instructor. The following list exemplifies some of the activities defined as academic dishonesty:

Cheating:
1. Copying, in part or in whole, from someone else's test.
2. Submitting work presented previously in another course whether it is yours or not, if contrary to the rules of either course.
3. Altering or interfering with grading.
4. Using or consulting, during an examination, any sources or materials not authorized by the instructor.
5. The giving/receiving of specific test information (This can include making answers easy for someone to read during an exam).
6. Marking answers after the test period is over.
7. Talking during a test.
8. Using an unauthorized electronic device or cell phone during an exam.
9. Committing other acts which defraud or misrepresent.

Plagiarism
1. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own work.
2. Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, painting, drawings, or sculptures) as your own.
3. Submitting a paper purchased from a research or term paper service.
4. The use of another person's work, in part or in full. This includes copying homework.

Other Specific Examples of Academic Dishonesty
1. Purposely allowing another student to copy from your paper during a test.
2. Giving your homework, term paper, or other academic work to another student to plagiarize.
3. Having another person submit any work in your name.
4. Lying to an instructor or college official to improve your grade.
5. Altering a graded work after it has been returned, then submitting the work for regarding.
6. Removing tests from the classroom without the approval of the instructor.
7. Stealing tests.
8. Having a typist correct work for spelling or grammar, if contrary to the rules of the course.
7. Forging signatures on drop/add slips or other college documents.

Consequences of Academic Dishonesty
Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

1. Receive a failing grade on the test, paper, or exam;
2. Have your course grade lowered;
3. Get an "F" in the course;
4. Be placed on disciplinary probation;
5. Be placed on disciplinary suspension;
6. Be expelled.

The Office of the Dean of Student Affairs maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. A copy of the due process procedure for students and faculty is printed in the handbook for each of these groups, and copies are available in the Office of the Dean of Student Affairs.

Students who witness other students cheating need to bring this to the attention of the instructor and/or program director.

GRADING POLICY

METHODS OF EVALUATION AND GRADING CRITERIA

Each student's performance, both academically and clinically will be evaluated to determine if the student is doing satisfactory work. Methods of evaluation and grading criteria are established by each instructor and may vary from course to course. A course outline will be distributed on the first day of each class and will explain this information in detail.
GENERAL GRADING CRITERIA

You are involved in a health career that deals with the responsibility of "human life" and below-average work is considered unacceptable. While each individual instructor is responsible for creating his or her own criteria and grading scale, the following general rules apply to all required program courses.

All students must complete the dental assisting courses in the curriculum set forth by the program in sequence and with a passing grade, in order to progress to the next quarter. If the student receives a final grade of "D" or a grade of "F" in a dental assisting course this will result in dismissal from the program.

Inadequate lecture, clinical or lab performance (lower than "C") will override the theoretical grade, whatever it may be.

Grading criteria
93-100% = A  
84-92% = B  
75-83% = C  
65-74% = D  
64% or below = F

Grading policies outlined in individual course outlines supercede above.

QUIZZES (If required in any Dental Assisting Core course*)
1. Quizzes will be given at the beginning of class. Students who are late regardless of the excuse will not be allowed to take the quiz.

2. If the student is absent from class, the student will be responsible for obtaining the information which was missed from his/her absence. Students will not be allowed to take the quiz at a later date.

3. Individual course outlines supercede 1 and 2 above.

Major examinations (If required in any Dental Assisting Core Course*)
1. Students absent for midterm examinations or other major examinations will be allowed to take a make-up exam. Make-up exams will probably be written essay examinations. The instructor may elect to lower the quarter grade by one letter if a major exam must be rescheduled.*

2. If the student is absent from class, the student will be responsible for obtaining the information which was missed from his/her absence.

3. Individual course outlines supersede 1 - 2 above.

Miscellaneous grading information
1. Extra credit is not an option for any dental assisting core class. Students should not ask the instructors for extra credit if he/she does poorly on an exam.

2. Following instructions is part of the test. Failure to follow instructors can result in student mistakes. Tests will not be returned once the student has turned in the test. If the student fails to answer questions on the back side of the test, the test will not be given back.

3. Spelling of key dental terms is very important in that the dental assisting student will be writing notations in the dental chart which is a legal document. Therefore, correct spelling is necessary and may be reason for lowered grades. *

4. Do not ask the instructor for the answers to the quiz or exam after taking the exam or quiz.

5. Do not verbally challenge test questions. Unless otherwise instructed, challenged test questions should be submitted in writing and with a justification.

*Refer to each instructor’s course outline for further information.

TEST TAKING POLICY

General Testing Procedures for all Classes
In order to reach consistency in our teaching of academic ethics at Saint Lawrence Academy, the faculty agrees to a set of general procedures for all testing procedures at Saint Lawrence Academy. While each teacher has the professional right to adopt additional rules consistent with his/her philosophy, all students are expected to follow the testing procedures listed below:
1. Students must follow teacher directions.

2. Students cannot talk to other students for any reason during the examination period. This applies even if the student has turned in his or her examination.

3. Students must keep their eyes on their own paper during the exam.

4. Students must keep their examination flat on their desks.

5. Students must cover their answers to the test.

Other Guidelines

1. Following instructions is part of a test. If you have any questions, come to the front of the room to ask the instructor for clarification. The instructor needs to proctor the other students so don’t raise your hand because the instructor cannot come and talk to you.
2. If you do not know the meaning of a word, you can come to the front of the room and ask the instructor for clarification. Students may need to know the meaning/definition of certain terms and in that case, the instructor will not be able to help the student.

3. Use a good eraser but do not erase too hard. The scantron form has an invisible film on top of the paper and if that film is erased completely that erasure may harm the student’s score.

4. Transfer your answers carefully. Taking a test and following instructions is part of the test. Students cannot get credit for answers which were not transferred correctly. The scantron and test are due at the scheduled end time for the test.

5. DO NOT ask the instructor for the answer to a test question right before or immediately after turning in your test. This is distracting to the instructor and not appropriate.

6. Wrong answers may be marked on the answer key. Your instructor is not perfect, do not come running into the classroom to tell the instructor. Instead, write a nice note to the instructor. An example of a nice note would be: “Ms. Miyasaki, I think the answer to question # ___ may be answer “b” than answer “a” which is marked on the key. Can you please check it?” An example of a not-so-nice note would be “Ms. Miyasaki, the answer to question #____ is completely wrong! You told us in class _______ and my other 2 friends heard it too. Can you correct your mistake?”. Put the note in my mailbox instead of handing it in to me the day of the test.

7. If you think a question was confusing or not covered in class, again, write a respectful note and put it in my mailbox. Make sure your name is on the note. I may throw out the question or sometimes I may only give the student the point. Do not write “DH class” or “all students” on the note. Any student who challenges the question needs to write their own note or sign their note.

8. I am not perfect and sometimes there are mistakes on the test. To minimize disruption and concentration I will write corrections on the board in the front of the class. It will be the student’s responsibility to check the board to see if there are corrections to the test.

**SOCIAL MEDIA POLICY**

**Be aware of liability**
You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.

**Respect copyright**
The college supports and respects the intellectual property rights of copyright holders. Content posted on the Internet must conform to copyright law. Contact the Foothill Libraries for help posting copyright-compliant content.

**Respect confidentiality**
Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader
Institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.

**Respect privacy**
Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of Individuals without their consent. Appropriate use of college logos & branding college logos and branding should only be used on pages maintained by the college. Foothill College has established guidelines for the appropriate use of college logos and branding. Please refer to the Foothill College Identity Standards page [http://www.foothill.edu/staff/marketing/logos.php](http://www.foothill.edu/staff/marketing/logos.php) when using college branding.

**Be a valued member of the community**
When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the college to endorse products, causes, political parties, or candidates.

**Do no harm**
Postings, both in content and in substance, must not harm either the University network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.

**Be respectful of others**
Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive, exercise discretion, and be respectful of those with whom you disagree. No stalking, flaming, or bullying. Abusive language, behavior, and content are not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

**Think before posting**
Nothing posted on the Internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

**PROCEDURE FOR STUDENT COMPLAINTS REGARDING PERFORMANCE EVALUATIONS**

1. At the discretion of the student or the instructor involved (this may not necessarily be the instructor of record) a one-to-one conference between the student and instructor will be held to discuss concerns and proposed solutions to an identified problem.
2. If the one to one conference does not lead to a resolution, the student must submit a written request to the Director within two days for a meeting with the instructor with whom she/he has a grievance and the Director of the Dental Assisting program. The request will include the concerns and the purpose of the meeting. The meeting will take place within five school days after the initial one to one conference. The instructor and student will each write up their understanding of the concerns and proposed solutions. They will sign the proposals and bring them to the meeting. These written statements will be the focus of the meeting and will be used to seek resolution. Both the student and the instructor may have a peer present at the meeting. Peers are present only for the purpose of support and clarification. A student peer is defined as another dental assisting student currently enrolled in the Dental Assisting Program at Foothill College. An instructor peer is defined as another Dental Assisting instructor currently employed at Foothill College.

3. If the concerns still persist the student can take the grievance to the Division Dean. See Foothill College Dental Assisting Program Student Grievance Form in the Appendix.

GENERAL INFORMATION REGARDING CONTINUANCE IN THE DENTAL ASSISTING PROGRAM

In general, the faculty of the Foothill College Dental Assisting Department concurs with all Foothill College Policies and Procedures cited in the college catalogue. The department concurs with Foothill’s policy, “Exclusion from Classes,” for (a) insufficient preparation and (b) inadequate performance as stated in the catalog. In addition, the faculty abides by the Board of Dental Examiners statements on “Gross Negligence” and “Incompetence.” Should a student violate any policy outlined in this manual and/or other department resource he/she could be given a warning, placed on probation, suspended, or dismissed from the program.

The following are examples of cause for warning, probation, suspension or dismissal from the program. The examples given are not limited to the following list:

- Unsatisfactory clinical or didactic performance
- Habitual tardiness
- Habitual absences
- Verbal abuse
- Unprofessional verbal conduct
• Misconduct
• Failure to comply with department guidelines
• Unsafe practice in the clinical setting
• Uncorrected chemical abuse problem on part of student
• Stealing
• Cheating
• Physical abuse to patient, staff, visitor or others
• Insubordination
• Dishonest action
• Failure to be alert and ready for class
• And others

A student experiencing difficulties in a clinical or didactic setting is encouraged to seek help from the instructor(s) in order to remedy the problem and to insure satisfying, effective progress.

SEQUENCE OF EVENTS TO REMEDIATE UNSATISFACTORY ACADEMIC PERFORMANCE

1. STUDENT/INSTRUCTOR CONFERENCE
   Students who are performing at an unsatisfactory level will be made aware of this during a verbal conference with the instructor. Key points of the conversation will be noted in writing and a copy given to the student. (See Conference Record in the Appendix)

2. WARNING
   If the student continues to perform in an unsatisfactory manner or if the instructor deems any problems sufficiently serious, a conference will be held during which time the exact problem will be stated in full. Clear performance expectations including a target date for a follow up review will be outlined in written form. (See Conference Record in the Appendix)

3. PROBATION
   A. When an unsatisfactory situation persists, the student may be placed on probation.
      
      If, in the professional opinion of staff, a situation requires immediate attention, the student may be placed on probation. (In this instance, items #1 and #2 in this sequence may be bypassed due to the seriousness of the situation.)
If a clinical or a didactic instructor determines that probation in a clinical or didactic course is appropriate, the student and the instructor will meet to develop a mutual plan for remediation. (see Conference Record in the Appendix) Deficiencies requiring remediation will be identified. Goals will be set with a date for achievement. The consequences for non-achievement of the goals will be stated in the contract. All contracts must be completed no later than the time stipulated in the contract. A student will not be placed on probation for the same problem a second time. If another problem develops, the student will be terminated from the program without any probationary period. (Note: exception - two academic probations are acceptable, more than two academic probations result in dismissal).

B. After the student and instructor have drawn up the probation stipulations the student will then arrange a meeting between him/herself, the instructor, and the Director of the program to discuss the terms of the probation.

C. Relief from probation: When the student meets conditions of the contract he/she shall be taken off probation. The student will be notified in writing of change of his/her status.

D. In the event the student does not meet the conditions of the contract, he/she will be dismissed from the course, and may be dismissed from the program.

NOTE
THERE ARE TIMES WHEN THE ABOVE SEQUENCE (1-3) ARE NOT APPROPRIATE. IN THAT CASE, POLICIES OUTLINED IN INDIVIDUAL DENTAL ASSISTING REQUIRED COURSE OUTLINES WILL SUPERCEDE ALL OF THE ABOVE.

SUSPENSION

A situation may arise that could require immediate and effective discipline where extremely serious infractions of the rules have occurred. When this situation develops the student will be suspended from the clinical or classroom setting pending a full investigation of the situation. Examples of actions that could lead to immediate suspension include, but are not limited to:

- Under the influence of drugs or alcohol while on duty
- Physical abuse to a patient, visitor, staff, peer, or other personnel
- Unprofessional verbal conduct
- Stealing
- Intentional negligence toward patients
- Failure to follow department policies
- Insubordination
- Dishonest action
- And others

**Sequence**

- The situation should be brought to the immediate attention of the Director who will communicate to the student that he/she is suspended. The student is suspended for at least two class meetings. The Director will also notify the Dean of Student Affairs & Activities.
- The Dean of Student Affairs & Activities will investigate the situation and communicate the results to the director, instructor and student. The results of the investigation will vary depending on the severity of the situation.

**VOLUNTARY PROGRAM TERMINATION**

You may elect to terminate from the program for various reasons such as: personal problems, finances, health, lack of motivation or academic difficulty. Discuss your plan with the program Director, then submit a letter of resignation to be placed in your file.

**INFORMATION REGARDING DISMISSAL FROM THE DENTAL ASSISTING PROGRAM**

1. The receipt of a "D" grade or a “F” in a required program course will result in dismissal from the Dental Assisting program.

2. If in the professional opinion of the Program staff the student commits an act deemed inappropriate as outlined in this policy manual, the student may be dismissed from the program.

3. Failure to fulfill any probation contract will result in dismissal from the program.

4. More than 1 probationary period for any reason other than the one noted below will result in dismissal from the program (Note: exception – two academic probations are acceptable, more than two academic probations result in dismissal).

5. Individual course outlines dictate policy for continuing in the course, thus continuing in the program. (For example, failure of the DA 51A final constitutes failure of the course, which precludes continuance in the program.)

6. Should the student consider the dismissal unfair, he/she should appeal the decision to the Division Dean, Biology and Health Sciences.
POLICY FOR READMISSION FOLLOWING DISMISSAL FROM THE PROGRAM

Students dismissed for insufficiencies related to clinical or laboratory skills will not be considered for readmission.

A student who has been dismissed from a dental assisting program course (not related to clinical or laboratory skills) will use the following process when seeking to resume re-admission into the dental assisting program.

**Academic Dismissal**
A student who has been dismissed from the Foothill College Dental Assisting Program for receiving a “F” grade or a “D” grade must be able to demonstrate readiness for the academic rigors of the program upon readmission. The readmission policy for an academic dismissal is as follows.

1. The student will need email written notification to the program director that he/she is interested in readmission.
2. Providing there are openings in the program, the student must take at least one quarter or semester of a full-time college load of courses approved by the program director. These courses should include academic strengthening coursework and academically rigorous courses. These courses should include the English and math requirements, if needed, for the certificate requirements of the dental assisting program. Science and general education courses are highly recommended. No more than one Human Performance/P.E. course can be taken.
3. Prior to pursuing re-admission, the student will need to talk to a college counselor and show the counselor this portion of the policy manual to plan an appropriate course of action. The student is required to notify the program director of the planned course of action (prior to enrolling in courses) along with the name, email, and phone number of the counselor the student met with for guidance.
4. Upon approval from the program director, the student will need to complete the plan of coursework with a “C” grade or better for all courses.
5. After completion of the courses, the student will need to submit an official transcript to the program director within 1 month of completion.

**Non-Academic Dismissal**
1. Fully remediate the cause for dismissal when indicated. The student will need to notify the program director of his/her plans for readmission and request a recommendation for remediation.
2. When appropriate, provide documentation of successful remediation leading to dismissal.
3. Submit all reapplication materials and a letter requesting academic renewal to the Dental Assisting Admissions Committee for review/action at the next scheduled meeting. (Reapplication to the program does not guarantee readmittance.) Include a statement regarding the completed remediation process (if appropriate).
4. If the student is readmitted to the program a Foothill College petition (available in the Admissions & Records Office) will need to be completed by the student and signed by the program director in order to repeat coursework taken by the
student. The student must petition to re-take any dental assisting courses in which a “C” grade or better was obtained prior to dismissal from the program.

Dental Assisting students who are readmitted to the program can only be readmitted for a maximum of one time. Academic renewal or readmission to dental assisting courses DOES NOT guarantee future success in dental assisting courses or that the dental licensing board will accept the student for licensing.

NOTIFICATION OF UNSAFE BEHAVIOR POLICY

A notification form for unsafe behavior will be generated when a student. (See appendix for form)
1. Causes actual harm to a patient, faculty, student or staff person
2. Places a patient in a life-threatening situation
3. Comes to the classroom or clinical setting under the influence of drugs or alcohol
4. Falsifies patient records or breaks record confidentiality
5. Does not follow infection control protocol of the Foothill College Dental Assisting Program.
6. Performs any other act that in the professional judgment of the staff is deemed unsafe behavior

SUBSTANCE ABUSE

Policy
The Foothill College Dental Assisting Program maintains an environment for student learning free of smoke, alcohol and any other legal or illegal substance that can alter behavior, become disruptive or unsafe. This program has a no tolerance drug policy.

Procedure
In the event that smoke, alcohol, or any substances that can alter behavior are found, or is suspected, in the clinical or classroom environments the following actions will be taken.
1. The instructor will contact security to confiscate substances and remove the student from the learning environment.
2. The student will be dismissed and enter into Administrative Discipline.
3. If the student appears to be impaired or an odor of alcohol is detected the student will be required to go to the emergency room, laboratory, or student health services for drug and alcohol testing at the student’s expense. The student will not be allowed to drive an automobile if obviously impaired.
4. **Students will be drug tested when entering the program. If the student is suspected of drug use, he/she may be drug tested again at any time while enrolled in the Program.** The college will require the student be tested immediately @ the Student Health Center (or directed to a medical center of the director’s choosing) and the cost for such testing is to be paid by the student.
5. If a student has a positive drug test, the student will be dismissed pending administrative disciplinary action.
6. All students are preliminarily admitted to the program pending a negative drug test and may be subject to random testing paid by the student.

DUE PROCESS FOR STUDENT GRIEVANCES

Policy
Foothill College and the Dental Assisting Program provide students with an unbiased process to document complaints and/or grievances with the opportunity to be heard and responded to within a specific timeline. This is considered to be the inhouse, informal process, and it is required to move into the College formal process.

Due Process Procedure*
The Program Director and faculty are available to students for questions and concerns regarding their educational process. Students are encouraged to communicate with faculty before filing a written complaint.
The following procedure shall include grievances regarding:
• Course Grades
• Act or threat of intimidation or harassment
• Act or threat of physical aggression
• Arbitrary action or imposition of sanctions
• The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

Procedure
1. Student notifies Program Director of complaint or concerns in within five (5) academic days of incident responsible for complaint.
2. If resolution is not met the student submits a written complaint to the Program Director using the Program Student Grievance form (see Appendix). The Student Grievance form must be submitted within ten (10) academic days of incident that caused the complaint. Failure to meet timelines may forfeit your ability to enter into the grievance process.
3. Upon review of the written documentation the Program Director may:
   • request both parties meet and discuss the complaint in the Director’s presence before a decision is made.
   or
   • a decision is made based only on the written information. With either process a decision will be made within five (5) academic days.
4. If the student is not satisfied with the decision he/she is directed to make an appointment with the Dean of the Biological and Health Sciences Division. The Dean requires the student complete and submit the “Dean’s Student Grievance Form” (see Appendix) prior to meeting with the Student. Upon receipt of the completed form, the Dean will meet with the student and
Program Director within ten (10) academic days. Upon interview and review of written documentation the Dean will make a decision within five (5) academic days.

5. If the student is not satisfied with the determination of the Dean the student will be directed to the appropriate Vice President*.

*STUDENT IS FREE TO TRIGGER THE DISTRICT PROCEDURE AT ANY TIME. For disputes of sexual harassment or complaints on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, marital status, or physical or mental disability the student may go to the Dean of Student Affairs and Activities at any time.

Students should refer to the Foothill DeAnza Community College District Student Due Process and Discipline and Student Grievance Administrative Procedures to enter into the formal process.


6. At this point in the Due Process Procedure if the student wants to appeal further, they are to file a formal Statement of Grievance with the Office of Student Affairs and Activities. Even though the informal process needs to proceed to the Vice President, a formal complaint must to be submitted to the Office of Student Affairs and Activities within thirty (30) calendar days** of the grievable incident. Notification at this time will insure qualifying for a formal Grievance Hearing.

**THE 30 CALENDAR DAY LIMIT MAY BE EXTENDED UP TO 5 DAYS AFTER THE STUDENT FINISHES EXHAUSITNG THE BIOLOGICAL AND HEALTH SCIENCES DIVISION DUE PROCESS, I.E. THE STUDENT HAS 5 DAYS AFTER THE DATE OF THE VP’S DECISION. – SB NEEDS TO CHECK W/DON DORSEY.

Adjustments to time-lines can be made upon the agreement of all parties.

GRADUATION

Graduation Ceremony
Successful completion of the Foothill College Dental Assisting Program is an accomplishment you can be proud of. All graduates who receive a Associates of Science degree are encouraged to participate in the Foothill College graduation ceremony held in June. Graduates will need to purchase a graduation cap and gown.
PART 3 CLINICAL POLICIES

GENERAL OVERVIEW OF CLINICAL ROTATIONS

In Fall quarter (October to December), the dental assisting students will have a clinical rotation at the UCSF School of Dentistry on Thursdays in November and December (8:30-4:30). Students will be given in class and take-home assignments from for the first 7 weeks of Fall quarter. DO NOT schedule appointments or outside activities during the time.

In Winter quarter (January to March), the dental assisting students will continue to assist dental students at the UCSF School of Dentistry. The rotation is on Tuesdays and Thursdays from 8:30 am to 4:20 pm. The dental school has general dentistry clinics as well as postgraduate specialty programs including periodontics, orthodontics, oral surgery, pedodontics, prosthodontics, and endodontics. Students can either observe or assist in any of the specialty clinics.

Spring quarter (April to June) the dental assisting students will have a clinical rotation in private dental offices on Tuesday and Thursday. The Foothill College Dental Assisting program has contracts with private dental offices in the community surrounding Foothill College. This area is the mid-peninsula area (Mountain View, Redwood City, Palo Alto). Students in the Foothill College Dental Assisting program will need reliable transportation to his/her clinical rotations. Hardship cases e.g. no car, childcare time deadlines are considered on a case-to-case basis. The student needs to inform the clinical instructor in January before the clinical rotations are set-up in February. There is no guarantee that the student needs will be accommodated.

PATIENT REQUIREMENTS

RADIOLOGY, CORONAL POLISHING AND SEALANTS

Radiology
Dental assisting students are required to provide their own patients to take full mouth and bitewing x-rays. X-ray patients will be needed during the months of January to June. Students should talk to their friends and family members now since bitewing x-rays can be taken only once a year and full mouth x-rays can be taken only every 3 to 5 years.

**Coronal Polishing**
During the months of April to June, the dental assisting student will be learning how to polish teeth and will need two-four patients with a minimum of 15 teeth. Coronal polishing patients must have their teeth professionally cleaned prior to polishing. The cleaning should be completed between the months of March or April. Coronal polishing patients should get their teeth cleaned by their private dentist or they can go to the Foothill College Dental Hygiene Clinic for a minimal cost. However, appointments must be made well in advance. Cleanings in the dental hygiene clinic will take from 2 to 4 appointments and the appointments are 4 hours in length. The patient should not expect to leave early unless otherwise told so by the dental hygiene student.

**Pit & Fissure Sealants**
There are a total of 2 patient experiences required for the dental sealant certification. The patients must be at a cooperative age (adult patients best) and need 1 or more sealants in each of the four quadrants. Each patient is required to have a prescription that is signed by the patient’s dental provider. It is recommended that the dental assisting student identify their sealant patient’s as close as possible upon entering the program so if necessary, the patient can have dental radiographs, teeth cleaning and a written prescription from the Foothill College Dental Hygiene Clinic (if the patient doesn’t have a dental provider).

**Antibiotic Premedication**
A patient who is predisposed to bacterial endocarditis or has a total joint replacement may need antibiotic premedication prior to coronal polishing. A medical consult is indicated for any patient who has or has a history of one or more risk factors. It is the responsibility of the dental assisting student to obtain a written, signed consultation from the patient’s physician prior to coronal polishing.

**PATIENT BILL OF RIGHTS**

The Foothill College Dental Assisting Program strives to provide quality care and service for our patients. As an educational program, we are also providing training for future dental assistants. We anticipate our patients will facilitate the educational process for students. The following lists the standards for patient care:
1. The patient is to be treated in a courteous manner, with dignity and with respect.
2. The faculty, students and staff will respect the patient’s right to confidentiality.
3. The patient is to receive the option to pursue treatment elsewhere.
4. The patient is to be advised of any risks involved with the treatment planned.
5. The patient is to be treated at the Foothill college clinic or dental radiographic facility, only during regular clinic hours.
6. The patient is to have treatment supervised by faculty.
7. The patient is to be seen as close as possible to the agreed upon time and have treatment rendered in a timely manner.
8. The patient is to receive treatment provided and supervised by individuals wearing masks, protective eyewear, and gloves.
9. The patient is to receive treatment with sterilized instruments.
10. The patient is to receive treatment that meets the standard of care in the profession and has the right not to be discriminated against.

**ATTENDANCE POLICY FOR CLINICAL ROTATIONS**

1. Attendance for all clinical rotations for the dental assisting program is expected.
2. The student will notify the clinical instructor as far in advance as possible of absenteeism or tardiness. Verification of absence may be requested by the appropriate faculty member.
3. Absences should only occur in unavoidable emergencies. In the event of an unavoidable absence, the student should contact the dental office and clinical supervisor from the college IN ADVANCE AND NOT AFTER THE FACT. If the student calls the dental before or after regular hours, a message must be left for the office. Not leaving message or contacting the office and/or clinical supervisor from the college in advance will count as a absence.
4. If the dentist is not present in the dental office but the staff is performing patient related front or back office tasks, the dental assisting student may remain at the office to assist the staff. Prior notice should be given to the clinical instructor.

**PROFESSIONAL BEHAVIOR IN CLINICAL SETTINGS**

**Student lab/clinic partners**
Students who are admitted into the dental assisting program will need to work together with other students during clinical sessions. The instructor often arranges clinic partners—changes are not acceptable. Therefore, students should make an effort to get
along with all of the students. We do not expect everyone to be friends but the student should be at least civil to each other.

Students are not only required to work together but will be working in the mouth of other students for certain procedures. This close and personnel working relationship can be unpleasant if students do not get along with each other.

**Work Ethic**
Dental assistants need to have a good work ethic. Patients’ will rely on you when you work in a dental office. A good work ethic includes behavior such as the following:

- following instructions
- cleaning up after yourself
- assisting others when not busy
- finding something to do or asking if anything needs to be done if not busy
- coming to school on time and calling if going to be absent or late
- learning new things with a positive attitude
- keeping your social life and professional life separate
- taking care of personal business on your own time
- taking ownership of mistakes
- doing above and beyond what is minimally expected

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**PROFESSIONAL CONDUCT**

You are entering a profession and you will be expected to conduct yourself appropriately in any activities associated directly or indirectly with the program and this profession. Furthermore, as a student enrolled in the Foothill College Dental Assisting Program you are also an “ambassador” for a highly respected program. Our reputation is based on each and every contact our students have with the working world. Students should consider school as a work environment and your instructors as your employers.

Rules of common courtesy prevail including courtesy to everyone: visitors, patients, dentists, dental assistants, dental hygienists, other employees, etc. This does not mean, however, that you are to take any abuse (verbal, physical, etc.). If you are unsure how to respond to a situation, call or talk to an instructor or the director of the program as soon as possible. AVOID CRYING. If you feel like crying excuse yourself and do it where no one will see you.

DISCUSSING A DENTAL OFFICE, A FELLOW STUDENT, AND OTHER DENTAL PROFESSIONALS NEGATIVELY IN A PROFESSIONAL SETTING IS DISCOURAGED.
IT CAUSES UNNECESSARY CONFLICTS RESULTING IN AN OVERALL REDUCTION OF MORALE. EACH INDIVIDUAL HAS A DIFFERENT REALITY. OTHERS MAY NOT EXPERIENCE YOUR FEELINGS.

You must be able to separate yourself from personal business, problems, or other activities at home when you are attending school. Dentists do not want to hire or tell their dentist-friends about an intern who is surrounded by drama and/or who does not work well with others. Therefore, during school activities avoid discussing personal issues with people other than your fellow students, instructors or psychological services.

Everyone at one time or another will be presented with a stressful situation either at home or at school. Alert your instructor or the director of the program immediately. Attending a program such as this will allow each student to be mentored by the faculty.

POLICIES CONCERNING THE PATIENT, DENTIST AND STAFF

Socializing/Dating
Under no circumstances should a dental assisting student encourage a social relationship with a patient, dentist or staff member in any clinical environment. A patient who asks the student to call or meet him/her during non-clinic hours must be declined.

HIPPA Regulations
All dental office personnel, including student interns, are required by applicable federal and state laws to maintain the privacy of their dental patients. Your dental office may provide training in regards to HIPAA, Health Insurance Portability and Accountability Act, and their personal privacy practices. Regardless of this training, you, as a dental professional, must keep confidential all information regarding any and all patients in your dental practice. You must keep all records out of the view of other patients. You must not relay information regarding any patient without the consent of the patient. You must use reasonable precautions while engaging in discussions with a patient to minimize the chance of inadvertent disclosures (someone else hearing what is being said).

Verbal or written communication about a patient:
1. Will not be discussed/given to relatives or friends without the permission of the patient
2. Will not be discussed in areas where other patients or people can overhear.
3. Will not be discussed/given to unknown persons either in person or over the phone.

A PATIENT’S CONDITION OR DIAGNOSIS IS CONFIDENTIAL AND A STUDENT WILL NOT RELAY INFORMATION PERTAINING TO A PATIENT'S CONDITION OR DIAGNOSIS TO ANYONE WITHOUT SPECIFIC PERMISSION.

**Students are not allowed to carry cell phones on their person during all clinical rotations. No exceptions. In the event of an emergency, give significant others the cell phone of the clinical supervisor or the clinic/dental office.**

At no time should pictures/images be taken in a clinical environment when patients are present.

**VISITORS DURING CLINICAL ROTATIONS**

The student will not entertain visitors during clinical rotations/internships at any time. This means, do not meet your boyfriend or girlfriend at the office during lunch or any other time of the day while you are at your clinical internship. The student should also not conduct personal business while at the dental office such as personal phone calls, checking email messages, or pagers. Personal business can be conducted at the lunch hour.

A student will be automatically placed on probation if found entertaining visitors or conducting personal business during a clinical rotation.

If the student is awaiting an emergency phone call, inform the dental office immediately so the call can be managed in a manner that does not disrupt the dental office.

**LEAVING DURING SCHEDULED HOURS**

A student will not leave the dental office without first obtaining permission from the dental office and/or clinical instructor. If you obtain permission from the dental office you must call or text message the clinical instructor. If you become sick, when on duty, do not pretend that you are all right; inform someone.
INJURY TO PATIENT

If a student is responsible for injury to a patient, report this to the clinical instructor and the program director. The student’s liability insurance is covered by Foothill College and proper forms have to be filled out. Disciplinary action by the program will be determined on a case-by-case basis.

CHARTS

1. Each dental assisting student will have a patient chart. The charts will be stored in the Dental Hygiene Clinic “fishbowl” on the lower bottom shelf.
2. Dental Hygiene Patient charts are kept in the Office Manager’s area. If you need a patient chart, you need to request the chart from the Office Manager.
3. If you are taking x-rays on a dental hygiene clinic patient, you will need to place one copy of the x-rays in the clinic chart and also document the information in the treatment record section of the chart.
4. Documentation
   a. Enter date
   b. Review/update patient’s history – record any changes “Rev’d med hx....”
   c. Record treatment including product brand names
   d. If necessary, record complications, unusual responses
   e. If necessary, record post-op instructions
   f. Sign legibly or initial with RDA license number

   • Record all records in ink
   • Line out mistakes but do not make illegible (include, if necessary, an explanation i.e. “wrong chart”). Do not use white out.
   • Do not leave blank lines
   • Do not go back an alter a record after-the-fact

CLINICAL ROTATIONS
SCHEDULE FOR DENTAL OFFICE ROTATIONS/INTERNSHIPS
Dental assisting students must contact their dental offices prior to beginning the internship so the student can become familiar with the daily routine. The student must visit the office at least once to meet the staff and determine the following:

- Office hours
- Uniform requirements
- Contact information (phone number in case of illness, etc.)
- Days of office closure for vacation, continuing education classes, etc.

Student interns are expected to arrive on time and leave when designated. The student must contact the dental office prior to the intern rotation to obtain a schedule of hours. Once the schedule is determined it should not change except for unavoidable circumstances.

The student will not leave the clinical site early without prior permission from the clinical instructor and the dental office. If the student is not actively involved with a patient, it is expected the student will be given other tasks related to patient care.

Attendance records are to be posted in a mutually agreed upon site and kept up-to-date on a daily basis.

Log sheets are to be kept up to date on a daily basis.

Student interns must report any absence due to illness or being late to the dental office immediately. It is the student intern’s responsibility to call prior to the start of the day – late calls are unacceptable.

Your phone number(s) are to be provided to your clinical instructor and the dental office by the first day of the rotation.

Student interns may not electively “take a day off” without prior permission.

Absences may possibly lengthen internship and make-ups shall be determined by the clinical instructor.

You are entering a profession and you will be expected to conduct yourself appropriately in any activities associated directly or indirectly with the program and this profession. Any disruptive conduct will be grounds for probation, suspension, or program dismissal.

No demonstration of anger or hostility in the clinical setting. If a disagreement or conflict arises with an instructor or anyone, it must be resolved without emotional outburst or other inappropriate behavior. Students who have an emotional outburst will be asked to leave the classroom or clinical facility and be suspended from the
program pending an investigation. Students may be referred to Student Services including psychological services.

Students arriving in a clinical setting under the influence of alcohol or drugs are immediately suspended until further investigation. A drug test can be required upon suspicion of abuse.

**CELL PHONE POLICY DURING CLINICAL ROTATIONS**

1. **All cell phones, pagers, and/or electronic devices cannot be on your person during clinical assignments.** Check your messages at break and meal times. At no time can any personal devices be used to record in any format patients, their files or medical records. This includes the medical facilities, personal, grounds, employees and/or guests.

**SEQUENCE OF EVENTS TO REMEDIATE UNSATISFACTORY CLINICAL PERFORMANCE**

1. **STUDENT/INSTRUCTOR CONFERENCE**
   Students who are performing at an unsatisfactory level will be made aware of this during a verbal conference with the instructor. Key points of the conversation will be noted in writing and a copy given to the student. (See **Conference Record** in the Appendix)

2. **WARNING**
   If the student continues to perform in an unsatisfactory manner or if the instructor deems any problems sufficiently serious, a conference will be held during which time the exact problem will be stated in full. Clear performance expectations including a target date for a follow up review will be outlined in written form. (See **Conference Record** in the Appendix)

3. **PROBATION**
   A. When an unsatisfactory situation persists, the student may be placed on probation.
      If, in the professional opinion of staff, a situation requires immediate attention, the student may be placed on probation. (In this instance, items #1 and #2 in this sequence may be bypassed due to the seriousness of the situation.)

      If a clinical or a didactic instructor determines that probation in a clinical or didactic course is appropriate, the student and the instructor will meet to develop a mutual plan for remediation. (see **Conference Record** in the Appendix)
Appendix) Deficiencies requiring remediation will be identified. Goals will be set with a date for achievement. The consequences for non-achievement of the goals will be stated in the contract. All contracts must be completed no later than the time stipulated in the contract. A student will not be placed on probation for the same problem a second time. If another problem develops, the student will be terminated from the program without any probationary period. (Note: exception - two academic probations are acceptable, more than two academic probations result in dismissal).

B. After the student and instructor have drawn up the probation stipulations the student will then arrange a meeting between him/herself, the instructor, and the Director of the program to discuss the terms of the probation.

C. Relief from probation: When the student meets conditions of the contract he/she shall be taken off probation. The student will be notified in writing of change of his/her status.

D. In the event the student does not meet the conditions of the contract, he/she will be dismissed from the course, and may be dismissed from the program.

NOTE
THERE ARE TIMES WHEN THE ABOVE SEQUENCE (1-3) ARE NOT APPROPRIATE. IN THAT CASE, POLICIES OUTLINED IN INDIVIDUAL DENTAL ASSISTING REQUIRED COURSE OUTLINES WILL SUPERCEDE ALL OF THE ABOVE.

NEEDLESTICK & OTHER POTENTIALLY INFECTIOUS MATERIALS EXPOSURE INFORMATION

If exposed during regular working hours you need to do the following:
IF INJURED IN WORK-RELATED ACTIVITY
1. Get appropriate medical attention
Ask to be excused from your dental office. Have the office call Ms. Miyasaki if there are any questions.

Unless life threatening, report to Foothill College Health Services Office (650-949-7243) during normal business hours OR go to Occupational Medicine Clinic as directed. For location of nearest clinic go to:

http://www.ushealthworks.com/Medical-Center/Find.html

2. Contact Your Program Director
   Ms. Miyasaki at 408-219-7344

**Within 3 days**
Obtain forms listed below by going to Foothill/De Anza Health Services Office OR http://hr.fhda.edu/benefits/workerscomp. Complete the forms and return to Campus Health Services Office in person or by FAX
1. DWC-1 (Workers’ Compensation Claim Form)
2. Workers’ Comp Report of Injury Form
3. State of CA Employer’s Report Form (Form 5020)

**As soon as possible**
Make appointment at US Healthworks Occupational Medicine Clinic
For a list of locations go to: http://www.ushealthworks.com/Medical-Center/Find.html
Take a copy of DWC-1 (Workers’ Compensation Claim Form) AND Treatment Authorization Form found at http://hr.fhda.edu/benefits/workerscomp to your appointment

WORKERS’ COMPENSATION
Claimant’s Report of Injury Form

Need 3 pages
UNIT SET-UP AT FOOTHILL COLLEGE DENTAL PROGRAMS CLINIC
INFECTION CONTROL PROCEDURES AT FOOTHILL COLLEGE DENTAL PROGRAMS CLINIC

General Information

DO NOT USE ANY OF THE SUPPLIES (OTHER THAN THE DISINFECTION SPRAY) OR TAKE ANY OF THE SUPPLIES INCLUDING GLOVES AND MASKS THAT ARE LOCATED INSIDE THE TREATMENT ROOMS. THESE SUPPLIES BELONG TO THE DENTAL HYGIENE STUDENTS. DENTAL ASSISTING SUPPLIES WILL BE LOCATED ON THE ROLLING CARTS BROUGHT IN FROM THE DA CLASSROOM.

1. Do NOT wipe down the chairs with disinfectants. During 2nd year clinic clean/maintenance the chairs will be cleaned with soap & water by DH 2 using Dove with water, then dried. (Recommended by ADEC). Chairs should be "bagged" in plastic every clinic use (DA or DH).
2. Do NOT wipe the light fixture cover. Wipe only the light handles & light switch. During 2nd year clinic clean/maintenance the plastic light covers will be cleaned with soap & water by DH 2 using Dove with water, then dried with a soft towel to avoid scratches.
3. At the last clinic session of the day, empty the water bottles & drain the water lines in the air/water syringe. Remove & replace water bottles CAREFULLY, look at the picture on the bottle arm for directions. DH 2 will run Sterilex through the water system.
4. Remove the controls out from under the chairs at the beginning of each clinic. Do not smash the controls by lowering the chair (this has happened already)
5. Turn the units off at the end of the day.
6. Place the unit including the chairs, overhead light and bracket table & arms to the "at rest" position.

MSDS SHEETS

The MSDS sheets are divided between two binders in room 5301 and are filed under alphabetical order. MSDS sheets provide information on each product available in the dental lab and clinic. If a material/product is spilled, ingested, has contact with eye, mucous membranes or harmful contact with skin, the MSDS sheet should be consulted immediately for emergency management.
HAZARDOUS WASTE

1. **Infectious or potentially infectious waste**
   All infectious or potentially infectious waste must be put in a paper or plastic bag at chairside. After the procedure is finished, place the bag in the large red plastic bin marked with the biohazard symbol in the sterilization area. This waste is picked up every Friday.

2. **Sharps**
   Sharp objects should be placed in the red plastic sharps containers located under each sink in the dental hygiene clinic.

3. **Chemical waste**
   Used fixer and developer are collected in the radiology darkroom and is picked up once a week. The original fixer and developer containers, which are empty, can be placed in recycling. The containers can be rinsed with a very small amount of water and then the liquid can be poured in the used fixer and developer waste containers. DO NOT stack and keep the original fixer and developer containers with the used fixer and developer waste.

4. **Lead foil**
   The lead foil from the dental film is collected in the radiology darkroom. We are mandated by OSHA to keep the lead container covered with the lid.

5. **Hazardous waste**
   Used scrap amalgam is collected in a labeled plastic container in the lab. The used disposable capsules are also collected. Do not throw away excess amalgam in the trash or use the HVE to suction up the excess.

   A mercury spill kit is available in room 5301. The kit contains absorbent sponges and powder, a small broom and pan and a container to collect the mercury or a bag to enclose the absorbent sponge. If a mercury spill occurs, notify an instructor and retrieve the kit. Once the mercury waste is collected, a hazardous waste collector will be notified by the college to collect the waste as soon as possible.

**Hazardous Spills**
A hazardous spill kit is available in the dental hygiene clinic in the sterilization area. The kit is in a large white-labeled container above the closet with the instructor gowns. If a chemical spill occurs, notify an instructor and retrieve the kit. The kit should have the following:
• An inert absorbent material  
• PPE  
• A broom and pan  
• A neutralizing agent  
• A plastic waste bag

### BASIC LABELING GUIDELINES FOR HAZARDOUS MATERIALS

The basics for labeling are to be sure to provide a label on all containers of chemicals in the workplace, even those that that may be non-hazardous. In this manner, everything will be labeled so you will know what is inside the container. Nothing should be present that does not have a label; even if most staff in an area may know what is in a container by it size, shape, color or any distinguishing characteristics, the potential for an incident is presumable if only one person does not know the contents of a container.

The label must include the chemical name of the chemical in words (English). Abbreviations, chemical formulas, various nomenclatures or departmental “terms or slang” are not satisfactory. It is also recommended that the label includes the name of the manufacturer so that the chemical can be linked to the Material Safety Data Sheets for additional information on the chemical if further information is needed.

If the chemical is **hazardous**, the container MUST display the name of the chemical, in English, not in chemical shorthand or nomenclature, as well as the primary hazard classification, such as flammable, toxic, corrosive, reactive, oxidizer, etc. that make the chemical hazardous. This approach provides immediate information on how to proceed if there should be a spill or incident.

If the contained material is a **waste**, the label must also show the following: 1) generator name, address, EPA ID#; 2) Accumulation Start date (day 1st drop was placed there); 3) chemical name(s) and concentration(s) estimated in the container; 4) check box for solid or liquid physical state; 5) Check box for primary hazard classification; 6) write in the accumulation label the department where the waste chemical was generated and the name of WHO is responsible for it.

All chemical containers, holding either a virgin or waste material, must be kept closed at all times unless being accessed to put something in or to take something out of the container.
Do not dispose of chemical into the sinks and drains! All sinks that discharge to the sanitary sewer where chemicals are handled nearby should be labeled with at least one the following warning signs:
EMERGENCY PROTOCOL FOR THE FOOTHILL COLLEGE DENTAL PROGRAMS CLINIC

1. The dental programs student who is treating the patient will alert someone that he/she has a patient who is experiencing an emergency.
   - this should be the person closest to the emergency situation (faculty or student)
   - the student should not leave the patient for any reason
   - the student should alert nearby colleagues or faculty by saying “now” e.g., “Please tell Mrs. Miyasaki that I need help now”
   - the students have had a comprehensive dental emergency course and should be able to recognize and begin the appropriate measures
   - if an acute emergency occurs, 911 should be summoned immediately

2. Once the dental assisting faculty member (Faculty member #1) has arrived upon the scene, the situation should be assessed. The appropriate measures should be taken if not already done so. These measures may include any of the following:
   - telling another student or faculty member to go get the emergency kit, blood pressure cuff, AMBU bag or oxygen.
   - telling another student or faculty member to call 911
   - initiating CPR
   - monitoring the patient

3. The second faculty member who arrives upon the scene (Faculty member #2) should assist the student and Faculty member #1. These measures may include any of the following:
   - if 911 has been summoned, students should be told to stand at the clinic entrance to direct 911 personnel
   - preparing emergency kit medications for administration by Faculty member #1
   - monitoring vital signs
   - dismissing clinic patients and students for life-threatening emergencies (use your own discretion)
   - crowd control
   - documentation of events

4. After the emergency situation has been resolved the student should document the emergency in the patient’s chart

MANAGING EMERGENCIES IN THE LABORATORY
1. Emergency Equipment

The dental programs laboratory has the following emergency equipment:

- a first aid kit
- a mercury spill kit
- a fire extinguisher
- an eyewash station

All students should be familiar with the location of the above mentioned items and also how to use these items.

2. Emergencies involving dental materials

a. Consult the specific dental materials MSDS form for emergency action.

b. Take the appropriate action as recommended on the MSDS form.

c. Report the emergency to your instructor/supervisor.

d. For serious injuries, report to Student Health and also Sunnyvale Medical Clinic (Occupational Medicine) for treatment.

3. Emergencies involving injury with potentially infectious or infectious materials

a. Follow Foothill College Needlestick/Injury protocol

4. Emergencies involving fire, flood or earthquake

a. Use fire extinguisher if necessary

b. If the building is unstable, evacuate building

5. Emergencies involving hazardous materials, e.g., mercury

a. Notify instructor/supervisor

b. Evacuate building

Note: If an acute emergency occurs—call 911.

GRADING POLICY FOR CLINICAL ROTATIONS

METHODS OF EVALUATION AND GRADING CRITERIA

Students at clinical internships, achieve clinical and professional evaluations of a “C” level or better for Fall (75%), Winter (77%) and Spring (79%) in order to
successfully complete the program. The same grading standards are used for x-rays taken at the college’s radiology facility.

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100% = A</td>
<td>95-100% = A</td>
<td>97-100% = A</td>
</tr>
<tr>
<td>84-92% = B</td>
<td>86-94% = B</td>
<td>88-96% = B</td>
</tr>
<tr>
<td>75-83% = C</td>
<td>77-85% = C</td>
<td>79-87% = C</td>
</tr>
<tr>
<td>65-74% = D</td>
<td>67-76% = D</td>
<td>69-78% = D</td>
</tr>
<tr>
<td>Below 65% = F</td>
<td>Below 67% = F</td>
<td>Below 69% = F</td>
</tr>
</tbody>
</table>

Miscellaneous grading information
1. Extra credit is not an option for any dental assisting core class. Students should not ask the instructors for extra credit if he/she is receiving a less than satisfactory grade.
2. Following instructions is part of the clinical rotation. Failure to follow instructors can result in student mistakes.
3. Spelling of key dental terms is very important in that the dental assisting student will be writing notations in the dental chart, which is a legal document. Therefore, correct spelling is necessary and may be reason for lowered grades.*

*Refer to each instructor’s course outline for further information.

**GRADING POLICY FOR PROFESSIONALISM**

A **EXCELLENT:**
Professionalism: Requires little or no supervision. Demonstrates consistent awareness and exceptional dependability in punctuality and professionalism. Is extremely considerate of the needs of co-workers, patients, and the dental staff. Is enthusiastic, inquisitive, and reads material other than what is assigned. Shows pride in his / her work. Demonstrates collegiality.
Technical Skills: Requires little or no supervision. Consistently, demonstrates exceptional understanding and utilization of all equipment. With few exceptions achieves excellence in job performance through the use of good judgment. Is able to follow dental procedures in a logical pattern. Maintains high quality standards and shows pride in his / her work.

B **GOOD:**
Professionalism: Requires supervision more than "A" above. Most of the time is considerate of peers, patients, and medical staff. Above average in professionalism and interactions. Often is motivated to anticipate the needs of the department. Most of the time communicates to the patient and possesses good self-confidence.
**Technical Skills:** Requires supervision more than "A" above. With few exceptions has the understanding and skill to utilize all equipment. With few exceptions, the student is dependable in carrying out his / her job completely and thoughtfully. Is able to follow dental procedures in a logical pattern with above average technical quality.

**C SATISFACTORY:**

**Professionalism:** Requires supervision. Generally not a self-starter. Generally, is considerate of his / her interactions with people, but needs improvement. Tends to have to be asked to assist, but performs tasks adequately when directed to do so. Tends to be late to notify faculty when late or ill as required, can be resistive to constructive criticism. Tends to us extraneous conversation while procedure is in progress. Is somewhat prone to using excuses.

**Technical Skills:** Requires supervision. Demonstrates acceptable level of knowledge and understanding in instrument/equipment utilization, but may need help with performance. Is inconsistent when utilizing good technical quality. Generally does not show initiative. Adequately performs his / her work.

**D LESS THAN SATISFACTORY:**

**Professionalism:** Is not consistent in punctuality and /or professionalism. Shows some insensitivity in interacting with people. Does little to promote a good working environment. Not very motivated. Is resistive to constructive criticism. Can be argumentative. Uses excuses for poor quality work or interactions.

**Technical Skills:** Needs considerable supervision. Demonstrates limited ability and understanding of equipment utilization. Requires constant dialog to assist at chairside or other duties. Tends to ask the same questions several times. Is slow to grasp basic dental procedures respective to the level of training.

**F FAILING:**

**Professionalism:** Has little regard for punctuality or professionalism. Is insensitive or apathetic toward patients or peers. Fails to demonstrate professionalism toward patients, staff, and or dentists. Is unmotivated, unwilling or resistant to learning. Does not use good judgment or fulfill his/ her fiduciary responsibilities. This student is not suited for this health care profession.

**Technical Skills:** Needs constant supervision. Demonstrates unacceptable performance with little or no skill in instrument or equipment utilization. This student is not suited for this health care profession.

A clinical grade can be downgraded one or more letter grade by the clinical supervisor for the following:

- Student late or habitually late and does not have good attendance
- Student fails to call if going to be late or absent to dental office
- Student fails to call if dental office is going to take longer lunch or changes regular office hours.
- Student is unprofessional and /or has negative attitude
- Student fails to be proactive
PREGNANCY POLICY

All personnel, including students and females of child-bearing age, are instructed to strictly observe all radiation protection measures so they do not receive unnecessary radiation exposure. Any other areas of concern such as exposure to nitrous oxide should be strictly monitored and all guidelines enforced.

If a student is pregnant, the following must occur:

1. A contract must be drawn up between Foothill College and the student indicating the student takes full responsibility for herself.

2. The student's clinical activity will exclude rotation such as use of nitrous oxide analgesia and any other areas of concern.

3. While no special "make-up" courses will be offered, it is the responsibility of the student to obtain a written contract with each responsible instructor for goals and time table for completion of required courses that may be missed, due to the pregnancy.

PART 4 RADIOLOGY POLICIES

DO NOT TAKE DENTAL X-RAYS HOME unless otherwise indicated by the instructor.

GUIDELINES FOR PRESCRIBING DENTAL RADIOGRAPHS

Introduction
The decision to use dental radiographs as diagnostic aids rests on the professional judgment of the dentist. Guidelines developed by an expert panel of dentists convened by the Public Health Service have been published to help the dentist decide when, what type, and how many radiographs should be taken. The recommendations are subject to clinical judgment and may not apply to every patient. They are to be used by the dentist only after reviewing the patient’s health history and completing a clinical examination.
It should be noted that elective dental radiographs are not taken on a pregnant patient or a patient who may think she is pregnant.

**CHILD WITH PRIMARY DENTITION**

<table>
<thead>
<tr>
<th>New Patient</th>
<th>Recall Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All new patients to assess dental diseases:</strong>&lt;br&gt;Posterior bitewing examination if proximal surfaces of primary teeth cannot be visualized or probed</td>
<td>Clinical caries or high-risk factors for caries: Posterior bitewing examination at 6 month intervals or until no carious lesions are evident</td>
</tr>
<tr>
<td><strong>To assess growth and development:</strong>&lt;br&gt;posterior bitewings or panoramic</td>
<td>No clinical caries and no high-risk factors for caries: Posterior bitewing examination at 12 to 14 month intervals if proximal surfaces of primary teeth cannot be visualized or probed.</td>
</tr>
<tr>
<td></td>
<td>Periodontal disease or a history of periodontal treatment: Individualized radiographic examination consisting of selected periapical and/or bitewing radiographs for areas where periodontal disease (other than nonspecific gingivitis) can be demonstrated clinically.</td>
</tr>
<tr>
<td></td>
<td>Growth and development assessment: Usually not indicated.</td>
</tr>
</tbody>
</table>

**CHILD WITH TRANSITIONAL DENTITION**

<table>
<thead>
<tr>
<th>New Patient</th>
<th>Recall Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individualized radiographic examination consisting of periapical/occlusal views and examination and posterior bitewings</td>
<td>With clinical caries or high-risk factors for caries: Posterior bitewing examinations at 6-month intervals or until no carious lesions are evident.</td>
</tr>
<tr>
<td></td>
<td>No clinical caries and no high-risk factors for caries: Posterior bitewing examination at 12 to 24 month intervals.</td>
</tr>
<tr>
<td></td>
<td>Periodontal disease or a history of periodontal treatment: Individualized radiographic examination consisting of selected periapical and/or bitewing radiographs for areas where periodontal disease (other than nonspecific gingivitis) can be demonstrated clinically.</td>
</tr>
</tbody>
</table>
**Growth and development assessment:**
Individualized radiographic examination consisting of a periapical occlusal or panoramic examination.

### ADOLESCENT

<table>
<thead>
<tr>
<th>New Patient</th>
<th>Recall Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individualized radiographic examination consisting of posterior bitewings and selected periapicals. A full mouth intraoral radiographic examination is appropriate when the patient presents with clinical evidence of generalized dental disease or a history of extensive dental treatment.</td>
<td>Clinical caries or high-risk factors for caries: Posterior bitewing examinations at 6 to 12 month intervals or until no carious lesions are evident.</td>
</tr>
<tr>
<td></td>
<td>No clinical caries and no high-risk factors for caries: Posterior bitewing examination at 18 to 36 month intervals.</td>
</tr>
<tr>
<td></td>
<td>Periodontal disease or a history of periodontal treatment: Individualized radiographic examination consisting of selected periapical and/or bitewing radiographs for areas where periodontal disease (other than nonspecific gingivitis) can be demonstrated clinically.</td>
</tr>
<tr>
<td></td>
<td>Growth and development assessment: Periapical or panoramic examination to assess developing third molars.</td>
</tr>
</tbody>
</table>

### DENTULOUS ADULTS

<table>
<thead>
<tr>
<th>New Patient</th>
<th>Recall Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individualized radiographic examination consisting of posterior bitewings and selected periapicals. A full mouth intraoral radiographic examination is appropriate when the patient presents with clinical evidence of generalized dental disease or a history of extensive dental treatment.</td>
<td>Clinical caries or high-risk factors for caries: Posterior bitewing examination at 12 to 18 month intervals.</td>
</tr>
<tr>
<td></td>
<td>No clinical caries and no high-risk factors for caries: Posterior bitewing examination at 24 to 36 month intervals.</td>
</tr>
</tbody>
</table>
Periodontal disease or a history of periodontal treatment: Individualized radiographic examination consisting of selected periapical and/or bitewing radiographs for areas where periodontal disease (other than nonspecific gingivitis) can be demonstrated clinically.

Growth and development assessment: Usually not indicated.

EDENTULOUS ADULTS

<table>
<thead>
<tr>
<th>New Patient</th>
<th>Recall Patient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-mouth intraoral radiographic examination or panoramic examination.</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

These guidelines have been endorsed by the American Dental Association and have been published by the U.S. Department of Health and Human Services: *The Selection of Patients for X-ray Examinations: Dental Radiographic Examinations*, Rockville, MD: US Department of Health and Human Services, 1987. HHS publication (FDA) 88-8373.

1/22/99

PROGRAM POLICIES AND PROCEDURES REGARDING RADIATION HYGIENE AND PROTECTION

1. Cover with barriers: headrest, control panel activation button PID (do not cover open end) tubehead and yoke.
2. Patient preparation: utilize universal precautions, obtain complete medical history, keep records away from source of contamination, set up film on covered mayo tray, place film in holders, have cup available for exposed film, place lead shield/thyroid collar on patient before putting on gloves to expose films, place exposed film in plastic cup
3. Student preparation: don eye glasses, mask, gloved and gown, wash hands before and after wearing gloves, wear gloves whenever handling contaminated film packets, supplies and during clean up procedures
4. Darkroom: don overgloves before entering darkroom, carry cup of exposed films to darkroom, knock and open door to darkroom, cover area on counter to place contaminated films, place clean cup on paper towel for unwrapped film, remove over-gloves and regular gloves, put films through processor, mount films
5. Disinfect: chair, headrest, PID, yoke, control panel, activation button, all surfaces touched during the appointment.
6. Sterilize: all instruments used for film placement (not if disposable)

---

**RADIATION SAFETY: POLICY AND PROCEDURE**

1. Patients are permitted 1 BWS per year and 1 FMS per 5 years.
2. Two retakes are permitted per BWS and 4 retakes are permitted per FMS.
3. A dentist needs to sign consent for x-rays, if the patient does not have a dentist, the DH clinic supervising dentist can sign for them.
4. The patient must fill out a form to ensure patient suitability.
5. Radiation Measurements: Coulombs per kilogram is the amount of radiation coming out of cone, Gray is the amount of radiation at skin, Sievert (SV) is the biological response to radiation.

---

**PORTABLE HAND HELD X-RAY SYSTEMS USED IN DENTAL SETTINGS**

Students enrolled in the DA/DH programs at Foothill College are prohibited to use the portable hand held x-ray system (Nomad, Nomad Pro and Nomad eXaminer) for the reasons listed below:
1. Specific training with this device is not provided to Foothill College students and cannot ensure their understanding of safe work practices at intern sites.

2. Specific operational and engineering controls of the portable hand held x-ray is not addressed in the course content for DA/DH students.

3. Students are not provided personnel monitoring devices which must be worn by all individuals operating portable dental x-ray systems.

4. Verification records of monthly personnel exposure reports and records of training are not made available for review by the California Department of Public Health, Radiologic Health Branch, Sacramento, CA.
# Foothill College Dental Assisting Program

## Conference Record

<table>
<thead>
<tr>
<th>Conference</th>
<th>Verbal Warning</th>
<th>Written Warning</th>
<th>Probation</th>
<th>Suspension</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Clinic/Lab</td>
<td>Off campus clinic rotation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s Name:

Date of Incident______________ Date of Conference_________________________________________

<table>
<thead>
<tr>
<th>X</th>
<th>Reason For Counseling</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Honesty/Integrity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appearance/Personal Hygiene</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teamwork and Diplomacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Careful Delivery of Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Follow-up (Include specific expectations, clearly defined positive behavior, actions that will be taken if behavior continues, dates of future counseling session, etc):

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

I have read this notice and understand it.

Student Signature__________________________________________Date:  ______________

Faculty Name & Signature___________________________________Date:  ________________________
# Foothill College Dental Assisting Program
## Student Grievance

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Clinic</th>
<th>Laboratory</th>
</tr>
</thead>
</table>

Name of Student  ________________________________  

Date of Occurrence ________________________________  

Explanation of Grievance  ______________________________________  
_________________________________________________________________  
_________________________________________________________________  
_________________________________________________________________  
_________________________________________________________________  
_________________________________________________________________  
_________________________________________________________________  
_________________________________________________________________  

Student Signature  ____________________  Date  ____________  

Program Director Signature  ____________________  Date Received  ____________  

(If Program Director is not available, return in form to Program Director’s mailbox)
Dean’s Student Grievance Form

Please complete the following, so the Dean can better understand and/or help you with your problem. This form will be forwarded to the Director in preparation of a meeting. Guests/family members are not permitted in meetings with the Dean.

Name of Student __________________________ Date _________

Student contact information (phone/email)______________________________________________

Program: __________________________________________________________

Problem: _______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Prior to meeting with the Dean, you are required to meet with the Instructor and Program Director in an attempt to resolve this issue. Please indicate the outcome of these meetings:

Date I met with Instructor: ___________ Instructor’s Name: _________________

The outcome of the meeting was:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Date I met with Program Director: ___________ Director’s Name: ____________

The outcome of the meeting was:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please indicate the pages of the student manual or portion of the green sheet that your complaint is in reference to:

________________________________________________________________________________
Foothill College Dental Assisting Program
Student Petition for Continuation in the Program

Each course instructor will specify what is an unacceptable number absences per class. If there is an unacceptable number of absences the student must submit a Petition to Continue identifying alternative activities to replace the missed classes. The alternative activity must be approved by the course instructor. Any absence may jeopardize a student’s ability to satisfactorily participate in the activities of the Dental Assisting Program.

To be completed by the student and submitted to the instructor within two academic days following the last unacceptable absence in the quarter.

Student Name __________________________ Course _________ Quarter _________

Dates of absences _______________________________________________________

Assignments missed: _____________________________________________________

Reasons for unavoidable absences:

Actions you are taking to prevent recurrence of future absences:

Attach documentation (doctor’s note, notice to appear in court, bereavement notice, etc.)

To be completed by the instructor:
Plans for rectifying dental assisting program outcomes:

Student Signature __________________________ Date _____________________

Instructor Signature __________________________ Date _____________________

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## Dental Assisting Schedule 2015-16

* Schedule is subject to change

### Fall 2015 (revised August 2015)

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8:00</strong></td>
<td>DA 53A 8-9 Room 5501 Yamamoto</td>
<td>DA 53A 8-9 Room 5501 Yamamoto</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9:00</strong></td>
<td>DA 62A 9-12, Room 5113 Reed</td>
<td>DA 51A 9-11:30, Room 5113 Miyasaki</td>
<td>DA 71 lecture 9-10:30 Reed Room 5113</td>
<td>UCSF internship Kornegay DH buddy Oct. 1, 8, 29 DA 51A Exams Oct. 16 10 am-12 pm Oct 29, 9-12 pm</td>
<td>DA 51A 9-12, Room 5113 Kornegay Herold</td>
</tr>
<tr>
<td><strong>10:00</strong></td>
<td></td>
<td>DA 51A 10:30-11:20 Miyasaki Room 5113</td>
<td></td>
<td>Lab testing Oct 22, Nov 5, 12</td>
<td></td>
</tr>
<tr>
<td><strong>11:00</strong></td>
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<tr>
<td><strong>12:00</strong></td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>UCSF orientation at FC Nov 19, 9-12 am. UCSF 1-4 pm</td>
<td>LUNCH</td>
</tr>
<tr>
<td><strong>1:00</strong></td>
<td>DA 51A 1:30-3:30 Room 5113 Miyasaki</td>
<td></td>
<td></td>
<td>UCSF Dec. 3</td>
<td>DA 51A 1-4, Room 5113 Kornegay Herold</td>
</tr>
<tr>
<td><strong>2:00</strong></td>
<td>DA 51A lab or Room 5301 Ho 2-5 pm or</td>
<td></td>
<td>DA 51A lab or Room 5301 McCowan 2-5 pm or</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3:00</strong></td>
<td>DA 53A lab Room 5113/5304 Yamamoto/Bararo</td>
<td></td>
<td>DA 53A lab Room 5113/5304 Yamamoto/Bararo</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4:00</strong></td>
<td>2-5 pm</td>
<td>2-5 pm</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>online class</strong></td>
<td>DA 50 online Ho</td>
<td></td>
<td></td>
<td>DA 58 online Murphy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
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</tr>
<tr>
<td>8:00</td>
<td></td>
<td></td>
<td>DA 62B 8-10 room 5113</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Reed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td>DA 60A 9-10:50, Room 5113 Reed</td>
<td>Teeth cleaning or Model trimming 1&lt;sup&gt;st&lt;/sup&gt; three weeks McCowan</td>
<td>Teeth cleaning or Model trimming 1&lt;sup&gt;st&lt;/sup&gt; three weeks McCowan</td>
<td>DA 51B lec 9-10:30, room 5113, Schlechter</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>DA 73: UCSF 8:30-4:20, Ms. Couch</td>
<td>DA 57 10-12 8607 Miyasaki</td>
<td>DA 73: UCSF 8:30-4:20, Ms. Couch</td>
<td>DA 51B lab Schlechter 10:30-12:30</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>DA 56 11-12 Reed 5113</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>DA 73 seminar 12:00-1:00, room 5113 Miyasaki</td>
<td>LUNCH</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:00</td>
<td>LUNCH</td>
<td></td>
<td>DA 53B lecture 1-2, room 5113 Yamamoto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td>DA 53B lab 2:00-5:00, room 5113/5304, Yamamoto Bararo</td>
<td>DA 53B lab 2:00-5:00, room 5113/5304 Yamamoto Bararo</td>
<td>DA 53B lab 2:00-5:00, room 5113/5304 Yamamoto Bararo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
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<tr>
<td>4:00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
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<td>--------</td>
</tr>
<tr>
<td>9:00</td>
<td>DA 60B Room TBA/Reed 9-11</td>
<td>DA 74 internships 8-5, Ho &amp; Reed</td>
<td></td>
<td>DA 74 internships 8-5, Miyasaki</td>
<td>DA 74 9-10/ Miyasaki Room 5113</td>
</tr>
<tr>
<td>10:00</td>
<td></td>
<td>DA 62C Room 5113/Reed 11-1</td>
<td></td>
<td></td>
<td>DA 51C lec Room 5301/TBA 10-12:30</td>
</tr>
<tr>
<td>11:00</td>
<td>DA 60B Room TBA/Reed 9-11</td>
<td>DA 63 Room 5113 11-12/Reed</td>
<td></td>
<td>Lunch break 12:30-1:00</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td></td>
<td>DA 85 lecture Room 51131/ Miyasaki 12-1</td>
<td></td>
<td>DA 51C lab Room 5301/5312 1:00-5 TBA</td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td>DA 53C lab Room 5304/Yamamoto/ Bararo 2-5</td>
<td>DA 53C lab Room 5304/ Yamamoto/ Barao 2-5</td>
<td></td>
<td></td>
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<tr>
<td>3:00</td>
<td>or</td>
<td>or</td>
<td></td>
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<tr>
<td>4:00</td>
<td>DA 85 lab Room 5301/Miyasaki 2-5</td>
<td>DA 85 lab Room 5301/Miyasaki 2-5</td>
<td></td>
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</tr>
</tbody>
</table>
School Schedule

Here
UCSF POLICY FOR HEALTH CARE PERSONNEL INFECTED WITH BLOODBORNE PATHOGENS

I. Preamble:
More than a decade into the AIDS epidemic, all available evidence indicates that human immunodeficiency virus (HIV) transmission from an infected worker to a patient is a highly unlikely and rare event. Nevertheless, the Medical Staff and Medical Center at the University of California San Francisco recognizes that minimizing the transmission of bloodborne and other nosocomial pathogens from infected providers to their patients is of paramount concern. After careful analysis of the risks of transmitting bloodborne infections, including hepatitis B virus and HIV, from infected workers to patients during the performance of invasive procedures or other patient care activities, the UCSF Medical Staff and Medical Center conclude that enforcing a high standard of infection control applicable to all health care personnel is the best strategy for protecting patients from accidental infections.

UCSF has determined that: (1) the risk posed by infected health care personnel who comply with mandated infection control policies and practice standards is minimal, and does not warrant exclusion from patient care activities; and (2) routine screening of health care personnel for the presence of bloodborne infections is not recommended.

In reaching this decision, the following factors were considered: the safety and concerns of the general public, relevant California state laws regarding privacy of patients in regard to HIV testing; policy decisions made by other organizations; the fact that the blood test to determine exposure to HIV may not be conclusive; epidemiologic evidence estimating the magnitude of transmission risks; the potential impact on access to care among patients at risk for bloodborne infections; and the relative risks posed by other hazards associated with patient care activities.

II. Premises:
A. A bloodborne infection is defined as an infection caused by any pathogen present in blood or other body fluids transmissible via the parenteral, mucosal, or non-intact skin route.

B. For the purpose of this policy, an exposure is defined as an incident in which an individual is exposed to the blood or blood-contaminated body fluid of another individual by the parenteral, mucosal, or non-intact skin route.

C. It is the ethical and professional responsibility of health care providers whose blood is the source of a patient exposure to report the exposure and to undergo testing for bloodborne pathogens.
D. Health care personnel include but are not limited to hospital employees, clinicians, laboratory workers, researchers, house staff, students, and volunteers.

E. Invasive procedures are defined as procedures in which the integrity of the skin, mucous membrane, or tissue is interrupted by needles, instruments, or other devices, and where the potential for bleeding exists.

F. Health care workers at risk for bloodborne infections should be encouraged to seek diagnostic testing and medical care when indicated.

G. Health care personnel are entitled to privacy and are not obligated to disclose their bloodborne infection status to patients, colleagues, or administrators.

H. Patients have a right to know that health care workers are not required to have testing for bloodborne infections.

I. All health care personnel are expected to comply with UCSF infection control policies.

III. Statement of Policy
   A. Compliance with UCSF Infection Control Policy.
      Health care workers who violate UCSF infection control policies will be subject to restriction of clinical privileges, work reassignment, or other action which will be determined on a case-by-case basis as deemed appropriate by the responsible department.
   B. Health Care Personnel with Bloodborne Infections.
      1. Health care personnel who are fit for duty as affirmed by their treating physician may continue their regular patient care activities including the performance of invasive procedures regardless of their bloodborne infection status providing that UCSF infection control policies and procedures are followed. Evaluation of health care providers whose fitness for duty is questioned will proceed according to existing mechanisms at UCSF.
      2. UCSF will have available a mechanism to provide confidential consultation to health care workers who are considering modification or discontinuation of their professional activities as a consequence of their bloodborne infection.
      3. When there is compelling evidence that a health care provider has been involved in the transmission of bloodborne pathogens to a patient clinical
privilege and/or patient care responsibilities will be reviewed for appropriate action by the responsible department and a designee from the UCSF Infection Control Committee.

C. Management of Patient Exposures
   1. Patients will be informed that health care personnel are not required to have screening for bloodborne infections.

   2. Patients who sustain an exposure as defined in Premise B will be informed that such an exposure has occurred. UCSF will develop procedures to insure appropriate post-exposure follow-up.

   3. Following a patient exposure as defined in Premise B, it is an ethical and professional responsibility of the source health care worker to undergo testing for human immunodeficiency virus and hepatitis. The test results will be confidential and handled pursuant to appropriate procedures.

Approved by the UCSF Executive Medical Board September 24, 1991
Bloodborne and Infectious Diseases
Policies and Protocols

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

INFECTION DISEASES POLICY

It is the policy of Foothill College Dental Assisting Program to protect the privacy and confidentiality of any faculty members, students or staff members who have tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious disease must consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a dental faculty, student or staff member learns that continuing to provide professional services represents a material risk to patients, the person should so inform the director. If so informed, the director will take steps consistent with the advice of appropriate health-care professionals and with current federal, state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission of the infection to others.

The director will facilitate the availability of testing of faculty, staff, and students for those infectious diseases presenting a documented risk to dental personnel and patients. Hepatitis vaccine and appropriate vaccine follow-up to employees such as faculty and staff will be available in accordance with Occupational Safety and Health Administration (OSHA) regulations. Also, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, all students should (1) demonstrate proof of immunity, (2) be immunized against the hepatitis B virus as part of their preparation for clinical training, or (3) formally decline vaccination. Students who decline to be vaccinated will be required to sign a formal declination waiver form, consistent with procedures promulgated by OSHA for employees. Appropriate faculty, staff, and students are strongly encouraged to be immunized against not only hepatitis B, but other infectious diseases such as mumps, measles, and rubella, using standard medical practices. In addition, the Foothill Dental Assisting Program requires pre-matriculation testing for tuberculosis.

*Based on Resolution 5-93-H and 6-93-H passed by A ADS, 70th session, 3/93 and Foothill College District Risk Mgmt Rec, dated 11/13/92
A COPY OF THE DETAILED AND LENGTHY DOCUMENT IS LOCATED IN CLASSROOM 5301 NEXT TO THE MSDS BINDERS
WHAT IT IS
Since 1913 California Workers’ Compensation law has guaranteed prompt, automatic benefits to workers who become injured or ill because of their jobs. It is mandatory no-fault insurance, paid for entirely by the District to cover medical expenses and help replace lost wages when you are disabled from work because of a work-related injury or illness.

WHO IT COVERS
All Foothill-De Anza Community College District employees and registered volunteers are covered for Workers’ Compensation.

WHAT IT COVERS
Almost any job-related injury or illness is covered from simple first-aid incidents to serious accidents up to and including physical and psychological injuries suffered by victims of violent workplace crime. There are a few injuries that may not be covered depending on how and when they occur particularly injuries that result from voluntary, off-duty recreational, social or athletic activities.

HOW TO REPORT AN INJURY
• Immediately report any injury, no matter how slight, to your supervisor.
• File an accident report form with Campus Health Services within 24 hours.

If your injury is more than a simple first aid case, Health Service will provide you with a Claim Form (DWC-1) to complete and refer you to the Cupertino Medical Center for a medical examination. You can call De Anza College Campus Health Services at (408) 864-8732, Foothill College Campus Health Services at (650) 949-7243 or Human Resources at (650) 949-6225 to request a form by mail. State law requires employers to authorize medical treatment within one working day of receiving the completed form. If you delay reporting your injury or delay completing the claim form, it may result in a delay in receiving benefits; and too long a delay may even jeopardize your right to obtain benefits altogether.

NON-DISCRIMINATION POLICY
The District cannot fire you or in any way discriminate against you because you file a claim, intend to file a claim, settle a claim, testify or intend to testify for the injured worker. If it is found that FHDA discriminated, FHDA may be ordered to reinstate you, reimburse you for lost wages and employment benefits, and pay increased workers’ compensation benefits, costs and expenses up to the maximum amounts set by state law.

BENEFITS

Medical Care
Sedgwick CMS Company, the District’s Third Party Claims Administrator will pay all reasonable and necessary medical costs for your work injury or illness. Medical benefits may include treatment by your doctor, hospital services, physical therapy, lab tests, x-rays, durable medical equipment and
prescriptions. Sedgwick will process payments for all approved medical treatment and there are no copays associated with this medical treatment.

**How to Obtain Medical Care**

**FIRST AID:**
Seek first aid immediately with Campus Health Services.

**EMERGENCY CARE:**
Get help immediately. Call 911 for an ambulance or go to the nearest emergency room, i.e., El Camino Hospital in Mountain View.

**ACUTE AND FOLLOW-UP CARE:**
The District has designated the Cupertino Medical Center as its occupational medical clinic to provide treatment for all work-related injuries. Please obtain a referral form from Campus Health Services for a medical evaluation.

**Temporary Disability Payments**
If you are disabled for more than three (3) calendar days, temporary disability payments will partially replace your wages. The first three calendar days are not paid unless you are disabled for more than 14 days or are hospitalized overnight. You should receive your first payment within two weeks of reporting the injury. You will receive payments every two weeks after that.

Temporary Disability (TD) pays two thirds of your average wage, subject to minimum and maximum amounts set by state law. The payments are tax-free and there are no deductions.

TD Disability payments stop when your doctor says you can return to work or your condition has become Permanent and Stationary (your medical recovery has reached maximum foreseeable improvement). For injuries occurring on or after April 19, 2004, TD payments stop after 104 payable weeks within two years from the date of the first TD payment or after 240 payable weeks within five years from the date of injury for specific long-term conditions such as amputations, severe burns, and certain chronic diseases.

**Permanent Disability Payments**
If a doctor determines that your injury or illness will always leave you somewhat limited in your ability to work, you may be eligible for permanent disability payments. The amount will depend on the type of injury, your age, occupation, date of injury, and how much of the permanent disability was caused by the work injury. There are minimum and maximum amounts set by state law. Payments are made at a regular rate and are spread out over a fixed number of weeks until the total amount has been paid. If you received temporary disability payments, the first permanent disability payment is due within 14 days after the TD payments stopped, if permanent disability is believed to exist. A notice of permanent disability benefits will be sent when TD ends. If you did not receive TD, the first disability payment is due within 14 days after your doctor says your condition is permanent and stationary (your medical recovery has reached maximum foreseeable improvement) and permanent disability is believed to exist. Subsequent payments are made every 14 days until the total amount is paid.

**Death Benefits**
If the injury or illness causes death, payments may be made to relatives or household members who are financially dependent on you. The amount is set by state law and depends on the number of financial dependents. Payments are made at the same rate as temporary disability. A burial allowance is also provided.

**Supplemental Job Displacement Benefits (SJDB)**
If you have supplemental disability and you do not return to work within 60 days after your temporary disability ends, and the District does not offer modified or alternative work, you may qualify for a non-transferable voucher payable to a school for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law based on your percentage of permanent disability. SJDB is a benefit for injuries occurring on or after January 1, 2004.

**If Benefits are Denied**
You have the right to disagree with any decision affecting your claim. Call your claims administrator (Octagon) to see if you can resolve any disagreement.

**Primary Treating Physician (PTP)**
Your primary treating physician (PTP) is the doctor with overall responsibility for treating your work injury or illness and for coordinating care with other providers. The PTP decides what types of medical care you need; whether there are temporary or permanent medical limitations or restrictions on your ability to perform work; and when you are able to return to work. If the injury results in some degree of permanent disability, the PTP will measure the disability and report the findings to the claims administrator. The PTP will also report whether you will need medical care in the future. As part of your Worker’s Compensation benefits, the District will provide you with a PTP.

**Personal Physician (M.D. or D.O.)**
If you have a personal M.D. or D.O. and you wish to designate this physician to be your PTP, you must do so in writing before the injury occurs. Please note that the physician must agree to treat you for a work-related injury or illness before the injury occurs.

**One-Time Right to Change PTP**
You have the right to change your PTP one time within 30 days after your initial visit. Thereafter, you can request this change at any time. This can be any physician of your choice as long it is an appropriate physician for your injury and within a reasonable geographic area.

**If You Have Other Questions**
You can contact an information and assistance officer at the State Division of Workers’ Compensation (DWC) at 1-800-736-7401 for information on rights, benefits and obligations.

**Employer Representative**
Foothill-De Anza Community College District  
Attn: Christine Vo, HR Department  
12345 El Monte Rd  
Los Altos Hills, CA  94022  
Tel: (650) 949-6225  
Fax: (650) 949-2831

**Claims Administered by:**
Sedgwick CMS Company  
P. O. Box 2063  
Oakland, CA  94604  
Tel: (510) 302-3000  
FHDA is self-insured

**De Anza College Health Services**
Tel: (408) 864-8732

**Foothill College Health Services**
Tel: (650) 949-7243
WORKERS COMPENSATION FRAUD IS A FELONY
Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers’ compensation benefits or payments is guilty of a felony.