



**Minnesota
North College**

**DENTAL ASSISTING
PROGRAM**

STUDENT HANDBOOK

2022-2023



The Minnesota North College Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA)

TABLE OF CONTENTS

Minnesota North Mission Statement/Dental Assisting Program Mission Statement	4
Program Facts	5
Dental Assisting Faculty	5
Admissions	6
Criminal Background Checks	6
Authorization Release Form- Background Checks	7
Immunization Records	8
CPR Certification	8
Dental Clinic Observation	8
Minnesota Driver's License	8
Liability Insurance	8
Authorization for the Release of Student Information	9
Course Requirements	9
Service Learning	10
Re-admission	10-11
Academic Integrity Policy	11-12
Minnesota North College Dental Assisting Department Social Media Policy	12-13
Attendance	13-14
Communication/Computer Requirements	14
Communication	14
Star Alert Emergency Notification System	14
Class Cancellation and Campus Closing	15
HCC Tobacco/Electric Cigarette Use Policy 5.8	15
Confidentiality/HIPPA	15
Student Supplies and Course Material Costs	15-16
Dental Assisting Examination Fees	16
Dress Code Policy	16-17
Department Facilities	17
Cell Phone Policy	18
Internship Information	18-19
Transportation	19
Bloodborne Pathogens Exposure	19

Student Services	19
Academic Center	19
Financial Aid	19
Scholarships	20
Disability Services	20
Affirmative Action	20
TRIO SSS/Upward Bound	20
Food Shelf	20
Veteran's Resource Center	20-21
Counseling/Career Center	21
Bookstore	21
Emergency Procedures	21
Dental Assisting Course Schedule Fall – Spring	22-24
Dental Assisting Program Planning Form	23-24
Infectious Control Policies and Procedures	25-27
Minnesota North College Exposure Control Plan	27-39
Student Statement of Understanding and Release Dental Assisting	40-41
Student Hepatitis B Vaccine Waiver	42
Laboratory Protocol and Safety Rules	43-44
Dental Assisting Program Infection Control Protocol	45-54
Dental Assisting Program Radiographic Policy	55-57
Managing Emergency Situation Policy	58-59
Nitrous Oxide Policy	60
Student Intervention	61-62

Minnesota North College Mission Statement

Minnesota North College* prepares lifelong learners and engaged citizens through inclusive, transformative experiences reflecting the character and natural environment of the region.

Minnesota North College Vision Statement

Minnesota North College* will be the premier provider of life-changing education and the catalyst for regional prosperity.

Dental Assisting Program Mission

“To provide the dental assistant student with the basic theory needed to understand and assume the responsibilities of a dental assistant.”

The Dental Assisting program at Minnesota North College is a 10-month program serving a diverse dental community throughout the area. Our program meets the needs of the dental assisting student, offering didactic, laboratory, pre-clinical and clinical training which will prepare the student to successfully complete the DANB Certification and Minnesota Licensure examinations. This course will prepare the student for employment in various areas of dentistry.

The program is committed to student learning, documented by student learning assessment and program evaluation. This will assist the student in becoming a productive member of the dental team. The program promotes lifelong learning through participation in continuing education, community projects and attendance at local and state dental meetings.

PROGRAM FACTS

The Dental Assisting Program was established in 1968. This program is designed to meet the American Dental Association's Commission on Dental Accreditation Standards for Dental Assisting and the clinic skills and competencies as designated by the State Dental Practice Act of the Minnesota Board of Dentistry.

PROGRAM LENGTH

Two semesters – including internship
40 total credits (diploma)

Three semesters – extra internship
60 total credits (AAS)

PREREQUISITES

High School diploma or GED

FACULTY

Dawn Robillard, Program Director/Instructor
Office: 218-293-6895
E-mail: dawn.robillard@minnesotnorth.edu
Office in Room: C143

Jolene Stevenson, Program Instructor
Office: 218-293-6902
E-mail: Jolene.stevenson@minnesotnorth.edu
Office in Room: C141

Admissions

Admissions Process for New Students

1. Apply to Minnesota North College (\$20.00 application fee)
2. Request high school and college transcripts to be sent to Minnesota North College
3. Complete and turn in immunization form
4. Apply for Financial Aid at fafsa.ed.gov our school code: 002355
5. Scholarships: <http://minnesotanorth.edu/financial-aid/types-of-aid/grants>
6. Contact **Dawn Robillard** (DA Program Director/Instructor, regarding 8-hour office shadow) 218-293-6895 or dawn.robillard@minnesotanorth.edu
7. Complete the Accuplacer Placement Test (If needed)
8. Meet with **Mary Iozzo** (Dental Assisting Program's Advisor) 218-403-9228 to register for courses

CRIMINAL BACKGROUND CHECKS

An integral part of the Dental Assisting Program is the clinical practice portion. To provide this experience, the College contracts with local clinical facilities. Some facilities impose certain requirements on persons working at their facilities, including criminal background checks. A facility may check your criminal background and could use the results to refuse to accept you at its facility. If you refuse to cooperate in the criminal background check, the clinical facility will refuse to accept you. The Dental Assisting Program does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from the Dental Assisting Program.

The Minnesota Board of Dentistry Criminal Background Checks

The Minnesota State Legislature passed into law on August 1, 2013, the requirement for all state health Regulatory Boards to require a Criminal Background Check (CBC) on initial applicants for licensure and applicants for reinstatement of license. The Minnesota Board of Dentistry will implement this process **starting May 1, 2015. ALL applications received on or after May 1, 2015 will require a Criminal Background Check.**

AUTHORIZATION FOR THE RELEASE OF STUDENT BACKGROUND STUDY INFORMATION

TO WHOM IT MAY CONCERN:

I _____ hereby authorize
Minnesota North College
1515 E. 25th Street
Hibbing, MN 55746
218-403-9200

To release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the Dental Assisting program at Minnesota North College. This information may be released to the following facilities:

All Minnesota North College Clinical Facilities

I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement in its Dental Assisting program.

I understand that I am not legally obligated to provide this information. If I do provide it, the data will be considered private data under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents. This authorization expires one year from the date of my signature.

Dated: _____

(Name of student) (Date of birth)

(Street address)

(City) (State) (Zip code)

Immunization Records

Admissions to Minnesota North College requires students to complete and turn in immunization forms.

Conscientious Objectors to Immunizations

If a student is a conscientious objector to immunizations, documentation of this status must be provided to the Dental Assisting Director to be placed in the student's file. If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility. The dental assisting program does not guarantee an alternative facility placement, and if no alternative facility placement is available, the student cannot complete the clinical requirements of the program.

CPR Certification

Evidence of current CPR (also known as BLS or Basic Life Support) certification is required by the first week in October. The American Heart Association's "Basic Life Support Healthcare Provider" or the American Red Cross' "CPR for the Professional Rescuer" meet CPR certification requirements. The Minnesota Board of Dentistry will only accept the above listed CPR requirements. The student is responsible for providing a copy of their current CPR certification to the Dental Assisting Program Director by the deadline and for keeping their certification current through August of the graduating year. If CPR certification is not current, the student will not be allowed to attend clinical until he/she provides evidence of current CPR certification.

Dental Clinic Observation

8 hours of Job Shadow is to be completed by the first day of classes in the fall semester. If student signs up for the program after the first day of classes in the fall semester, the dental clinic observation is to be completed by the first week of October of the current school year. The student is responsible for providing a copy of their Dental Clinic Observation to the Dental Assisting Director by the deadline. If Dental Clinic Observation is not completed by the deadline, the student will not be allowed to attend clinical until he/she provides evidence of completed Dental Clinic Observation.

Minnesota Driver's License

A valid Minnesota Driver's license must be held and remain current through August of the graduating year. The student is responsible for providing a copy of their Minnesota Driver's License to the Dental Assisting Director by the first week in October. If a copy of a valid Minnesota Driver's License is not completed by the deadline, the student will not be allowed to attend the Minnesota North Dental Assisting program until he/she provides evidence of a valid Minnesota Driver's License.

Liability Insurance

Dental Assisting liability insurance is required. The cost of this insurance is covered by course tuition.

Authorization for the Release of Student Information

Clinical agencies may require that the full names, birthdates, and/or social security numbers of students who will participate in clinical experiences at their facility be provided to them. Clinical agencies may review a student's file, including CPR certification, immunizations, and background study information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, Minnesota North College does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student is not able to complete clinical requirements of the program and is therefore not eligible to progress in the program.

Course Requirements

Dental Assisting courses must be successfully completed in sequence to be eligible to graduate and take the Minnesota Jurisprudence Exam, Dental Assisting National Board (DANB) exams and the Minnesota Dental Assistants Licensure Exam (LDA).

Evaluation is an important part of the Program. **The course syllabus will identify the requirements for successful completion.** These requirements will make up the grade for each course. Throughout the Dental Assisting Program the same criteria for completion will be used.

- Written Tests: Refer to individual course syllabus.
- Written Assignments: Refer to individual course syllabus.
- Procedure Checklists: Refer to individual course syllabus.
- Late Assignments: Refer to individual course syllabus.

For Infection Control, Expanded Duties 1, X-Ray 1, Dental Anatomy 1, Dental Science, Dental Lab, Chairside 1, Expanded Duties 2, X-Ray 2, Dental Anatomy 2, Chairside 2, Office Management, Extramural, Nutrition and Dental Health, Nitrous-Oxide Inhalation Sedation course points will be totaled throughout the semester and the letter grade will be based on a percentage of total points:

- 90-100%: A
- 80-89%: B
- 70-79%: C
- 60-69%: D

Student Achievement

A "C" (70%) or better must be attained in all Fall semester courses which include: general education, general studies and program courses, in order to move on to the Spring semester. Students must attain a "C" (70%) or better In the Spring semester program courses in order to graduate from the Dental Assisting program.

Service Learning

Service learning links academic study to community service through structured reflection; it engages students in responsible and challenging community service; it provides structured opportunities for students to reflect critically on their experiences; and it emphasizes learning in areas such as communication, critical thinking and community involvement. The Dental Assisting Program believes service learning is valuable for two fundamental and interrelated reasons: (1) service as a form of practical experience enhances learning in all areas of a college's curriculum; and (2) the experience of community reinforces moral and civic values inherent in serving others. Service learning hours are a mandatory curriculum requirement for the Dental Assisting Program. A student will have until the end of fall semester to complete 8 hours, the fall requirement and at the end of spring semester to complete the 4 hours, spring requirement. A deadline will be given to the student at the start of each semester.

Re-admission

Students who **fail** any Dental (DAS) courses during fall semester will be terminated from the program and will **NOT** be allowed to continue on for spring semester of that current school year. Students wishing to pursue a Dental Assisting profession can reapply for the following fall semester and will need to retake ALL Dental Assisting courses regardless if they had received a passing grade.

Students may be re-admitted to the Dental Assisting program one (1) time within one (1) year of their last semester attended. Students who wish to be considered for re-admission to the dental assisting program must submit a written request to the Dental Assisting Program Director. Requests for re-admission must be received one month preceding the application deadline. The written request should provide evidence to support re-admission, including a written plan of action which identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success. The decision to re-admit a student to the Dental Assisting program is made by the Dental Assisting Program Director and Dental Assisting faculty. The student will be notified in writing of re-admission status. If re-admission is granted, it will be on a space-available basis. If the student is unsuccessful in a dental assisting course during fall semester after re-admission, the student is ineligible to progress in the program. After two attempts to complete the Dental Assisting Program without success, the student is ineligible for readmission to the Dental Assisting Program at Minnesota North College.

Students who pass fall semester but decide not to continue in the program

Students who pass all courses fall semester but choose not to continue in the program will be allowed to return the next fall semester. The courses that need to be retaken will be determined by the Dental Assisting Program Director and Dental Assisting faculty. The student must return within 1 academic school year.

Student Removal from the Dental Assisting Program

Students enrolled in the Dental Assisting Program at Minnesota North College (MNC) accept the moral and ethical responsibilities that have been credited to

the profession of dentistry and are obligated to uphold and adhere to the professional Code of Ethics established by the American Dental Association. The Dental Assisting program at Minnesota North College has an obligation to graduate students who will provide safe, competent dental care and uphold the moral and ethical principles of the profession of dentistry. Therefore, students who fail to meet the moral, ethical, or professional behavioral standards of the Dental Assisting program are not eligible to progress in the dental assisting program. Students who do not meet academic or clinical standards and/or who violate the student Code of Conduct as described in the Minnesota North College Student Handbook and the Dental Assisting Program Policies are also ineligible to progress in the Dental Assisting program. Behaviors that violate academic, moral, and ethical standards include, but are not limited to, behaviors described in the Minnesota North College Student Handbook Code of Conduct as well as:

- unsafe behavior in a clinical setting;
- academic dishonesty (see examples outlined in college handbook);
- behaviors that violate the Student Code of Conduct (see examples outlined in the college handbook);
- transgression of professional boundaries;
- breaching of confidentiality/HIPAA (including any type of social media breach);
- physical abuse, verbal abuse, threats, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
- behavior unbecoming of the Dental Assisting Profession

<https://www.ada.org/en/about-the-ada/principles-of-ethics-code-of-professional-conduct>

*Note: The above violations include behaviors conducted either in person or via “smart” technology and/or social media.

Academic Integrity Policy

Academic integrity is one of the most important values in higher education and the dental assisting profession. This principle requires that each student’s work represent his or her own personal efforts and that they student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. Minnesota North College Dental Assisting students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

Types of Academic Dishonesty

- Plagiarism: Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another’s work without acknowledging the source.
- Cheating: Using. Or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g. cheat sheets or copying from another’s paper, test, and/or homework

- Fabrication: Inventing or falsifying information: for instance, creating data for a required lab experiment that was not done or was done incorrectly.
- Enabling Academic Dishonest: Assisting others in committing an act of academic dishonesty.
- Deception or Misrepresentation: lying about or misrepresenting your academic work or academic records.
- Multiple Submission: Submitting work without an instructor's permission as if it is new work, even though it has already been used in another class.

Policy Implementation Notification: In each class students will be notified about that class process regarding academic dishonesty. That notification is most often stated in the class syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college's Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences in the class for any infraction.

Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the charge,
2. Presentation of the evidence supporting the charge,
3. An opportunity to respond,
4. Notification of the consequences,
5. Information about the appeal process.

Consequences: There is a range of options available to instructors and the director for dealing with cases of academic dishonesty. Consequences for a student in a particular class may include, but are not limited to, failing the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, and/or having the charge dropped. Consequences for a student in a particular program may include removal from a program in addition but not limited to the above consequences.

Documentation: A written summary (letter) identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be kept by the instructor or director and sent to the appropriate Academic Dean.

Minnesota North College Dental Assisting Department Social Media Policy

Student dental assistants have a responsibility to understand the benefits and consequences of participating in social media. This includes both personal and professional social media use. A common myth with social media is that the communication or a post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual's social media without permission of the student. Dental Assisting

requires the highest level of ethics at all times and dental assisting students are expected to comply with the rules of the Dental Assisting Department and the ADA Code of Ethics in their social media use. Unprofessional behavior with social media that is reported to the Dental Assisting Program Director and/or the Dental Assisting faculty will be investigated. If a preponderance of evidence is found that the student is in violation with this policy, disciplinary action will be taken. This may include probation, removal from the program, reporting to a place of employment, clinical agency, and/or the Minnesota Board of Dentistry. Dental Assistants have an ethical obligation to report when others are engaging in unprofessional behavior. This could include reporting to an instructor, Dental Assisting Program director, employer, or Minnesota Board of Dentistry.

Students must ask for and receive permission prior to taping the instructor in classroom, lab, or office areas. Unless permission to tape has been asked for and received, taping is not allowed. Students may not take pictures in the classroom, lab or clinical setting unless permission has been given by the instructor.

Students who fail to adhere to the Minnesota North College Student Code of Conduct and the moral and ethical standards outlined in the handbook are ineligible to progress in the dental assisting program.

Students with concerns are encouraged to first discuss issues with faculty. If a student is unable to resolve issues to his/her satisfaction, the student is directed to the Academic Dean.

Attendance

Part of your grade may consist of the instructors' assessment of your performance and willingness to participate. Attendance is vital so as not to miss new information that is presented. It is very difficult to recapture the instruction that is missed, as vast amounts of materials are presented during each class. Missing a class can have a direct effect on overall student performance as well as, effect fellow classmates.

If a class is missed, it is the students' responsibility to get the missed materials. Instructors will NOT provide lecture notes. If laboratory and/or clinic time is missed the student may be required to make up the hours missed.

Students not in attendance on the day an assignment is due, will be expected to turn the assignment(s) in the next school day, if the course syllabus permits this. Students not in attendance on the day a test(s) is given may or may not be allowed to make up a test. This will be determined on whether the absence is excused or unexcused. Refer to each course syllabus.

Clinical attendance may be excused for the following extenuating circumstances:

- Student injury, illness, or hospitalization – doctor's statement required*
- Family member hospitalization* – doctor's statement required*

- A death in the family** – documentation required*
- Court-ordered appearances – documentation required*
- Military service, call to active duty – documentation required*
- Religious observation – documentation required*

There are two types of absences:

EXCUSED - Attendance requirements are outlined in each course syllabus.

UNEXCUSED - is defined as "no call- no show." A reduction in a grade may occur due to this type of absence. Excessive absences may result in dismissal from the program. Further attendance requirements are outlined in each course syllabus.

*Note: documentation for above excused absences must reflect date of absence
Any other unforeseen extenuating circumstances not listed above will be reviewed by faculty and the Dental Assisting Program Director on a case by case basis.

Communication/Computer Requirements

All students must have access to a computer, printer, and the Internet with greater than dial-up speed required in order to meet academic demands of the Dental Assisting program. For online exams and quizzes, it is strongly recommended that a student uses a computer with high-speed internet and a wired connection. It is the student's responsibility to assure internet connection meets D2L Brightspace requirements. Students are accountable for any technical difficulties that may occur during testing if D2L Brightspace requirements are not met. At a minimum, computers must be equipped with Windows XP or higher, Adobe Acrobat Reader, and Microsoft Office (Word, PowerPoint, Office). New D2L updates allow students to see Word docs and Adobe docs. Students will now have access to Office 365 also. Computers and printers are available for student use at the library and computer labs. Students requiring assistance with computer-related issues should contact the Help Desk at 218-403-9212.

Communication

Minnesota North College e-mail is the official means of communication with students. All students are expected to check their Minnesota North College e-mail and D2L Brightspace frequently for official communication, including course updates, assignments and announcements from the dental assisting faculty.

Star Alert Emergency Notification System

Star Alert is an emergency notification system which a student can voluntarily register for. This alert system is designed to send an emergency alert via text messaging to the student registered cellular phone.

Local television and radio stations will carry official announcements of class cancellations and/or closing of Minnesota North College Hibbing campus.

Class Cancellation and Campus Closing

If classes are cancelled, students do not have to come to school; they are excused. If campuses are closed, classes are also cancelled. If classes are running late, students are to come to school at the time indicated that the campus will open and courses will be in session. If it is a clinical date and classes are running late (2 hours or more), then clinical will be cancelled.

MNC Tobacco/Electric Cigarette Use Policy 5.8

5.8 Tobacco Free Policy and Procedure

PURPOSE:

Minnesota North College has adopted a tobacco-free and electronic free cigarette-free (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, tobacco-products, and other tobacco or non-prescribed nicotine products) policy prohibits the use of all tobacco and electronic cigarette free products within college buildings and state-owned and leased vehicles.

Confidentiality/HIPAA

All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientation. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines. Patients have a legal right to confidentiality related to all aspects of their care, and professional dental assistants have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

*Failure to adhere to HIPAA regulations may result in probation or program dismissal.

Student Supplies

The student is responsible for personal purchase of the following:

1. Combination lock – NOT a key lock (Optional)
2. Safety glasses (bookstore)
3. Red/blue pencil (bookstore)
4. Typodont w/oral cavity cover (NEW, not used – bookstore)
5. Alginate (start with 2, buy additional at bookstore if needed)
6. Nametag (bookstore will order)
7. Minnesota North College Fleece (bookstore)
8. Uniforms/shoes
9. Textbooks (Current editions only/NO used workbooks – bookstore)

Textbooks

Textbooks must be the current edition. Textbooks can only be used if they are the current edition. Used workbooks are not allowed. Textbooks are sold in bundles in the bookstore (students save by buying in a bundle)

Dental Assisting Examination Fees –NOT INCLUDED IN YOUR TUITION

Minnesota Ethics and Jurisprudence (\$60.00)

Minnesota Dental Assisting Licensure Examination (\$70.00)

Dental Assisting National Board Examination (DANB) – (\$450)

IMMUNIZATIONS:

Required-Hepatitis series-fees vary for this.

Dress Code

WHILE ON CAMPUS AND DURING INTERNSHIPS, DRESS SHOULD BE IN AN APPROPRIATE MANNER AS TO NOT DISTRACT FROM STUDENT LEARNING.

UNIFORMS - need to be worn every day, unless the instructor says otherwise.
Uniforms need to be laundered separately.

- **Student uniform:** Solid lab coat and pants in the designated colors (no black as the instructors wear this color). Print scrub tops to match the lab coat and pants OR a solid scrub top that matches the lab coat and pants.
- **Lab coat** is to be worn over the student's clinical uniform. **NO** sweaters may be worn over the lab coat. (only white)
- Long sleeve crew neck T-shirts may be worn under the scrub top on lab days and if worn on patient clinical days, a lab coat must be worn over the long sleeve crew neck T-shirt. These long sleeve T-shirts need to be black or gray and without designs or texture on them.
- **Shoes** – plain black nursing shoes or black leather tennis shoes with minimal color- black or white **crew socks**.
- Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must never touch the floor.
- Pants must have a waist-rise high enough that **NO** undergarments are observable.
- Uniforms must be pressed and cleaned.
- Student **nametag** must be worn at all times when students are in uniform.
- No more than one ring may be worn.
- Only one small post earring may be worn in each earlobe. No hoop or dangle earrings.

- No bracelets. The only accepted bracelet is a medic alert.
- **Safety glasses** must be worn during all dental procedures during lab and clinical times.
- No visible body piercing (eyebrow, tongue, nose) or tattoos are allowed. A clear plug may be worn.
- If the student has a visible tattoo, it must be covered with clothing or some other means (band-aid, etc.)
- Tongue Studs are considered unacceptable and cannot be worn during clinical times.
- Hair must be short (not touching the shoulders) or pulled back.
- The student must be well-groomed and free from offensive odors. Male students must have or have neatly-groomed beards and sideburns.
- Odors may cause adverse physical responses from patients and classmates; therefore, smoking is NOT allowed while in uniform so that no odor of smoke is present on the uniform, and no fragrances maybe worn, including cologne, perfume, body lotion, scented hair spray, or after-shave lotion.
- Nails MUST be short and clean. Acrylic or false nails are **NOT** permitted for infection control and safety purposes.
- **Students may NOT chew gum** – all students should brush their teeth after lunch and mouthwash is available in the clinic area.

*****If a student does not meet the dress code policy for 2 consecutive clinical lab times, the student will not be able to attend future clinical labs until the dress code policy is adhered to.**

The student is expected to adhere to any additional dress code policies required by clinical agencies. Failure to comply with the uniform or dress code policy may result in dismissal from the clinical area

For infection control purposes, lab coats are NOT to be worn out of the clinical/lab area. The student may bring a sweater or sweatshirt to wear OUTSIDE the clinical/lab area.

Department Facilities

1. Facilities and equipment must be maintained at a level of neatness and cleanliness appropriate for a health occupation.
2. Equipment will be used only with the permission of a dental assisting instructor. An instructor must be present during the use of most equipment.
3. Students from other departments will be allowed in the dental assisting department only for scheduled appointments and/or the approval of a dental assisting department instructor.
4. Clinical supplies and equipment are not for personal use.

Cell Phone

Cell phones are **NOT** to be used in any manner during or within the Dental Assisting class times. Cells may be used on your break times or during lunch in other areas and not in the classroom areas. **Cell phones need to be turned off during these times.**

Students who use their cell phones in any manner and are caught during these times will be asked to leave the classroom for the remainder of that class time. Classroom time should be respected just like employment time.

If repeated usage continues you will be subjected to further disciplinary action which may even result in the termination from the program.

During test times, cell phones will be placed out on the students desk and turned face down.

Any texting during test times will be cause for termination from the program.

INTERNSHIP INFORMATION:

The internship consists of seven credits, a minimum of 300 hours.

Each student will be required to **complete two** different clinical rotations.

The major portion of the students' time in clinical assignments must be spent actually assisting with or actively participating in patient care.

The clinical facility must practice and utilize four handed dentistry concepts of dental auxiliary utilization.

The training supervisor must be an extension of the academic instructor that will ensure a quality learning environment, along with providing written progress performance evaluations that will be discussed with the student at a midway and exit conference.

Attendance is required for each scheduled internship day. Unexcused absences may result in dismissal from the program.

The clinical facility must assure that the student will not replace a regular employee during his/her internship rotation.

A written agreement must be established between the institution and the clinical facility before an internship rotation starts and will be signed by all parties involved and a copy will be mailed to the clinical facility for their records.

Upon acceptance of an intern an agreement outlining the commitments of the institution, the training station and the students will be provided with the contract. This agreement will also stipulate the provisions for its termination. A copy providing this information is enclosed with this packet of information for your

review and also will be included each time a student contracts an internship with the clinical facility.

Dental Assisting internships **are not paid** employment. Internship is part of the curriculum and job placement is not guaranteed.

Many students stay at home or with relatives and do not have to pay for the living expenses.

Financial Information for Internship during Spring Semester

Students will be expected to take 7 credits of Internship Course.

Transportation

Classroom and clinical experiences are provided at a variety of settings around the region. Students are required to provide transportation to and from these settings.

Bloodborne Pathogens Exposure

Students participating in lab and clinical experiences are responsible for adhering to universal blood and body substance precautions to prevent exposure to blood and body substances infected with bloodborne diseases. An exposure can be caused by the splattering of blood, body fluids, or other potentially infectious substances into the eyes, mouth, mucous membranes, or non-intact skin. An exposure can also be caused by a punctures from a contaminated needle or other sharp object. In the event of an exposure in the dental assisting lab, report the incident immediately to supervising faculty. In the event of an exposure at a clinical agency, the exposure should be immediately reported to the clinical faculty, and the dental assisting director. The exposure policy of the clinical agency and dental assisting program must be followed. Costs associated with exposure or injury that occurs while at clinical will be covered as outlined in the clinical contract. **Students must carry health insurance.** Students are responsible for any costs incurred from an exposure.

Student Services

Resources and services are available to students. Contact number: 218-403-9200

Academic Center

The Academic Center peer and professional tutors help prepare students for achievement in college classes. The services coordinated through this area include computer-assisted instruction, study group facilitation, supplemental instruction, and tutoring services.

Financial Aid

The Financial Aid Office at Minnesota North College has developed a comprehensive financial aid program based on federal, state, institutional and private resources to help cover the cost of education. Minnesota North College

annually awards assistance to about 70% of its student body. The Minnesota North College Financial Aid staff encourages all students to apply for financial aid.

Scholarships

The Minnesota North College Foundation is a nonprofit organization formed to solicit, receive and administer gifts, grants, bequests, and donations. Providing financial assistance in the form of scholarships to students at Minnesota North College is central to the mission of the Foundation. Scholarships are available for nursing students. Class announcements and/or emails are sent to communicate any opportunities for students to apply.

Accessibility Services

An affirmative action, equal opportunity employer and educator. Minnesota North College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Accessibility Services, Jennifer.boben@minnesotanorth.edu or 218-403-9219, office M 128 to meet and discuss reasonable and appropriate accommodations for your plan. The accommodations authorized in your plan should be discussed with your instructor. All discussions will remain confidential.

Affirmative Action

Minnesota North College endorses and implements a policy of equal opportunity for all students regardless of race, color, religion, national origin, ancestry, disability or sexual orientation. If you have any concerns see the Student Handbook or contact the Human Resources Department

TRIO SSS/Upward Bound

This Student Support Services program serves up to 260 Minnesota North College students every year. The focus of student support services is to foster an institutional climate supportive of the success of low-income, first generation college students and individuals with disabilities. Areas of additional support to increase retention, graduation, and transfer include academic advising, access to technology, financial aid advising, career advising, coordinating campus visits, and transfer plans to four-year institutions.

Food Shelf

Minnesota North College's Hibbing campus has a well-stocked food shelf with dry, refrigerated, and frozen goods. Students are made aware of this resource, including location, during course and program orientations.

Veterans Resource Center

The Veterans Resource Center provides information and support to military veterans, their families, and community members. The goal of the Center is to provide a welcoming environment for all who visit or seek services. The Center has, or can locate, information related to veterans' services, financial resources,

scholarships, veteran and family support activities, and other community services.

Counseling/Career Services

- The counselor role positions serve to develop and implement retention programming (i.e., new student orientation, interventions for at-risk students, etc.) and council students who are seeking personal and career counseling services.
- The advisor role positions serve to assist students with +80% of their questions regarding financial aid, admissions and academic advising.
- A pool of “generalist” support staff is available at the business area windows for student needs. Generalists can assist students with:
 - Making an appointment with a counselor or advisor
 - Answering other records and registration questions

Bookstore

The Minnesota North College Bookstore is open throughout the school year and sells new and used textbooks, back packs, clothing, candy, and other school supplies. The bookstore also offers online ordering for textbooks and online buyback. The bookstore posts a schedule on the website of buyback dates throughout the year.

Emergency Procedures

Emergency information and procedures can be found in each classroom. Please take time to review these procedures.

DENTAL ASSISTING PROGRAM - COURSE SCHEDULE TERM: FALL

Assigned Classroom: Check your individual course schedule for assigned rooms.

Online Courses (asynchronous): DAS 1507 Dental Anatomy I, DAS 1520 Dental Science, DAS 1528 Infection Control

Hybrid (Lecture online / lab face-to-face): DAS 1512 Chairside 1 Lecture, DAS 1501 X-ray Lecture, DAS 1525 Expanded Duties Lecture

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:50	1525 Expanded Lab Section 1 D. Robillard 1517 Dental Lab Section 2 J. Stevenson	1512 Chairside 1 Lab Section 2 J. Stevenson 1501 X-Ray Lab Section 1 D. Robillard	1525 Expanded Lab Section 3 D. Robillard 1517 Dental Lab Section 2 J. Stevenson	1501 X-Ray Lab Section 4 D. Robillard	Make Up Labs Times TBA
10:00-11:50	1525 Expanded Lab Section 2 D. Robillard 1517 Dental Lab Section 3 J. Stevenson	1512 Chairside 1 Lab Section 1 J. Stevenson 1501 X-Ray Lab Section 3 D. Robillard	1525 Expanded Lab Section 2 D. Robillard 1517 Dental Lab Section 1 J. Stevenson	1501 X-ray Lab Section 5 D. Robillard	
Lunch 12:00-12:50					
1:00-2:50	1525 Expanded Lab Section 3 D. Robillard 1517 Dental Lab Section 1 J. Stevenson	1512 Chairside 1 Lab Section 3 J. Stevenson 1501 X-Ray Lab Section 2 D. Robillard	1525 Expanded Lab Section 1 D. Robillard 1517 Dental Lab Section 3 J. Stevenson	1501 X-Ray Lab Section 6 D. Robillard	
3:00	////////////////	////////////////	////////////////	////////////////	////////////////

DENTAL ASSISTING PROGRAM - COURSE SCHEDULE TERM: SPRING

Online Courses (asynchronous): DAS 1547 Dental Anatomy II, DAS 1530 Office Management, DAS 1504 Nutrition

Hybrid (lecture online/lab face-to-face): DAS 1552 Chairside II, DAS 1582 Nitrous Oxide, DAS 1542 X-Ray II, DAS 1529 Expanded Duties

Assigned Classroom: Check your individual course schedule for assigned rooms.

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:50	DAS 1572 Extramural //////////////////// //////////////////// ////////	DAS 1552 Chairside Lab Section 1 J. Stevenson DAS 1529 Expanded Lab Section 2 D. Robillard	DAS 1542 X-Ray Lab (clinic) Section 2 D. Robillard DAS 1529 Expanded Lab (clinic) Section 1 J. Stevenson	DAS 1542 X-Ray Lab (clinic) Section 3 D. Robillard DAS 1529 Expanded Lab (clinic) Section 4 J. Stevenson	DAS 1542 X-Ray Lab (clinic) Section 5 D. Robillard DAS 1529 Expanded Lab (clinic) Section 6 J. Stevenson
10:00 – 11:50	//////////////////// //////////////////// //////////////////// //////////////////// //////////////////// //////////////////// //////////////////// ////////	DAS 1552 Chairside Lab Section 2 J. Stevenson DAS 1529 Expanded Lab Section 3 D. Robillard	DAS 1542 X-Ray 2 (clinic) Section 1 D. Robillard DAS 1529 Expanded Lab (clinic) Section 2 J. Stevenson	DAS 1542 X-Ray 2 (clinic) Section 4 D. Robillard DAS 1529 Expanded Lab (clinic) Section 3 J. Stevenson	DAS 1542 X-Ray Lab (clinic) Section 6 D. Robillard DAS 1529 Expanded Lab (clinic) Section 5 J. Stevenson
12:00 -1:50	//////////////////// //////////////////// //////////////////// //////////////////// //////////////////// //////////////////// //////// //////////////////// ////////	DAS 1552 Chairside Lab Section 3 J. Stevenson DAS 1529 Expanded Lab Section 3 D. Robillard	DAS 1542 X-Ray Lab (clinic) Section 2 D. Robillard DAS 1529 Expanded Lab (clinic) Section 1 J. Stevenson	DAS 1542 X-Ray Lab (clinic) Section 3 D. Robillard DAS 1529 Expanded Lab (clinic) Section 4 J. Stevenson	DAS 1542 X-Ray Lab (clinic) Section 5 D. Robillard DAS 1529 Expanded Lab (clinic) Section 6 J. Stevenson
2:00 – 3:50	//////////////////// //////////////////// //////////////////// //////////////////// ////////	DAS 1542 X-Ray Lab (clinic) Section 6 D. Robillard DAS 1529 Expanded Lab (clinic)	DAS 1542 X-Ray Lab (clinic) Section 1 D. Robillard DAS 1529 Expanded Lab (clinic)	DAS 1542 X-Ray Lab (clinic) Section 4 D. Robillard DAS 1529 Expanded Lab (clinic)	

		Section 5 J. Stevenson	Section 2 J. Stevenson	Section 3 J. Stevenson	
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Infectious Control Policies and Procedures

A. Infectious Disease Control

It is the policy of Minnesota North College Dental Assisting Program to provide oral health care to all patients seeking treatment in our clinic. Since it is not possible to accurately detect infectious and potentially infectious patients, Minnesota North College Dental Assisting Clinic adheres to concepts of standard precautions as defined by OSHA's Blood borne Pathogens Standard. Emphasis is on the critical role each dental health care team member plays in maintaining a clean and safe environment. The policies and procedures outlined here are in place to protect students, staff, faculty and patients from the spread of disease and to maintain a safe learning and work environment.

Infectious disease control policies and procedures are reviewed regularly by the dental assisting department and are revised in accordance with the latest recommendations by the American Dental Association, OSAP, CDC, and other leading health care authorities. Personal protection is one of the most important aspects of preventing infectious diseases. Minnesota North College Dental Assisting Clinic enforces the following standards.

1. Barrier protection:

- a. Gloves must be worn when examining and treating all patients.
 1. Damaged gloves must be changed immediately, and gloves must be discarded at the end of each treatment session.
 2. Gloves must not be worn outside. This means that gloves must be removed when leaving units to obtain supplies, etc.
- b. Masks must be worn to protect oral and nasal mucosa from splatter of blood, saliva, and aerosols.
- c. Eyes must be covered with protective glasses or face shields to guard against splatter of blood, saliva, and aerosols.
- d. Over-garments or lab coats must be worn over street clothing or scrubs in clinical areas and changed when visibly soiled or splattered.

2. Preventing cross-contamination:

- a. A protocol for policies and procedures during clinic has been identified and is implemented by faculty and students.

B. Policy Statement on Infection Diseases

Minnesota North College Dental Assisting Department adopted the American Dental Education Association (AREA) policy statements concerning infectious disease health risks set forth on March 7, 2001. These policy statements are recommendations and guidelines for allied dental education institutions and personnel.

1. Infectious Diseases

- a. Human Dignity. All dental personnel are ethically obligated to provide patient care with compassion and respect for human dignity.
- b. Refusal to Treat Patients. No dental personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease, such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency virus (AIDS), or hepatitis B or C infections. These patients must not be subjected to discrimination.
- c. Confidentiality to Patients. Dental personnel are ethically obligated to respect the rights of privacy and confidentiality of patients with of patients with infectious diseases.
- d. Confidentiality of Faculty, Student, and Staff. Dental education institutions are ethically obligated to protect the privacy and confidentiality of any faculty member, student, or staff member who have tested positive for an infectious disease. Dental personnel who pose a risk of transmitting an infectious agent 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, that person should so inform the Dean of Academics for the institution. If so informed, the Dean of Academics should take steps consistent with the advice appropriate health 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. Refer to Minnesota State Guidelines, Sections 214.17-214.25 @ www.dentalboard.state.mn.us.
- e. Counseling and Follow-up Care. The Dean of Academics must facilitate appropriate counseling and follow-up care for those faculty, staff, and students who do not continue to perform patient care procedures.
- f. Protocols. Minnesota North College Dental Assisting Department has established and enforced written pre-clinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous-waste disposal. These protocols are consistent with current federal, state, and/or local guidelines, and are provided to all faculty, students, and appropriate support staff. To protect faculty, students, staff and patients from the possibility of cross-contaminations and other infections

Minnesota North College Dental Assisting Department has policies and procedures in disinfection protocol and barrier techniques.

- g. Minnesota North College requires all students to be immunized against the Hepatitis B virus as part of their preparation for clinic training, or demonstrate proof of immunity. Minnesota North College also strongly encourages appropriate faculty, staff, and students to immunized against not only hepatitis B, but also other infectious diseases such as mumps, measles, and rubella.

MINNESOTA NORTH COLLEGE EXPOSURE CONTROL PLAN FOR MINNESOTA NORTH COLLEGE DENTAL ASSISTING PROGRAM

GENERAL POLICIES

Minnesota North College is committed to providing a safe and healthy workplace for all employees, and learning environment for students through compliance with applicable OSHA standards.

This written exposure control plan has been developed to comply with OSHA's Bloodborne Pathogens Standard. The standard is designed to protect employees from occupational exposure to HIV, HBV and other bloodborne pathogens.

Although OSHA standards have been developed for employee's they will equally apply to all students in the Minnesota North College Dental Clinic/Lab and other related facilities. The use of the term "employee" will also refer to "student".

The exposure plan is accessible to all employees and will be reviewed at least annually and updated as often as changes in positions, tasks or procedures require.

The exposure control plan is filed under the tab marked "Exposure Control Plan" in the Dental Assisting Program Infection Control Policy Manual. The manual is kept in the office of the dental assisting director.

The Dental Assisting Director has been designated the OSHA compliance manager for this facility and is responsible for implementing the Exposure Control Plan: The compliance manager will provide employees with a copy of the plan upon request.

Exposure Determination

Occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral (other than through the GI tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. **Other Potentially Infectious Materials (OPIM)** is defined to

include saliva in dental procedures and unfixed tissue. Occupational exposure must be determined without regard to the use of personal protective equipment.

Employees in the following job classifications have occupational exposure:

- Dentist
- Dental Assisting Instructor
- Infection Control Assistant (CLA)
- Dental Assisting Student

SCHEDULE AND METHODS OF IMPLEMENTATION

Dates

This facility will implement all sections of the Bloodborne Pathogens Standard by the dates shown below (OSHA's deadlines for implementing the standard are shown in parenthesis).

PROVISION:	IMPLEMENTED BY:
Universal Precautions (3/6/92)	Fall 2003
Exposure Control Plan (5/5/92)	Fall 2003
Information and Training (6/4/92)	Fall 2003
Recordkeeping (6/4/92)	Fall 2003
Engineering/Work Practice Controls (7/6/92)	Fall 2003
Personal Protective Equipment (7/6/92)	Fall 2003
Housekeeping (7/6/92)	Fall 2003
HBV Vaccination/Post-Exposure Evaluation and Follow-up Procedures	Fall 2003
Label and Signs	Fall 2003

Standard Precautions

Standard Precautions is an approach to infection control that treats blood and certain body fluids (including saliva in dental procedures) from ALL patients as infectious for HIV, HBV, and other bloodborne pathogens, regardless of the patient's perceived infectious status.

Standard precautions are one to the most important measures for preventing transmission of bloodborne pathogens. This facility uses standard precautions, and all employees are trained to understand this concept.

Engineering Controls

Engineering controls isolate or remove a hazard from the workplace. Examples of engineering controls that might be used in a dental Office are sharps

containers, rubber dam, and high-volume evacuation (HVE). Engineering controls must be examined routinely and maintained or replaced as needed to ensure their effectiveness. In this facility, engineering controls are inspected and maintained or replaced as follows:

Engineering Controls	Inspection/Maintenance Schedule	Responsible Person
Sharps containers	End of each semester	MNC/Maintenance
Rubber dam	Each use	Student/Faculty
HVE (suction)	Daily	MNC/Student

Work Practice Controls

Work Practice Controls reduce the likelihood an employee will be exposed by changing the way a task is performed. Proper handwashing techniques and positioning the patient to minimize splashing are examples of work practice controls that might be used in a dental office.

Engineering and work practice controls used in this facility are explained more fully below.

Handwashing

- Handwashing facilities are readily accessible to employees in the following locations:
 - Each operatory
 - Sterilization room
 - Dental lab
 - Restroom located outside the clinic area
- Employees MUST wash their hands after activating delivery systems and before starting infection control procedures.
- Employees MUST wash their hands and any other skin with soap and water, and flush mucous membranes (eyes, nose and mouth), with water immediately or as soon as feasible after contact with blood or other potentially infectious materials.

Handling contaminated needles and other sharps

The standard defines contaminated sharps to mean any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, dental burs, broken carpules® (cartridges), and exposed ends of dental wires.

Contaminated sharps are handled as follows to minimize employee exposure:

- In general, contaminated sharps must not be bent, recapped or removed

- Recapping/removing is permitted for the procedures listed below because (1) there is no feasible alternative, or (2) recapping/removal is required by the specific dental procedure
- In cases where recapping/removal of contaminated sharps is permitted, employees MUST use a mechanical device (first choice) or a one-handed technique.
- In this facility, recapping/removal of contaminated sharps is only permitted for the following procedures:

Procedure	Device
Administering multiple doses of Anesthetic to the same patient	On-Gard or other recapping device
Replacing a dull or changing the Shape of surgical blades	Hemostat

Handling contaminated needles and other sharps (continued)

- Sharing or breaking of contaminated sharps is never permitted
- Immediately, or as soon as possible after use, contaminated reusable sharps (such as scalpels and explorers) must be placed in appropriate containers until they are processed

The following procedures will be followed when handling reusable contaminated instruments:

- Heavy-duty utility gloves will be worn when handling contaminated instruments.
- All contaminated items will be placed on the set-up tray and removed from the operatory to the sterilization area.
- One at a time, contaminated instruments are removed from the set-up tray and placed into an appropriately sized processing basket.
- Using instrument forceps, the processing basket is placed into the holding pan for a minimum of 10 minutes (if immediate access to ultrasonic cleaner is not available).
- Using instrument forceps, the processing basket is removed from the holding pan, rinsed under warm running water, and placed into the ultrasonic cleaner for a minimum of 10 minutes.

Eating and drinking

Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses is prohibited in the following work areas where there is a reasonable likelihood of occupational exposure:

- Dental clinic

- Dental lab

Food and drink may NOT be stored in refrigerators, freezers, shelves, cabinets, or on countertops of bench tops where blood or other potentially infectious materials are present. In this facility, no food may be stored.

Techniques to minimize splashing and spraying

Procedures involving blood or other potentially infectious materials (OPIM) are performed in a manner to minimize splashing, spraying, spattering and generating droplets of these substances. Methods that maybe used to accomplish this goal include:

- HVE – high volume evacuation
- Dental dam
- Saliva ejectors
- Cotton rolls
- Isolation shields such as Dri-angles

Contaminated Equipment

- Equipment that becomes contaminated with blood or OPIM's must be examined before servicing or shipping and decontaminated as necessary, unless decontamination is not feasible
- Equipment that cannot be completely decontaminated before servicing or shipping must be marked with a biohazard label that states which parts are still contaminated. This information must be conveyed to employees, service people, and others who handle the contaminated equipment.

Personal protective equipment (PPE)

The standard defines personal protective equipment (PPE) as specialized clothing or equipment to protect against a hazard. General use work clothes that are not intended to function as protection against a hazard are not regarded as PPE.

Faculty is provided with appropriate PPE at no cost to the employee. Examples of PPE used in this facility could include:

- Gloves
- Disposable Gowns
- Lab coats
- Face shields
- Masks
- Eye protection
- Resuscitation bags
- Mouthpieces
- Nitrous oxide nosepieces

The specific PPE used will depend on the task and degree of exposure anticipated. In general, PPE is appropriate if it prevents blood or OPIM's from

passing through or reaching employee's undergarments, clothing, skin, eyes, and mouth or other mucous membranes, under normal conditions of use.

Use of PPE

- Employees must use appropriate PPE whenever there is occupational exposure. This is an OSHA requirement.
- The only exception is in rare and extraordinary circumstances where, in the employee's judgment, using the PPE would:
 - Expose the employee to a greater hazard
 - Prevent the employee from delivering patient care

Generally, this exception would only apply in cases of extreme emergency, when an employee makes this judgment, the circumstances will be investigated and documented to determine whether changes can be made to prevent such occurrences in the future.

Gloves

- Gloves must be worn whenever hand contact with blood or OPIM's, mucous membranes, or non-intact skin can reasonably be anticipated. Gloves must also be worn when touching contaminated items and surfaces.
- Disposable (single use) gloves, such as surgical or examination gloves, must be replaced as soon as practical when they become contaminated (e.g., between patients) or as soon as feasible if they are torn or punctured or their ability to function as a barrier is compromised.
- Disposable (single use) gloves should never be reused.
- Utility gloves may be decontaminated for reuse as long as the integrity of the gloves is not compromised. However, they must be discarded if they become cracked or torn or show any other sign that their ability to function as a barrier is compromised.

Masks, protective eyewear and face shields

- Masks in combination with protective eyewear (such as goggles or safety glasses with solid side shields) **MUST** be worn whenever splashes, sprays, spatter, or droplets of blood or OPIM's may be generated and eye, nose, or mouth contamination may reasonably be anticipated. A chin-length face shield may be worn in place of eyewear and mask but a mask must be worn with shorter shields.

Gowns and other protective clothing

- Gowns, lab coats, clinic jackets, or other forms of protective clothing must be worn whenever the employee's skin, street clothing or underwear is subject to occupational exposure.
- Any employee working on patients **MUST** wear an appropriate scrub top. A black or gray crew neck long sleeve shirt may be worn under the scrub top if desired. Accompanying scrub pants are also required.

- Employees (including dentists supervising clinic sessions) who are only checking patients have the option of wearing an appropriate clinic jacket or coat over street clothes. Additional personal protective items. Such as surgical caps or boots, may be required when gross contamination can reasonably be anticipated.

In this facility employees MUST use the PPE indicated when performing for following tasks and procedures:

Task or Procedure	Type of PPE required
Providing routine patient care	Gloves Glasses Masks Uniform
Decontaminating equipment or Work surfaces	Utility gloves Glasses Masks (if inhalation of fumes appears to be a problem) Protective apron
Administering CPR	Personal pocket mask

Employees should contact **the director**, if additional PPE is required by unusual circumstances involving large quantities of blood or other potentially infectious materials.

Accessibility

- PPE in appropriate sizes is made readily available in the following locations:

Type of PPE	Location
Examination gloves	Multiple locations around the clinic and in sterilization
Masks	Multiple locations around the clinic and in sterilization
Utility Gloves	Multiple locations around the clinic and in sterilization
Others	From IC officer

- Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be made available to employees who demonstrate sensitivity or allergy to those items normally provided. Minnesota North College will make every effort to become and remain a latex free environment.

Cleaning, disposal, repair and replacement

- PPE will be cleaned, laundered, repaired and disposed of at no cost to employees (students are responsible for this themselves).
- PPE must be removed immediately or as soon as reasonably feasible after it is penetrated by blood or other potentially infectious materials
- All PPE must be removed before employees leave the work area
- After PPE is removed, it must be placed in the designated area or container for storage, washing, decontamination, or disposal. The following areas/containers have been designated in this facility for PPE after it is removed:

Type of PPE	Area or Container for storage
Examination gloves	Waste receptacle under sinks
Masks	Large waste receptacles in clinic and sterilization
Utility Gloves	Store under each sink and in sterilization
Others	As specified

Laundry

The standard defines contaminated laundry as laundry that has become soiled with blood or other potentially infectious materials or may contain sharps. OSHA interprets the standard as prohibiting employees from taking contaminated laundry home to clean. However, employees are permitted to take uniforms or clothing they wear under PPE home to clean, as long as this clothing has not become contaminated. The standard does not apply to students.

The following work rules apply in this facility to contaminated laundry:

- Handle clothing as little as possible
- Remove where used/changed and place in the bag or container provided
- Store or transport in bags
- Never sort or rinse laundry where it is used
- Handle contaminated laundry while wearing gloves

Housekeeping

The following work rules apply in this facility to housekeeping tasks:

- All equipment, environmental and work surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Contaminated work surfaces must be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill or blood or other potentially infectious materials, and at

the end of the work day if the surface may have become contaminated since the last cleaning.

- Protective covering such as plastic wrap, aluminum foil, or imperviously backed absorbent paper must be removed and replaced whenever they become, overtly contaminated and at the end of the procedure.
- All dispensers, bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or OPIM must be inspected and decontaminated on a regular basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination
- Spills of blood or OPIM must be wiped up immediately, or as soon as feasible, and the area decontaminated using an appropriate disinfectant.
- Disinfectants used in this facility are chemical germicides that are approved for use as hospital disinfectants and are tuberculocidal when used at recommended dilutions. OSHA has stated that 5.25 bleach solution is an acceptable surface disinfectant.
- Employees must wear utility gloves when cleaning contaminated equipment and surfaces
- Employees must use mechanical means (e.g., brush and dustpan or forceps) to pick up broken glassware that may be contaminated. Broken contaminated glassware may never be picked up by hand, even if gloves are used.

This facility is cleaned and decontaminated according to the following housekeeping schedule:

Area or Receptacle	Schedule	Method and cleaning Solution or Disinfectant
Patient chairs	Between patients	Cavicide wipes
Stools	Between patients	Cavicide wipes
Counter tops	Between patients	Cavicide wipes
Units and posts	Between patients	Cavicide wipes
Lights and posts	As needed	Wipe plastic parts (if cool)
Tubing – exterior	Between patients	Cavicide wipes
Tubing – interior	Between patients	Flush with cold water
Cabinet fronts	Daily	Cavicide wipes
In-line water	Weekly	Ultra-Kleen

Regulated waste

The standard defines regulated waste as:

- Liquid or semi-liquid blood or other potentially infectious materials
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed
- Items that are caked with dried release blood or other potentially infectious materials that are capable of releasing these materials during handling
- Contaminated sharps (including dental wires)
- Pathological and microbiological wastes containing blood or other potentially infectious materials (including extracted teeth)

Contaminated disposable sharps

Immediately, or as soon as feasible after use, contaminated sharps must be disposed of in sharps containers. Containers provided for this purpose are closeable, puncture resistant, leak proof on sides and bottom and marked with the biohazard label or color-coded red. Sharps containers are located as close as feasible to the immediate area of use.

Containers for contaminated sharps must be kept upright while in use. They must be replaced routinely (at least each semester) and must not be overfilled.

Containers of contaminated sharps must be closed before they are moved to prevent spills. If leakage is possible, the first container must be placed in a second container with the same characteristics as the first. Reusable sharps containers may not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

Other regulated waste

Other regulated waste must be placed in containers that are:

- Closeable
- Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping. If outside contamination of the regulated waste container occurs, the container must be placed in a second container with the same characteristics as the first.

Containers for other regulated waste in this facility are located in sterilization.

All regulated waste is disposed of according to applicable local, state, and federal laws. OSHA does not require regulated waste to be labeled after it is decontaminated. However, state and local waste laws may have different requirements.

HEPATITIS B VACCINATION

Hepatitis B vaccination will be required for all employees identified as having occupational exposure, unless:

- The employee previously received the complete vaccination series
- Testing reveals the employee is already immune
- The vaccine is contraindicated for medical reasons
- The employee chooses not to be vaccinated

No employee will be required to participate in a prescreening program as a condition of receiving hepatitis B vaccination.

An employee is entitled to refuse vaccination, BUT must sign a form declining vaccination. This is an OSHA requirement. A blank declination form is found in the Infection Control Manual.

Post-exposure evaluation and follow-up

The standard defines an exposure incident as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or OPIM that results from performance of an employee's duties.

Any employee who suffers an exposure incident must immediately report the incident to:

The Dental Assisting Program Director

Employees (ONLY) who experience an exposure incident will be offered post-exposure evaluation and follow-up at no cost to the employee. **Students and patients will be as follows:**

- A report of the incident will be made documenting the route of exposure and circumstances in which the exposure occurred. The source patient will be identified, if possible. The report will note if the source patient is unknown or if it would be a violation of state or local law to disclose the source patient's identity.

Student/Employee Report of Percutaneous or Blood/Body Fluid Exposure

For student injury fill out this form:

https://mn.gov/admin/assets/RMD%20PC%20Property-Liability%20Loss%20Notice_tcm36-283350.pdf

- The employer/faculty will attempt to have the source patient's blood tested as soon as feasible to determine HBV and HIV infectivity. The employer/faculty will determine if the source patient's consent to testing is required by law. If consent is required and cannot be obtained, the employer/faculty will document that fact in the incident report. If consent is not required and the source patient's blood is available, it will be tested. Testing is not required if the source patient is known to be infected.

- Results of the source patient's blood test will be made available to the exposed employer/faculty, if the patient consents to disclosure or if the law permits disclosure without the patient's consent. The exposed employee/student will be notified of any applicable law governing further disclosure of the test results.
- The employee's/student's blood will be collected, with the employee's /student's consent, for baseline testing.
- The exposed employee/student will be offered any medically indicated prophylaxis recommended by the clinic that the employee/student reports to.

The licensed health care professional who provides post-exposure evaluation and follow-up services will be given a copy of the Bloodborne Pathogens Standard, a description of the exposed employee's/student's relevant job duties, a copy of the incident report, results of the source patient's blood testing (if available) and any relevant medical records in the employer's/faculty's possession.

The employer/faculty will obtain from the health care professional, within 15 days after the evaluation is completed, a written opinion stating that the employee/student has been informed of the results of the evaluation and any medical conditions which may require further evaluation or treatment. The employee/student will be given a copy of the opinion, and the original will be kept in the employee's confidential medical record.

The circumstances of the exposure incident will be reviewed to determine if procedures, protocols, and/or training need to be revised to prevent the incident from happening again.

Labels

In this facility, potentially biohazardous materials are color-coded red or identified with the following biohazard symbol and the "biohazard" in contrasting color on a fluorescent orange or orange-red label:

Medical Records

A confidential medical record is maintained for each employee/student with occupational exposure. The medical record includes:

- The employee's/student's name and social security number
- A copy of the employee's/student's hepatitis B immunization status
- Exposure incident report
- Written opinion of health care professional
- Form refusing hepatitis B vaccination, if applicable.
- Form refusing post-exposure evaluation and follow-up (not required by OSHA, but highly recommended), if applicable.

Employee/student medical records for this facility are maintained in the dental assisting director's office.

Student medical records for this facility are maintained in the Infection Control Officer's office. Any time a student has an exposure incident the appropriate form should be filled out with an instructor and the student sent to the Infection Control Officer.

Employee/student medical records are kept confidential and will not be disclosed without the employee's/student's consent or as required by law.

Employee medical records are retained for the length of employment plus 30 years. Employees should contact the office of the director of dental assisting to inspect their medical records or to obtain a copy.

Student medical records are retained for the length of employment (years as a student) plus 30 years. Students should contact the Infection Control Officer to inspect their medical records or to obtain a copy.

OSHA standard 1910.20 gives employees the right of access to their own medical and exposure records. For further information, see the copy of 1910.20 located under the "Appendices" tab in the section of the Manual entitled General Information for the Dentist-Employer.

Minnesota North College

Student Statement of Understanding and Release Dental Assisting Program

I, _____ am a student at Minnesota
(print name)
North College who is enrolled in the Dental Assisting Program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the Dental Assisting program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a bloodborne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Minnesota North College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in Dental Assisting Program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Hepatitis B Vaccine Waiver

Let it be known that the undersigned student has been apprised of his/her right to the requirement of the hepatitis B vaccine, and has chosen to relinquish this immunization. The undersigned student understands the serious nature of this disease and understands the importance of this preventive vaccine. This form is a permanent part of the undersigned student's record.

Student's signature

Date

Instructor's signature

MINNESOTA NORTH COLLEGE

DENTAL ASSISTING PROGRAM

LABORATORY PROTOCOL

To assure that each student has a productive, as well as safe experience during the laboratory sessions, everyone needs to adhere to specific rules. The following is minimum requirement which will be in place during laboratory sessions. Students not adhering to these requirements will not be allowed in the lab.

1. Safety glasses will be worn.
2. Hair will be secured away from the face at all times while performing lab procedures/assignments.
3. Protective attire will be worn when working with materials.
4. Instruments and equipment will be used for what they are designed for.
5. Be respectful of your surroundings and the safety of others.
6. You will be responsible for the supplies, equipment and materials you are using, as well as maintaining and cleaning up your work area.
7. You will come to each laboratory session prepared. If material has been missed, you will gather the information needed prior to working in the lab.
8. If you are uncertain of how to proceed, you will ask an instructor prior to the laboratory session.
9. If you have an accident/emergency, try to remain calm and contact an instructor immediately.

LABORATORY SAFETY RULES

Laboratory equipment, such as engines, lathes, model trimmers, gas torches, Bunsen burners and electrical equipment present a potential hazard if not handled with care.

The following is a set of safety rules that apply to the Dental Lab:

1. Wear your laboratory coat at all times.
2. Hair is to be off the face and secured back tightly. If you have long hair it is advisable to have it up and off your collar. You will be asked to leave the lab area if hair is not considered safe.
3. Protective glasses must be worn when working with rotating instruments, such as engines, lathes, model trimmers, etc. as well as with materials or equipment that could be hazardous.
4. When removing electrical plugs from the electrical outlets, please make sure hands are dry and grip the plug, not the cord.
5. When working with the micro torch, never leave the lighted torch unattended. Keep face away from the micro torch when lighting it, and do not reach across the torch, unless you are sure it is not burning.
6. Always wipe up any spills from the floor immediately.
7. Any malfunctioning equipment must be reported to the instructor IMMEDIATELY.
8. Any injuries, no matter how minor, are to be reported to the instructor IMMEDIATELY. Follow school policy for sharp injuries.
9. In case of fire, do not panic. Know the route of exit from the building and where the fire extinguishers are mounted.
10. "Think before you act" to avoid injury.

DENTAL ASSISTING PROGRAM

Infection Control Protocol

OBJECTIVES:

1. Reduce the number of pathogens so normal resistance can prevent infection.
2. Break cycle of infection and eliminate, cross contamination.
3. Treat every patient/instrument as infectious.
4. Protect patient/personnel from infection.

To facilitate affective aseptic practices the following will be adhered to in the treatment of patients.

1. Sterilization:
 - a. All instruments and materials used in the treatment process must be sterile and/or disinfected. Steam, autoclave, dry heat or chemical vapor autoclave will be used to achieve sterilization.
 - b. Preparation of Instruments for Sterilization
 1. Holding Solution: If instruments cannot be cleaned immediately after the procedure, they should be placed in a holding solution to prevent the drying of blood and debris on the instruments. Utility gloves will be worn when preparing instruments for sterilization.
 2. Ultrasonic cleaning: After instruments have been cleaned in the ultrasonic cleaner for 15-20 minutes they will be rinsed and prepared for final sterilization. When the ultrasonic bath is used, the bath must be covered to prevent contaminants from getting into the air.
2. Barrier Techniques:
 - a. All persons involved in the direct treatment of a patient will wear the personal protective equipment (PPE).
 1. New gloves will be worn for each patient.
 2. The operator and assistants will wash their hands prior to and after gloving
 3. Gloves are not to be re-used.
 4. Protective glasses will minimize the aerosol contaminants from reaching the eyes of the patient and operator and will be disinfected after each use.
 5. Masks will minimize the aerosol contaminants from entering the respiratory tract.
 6. Plastic barriers will be placed on light handles, switches and headrest covers.

3. Disposables:
Items identified as being disposable, such as needles, saliva ejectors, prophylaxis cups, headrest covers, patient towels, etc. are not to be re-used.
4. Chemical Disinfectants:
These will be used on hard surfaces and for materials that cannot be sterilized with heat.
 - a. An ADA and FDA approved glutaraldehyde disinfectant will be used for routine disinfection of instruments and materials which cannot be sterilized by heat.
 - b. An EPA-registered hospital disinfectant solution will be used to disinfect hard surfaces such as counter tops, dental lights, etc. after each patient.

In all instances when patient care is being rendered, instructors will make sure the prescribed infection control protocol is exercised to its fullest.

5. Disposal in Receptacles:
 - a. All materials considered as being disposable such as those mentioned in item 3 to include: sponges, cotton rolls, rubber dam, etc., which are used on a patient will be classified as general medical waste and thus can be disposed of with ordinary waste.
 - b. All plastic bags used as routine trash receptacles in the clinical area, where patients are treated, will be closed with a tie at the end of the day activities for pick-up and disposal by the custodians.
 - c. Custodians are advised not to open these plastic receptacles before final disposal.
 - d. Used sharp items, such as needles and scalpel blades will be placed in a puncture-resistant red container.
6. Impressions:
Impressions will be rinsed with tap water to remove saliva, blood, and debris and sprayed with a disinfectant, wrapped in a damp paper towel and sealed in a plastic bag for the appropriate amount of time before pouring a cast or die.
 - a. Polysulfide and silicone impressions can be disinfected by immersion in any of the accepted products for, chemical disinfection and/or sterilization.
 - b. Polyethers: Spray with products with short disinfection time — chlorine compounds.
 - c. Alginates: Spray with disinfectant products with short disinfection time.
 - d. Agar: Insufficient information.
 - e. Stone casts: Insufficient information.

7. Hygiene Materials:
 - a. Antimicrobial handwash — used for all handwashing.
 - b. Alcohol hand rubs - used between handwashing.
 - c. Moist heat (steam) under pressure sterilization equipment. (Autoclave) is used for instrument sterilization after instruments have been scrubbed and bagged.

8. Quality Control:

Autoclave is tested weekly for effectiveness and a record of results are stored in the clinic. Test tubes are autoclaved with pack. After sterilization procedures, test tubes are incubated 48 hours along with a control tube. No growth after 48 hours, with growth in the control tube, indicates the autoclave reached and maintained a temperature of at least 120 degrees C or 245 degrees F.

9. Clean up:
 - a. Return all heat sensitive items to sterilization room for cold sterilization.
 - b. Replace cap on used needle with a single handed technique and dispose of it in red biohazard container in sterilization room.
 - c. Disinfect hand piece before returning it to sterilization.
 - d. Use gauze dampened with water and a blotting motion to clean plastic light shield after it has cooled.
 - e. Clean and disinfect the environmental surfaces with EPA hospital disinfectant includes dental chair, dental cart, dental light (metal parts) operator chair, pens and pencils and bib clips.

10. Communicable Disease Protocol:
 - a. Follow standard precautions and wear appropriate PPE.
 - b. Ultrasonic all instruments before packaging.
 - c. Heat-sterilize instruments in autoclave and/or Statim
 - d. Dispose of masks, gloves and disposable gowns after each patient.

11. Sterilization Alcove Protocol:
 - a. Clean and disinfect cabinets and counters with an EPA hospital disinfectant.

12. Vaccination Against Hepatitis B:

"In June 1982, the Council on Dental Therapeutics adopted a resolution recommending that all dental personnel having patient contact receive the Hepatitis B vaccine. The recommendation was reinforced by the Immunization Practices Advisory Committee CDC, in June 1985."

13. Medical History:

"A thorough medical history should be obtained and reviewed. Each patient must be considered as potentially infectious and the same infection control procedure should be used for all patients."

MINNESOTA NORTH COLLEGE DENTAL ASSISTING PROGRAM INFECTION CONTROL PROCEDURES DURING CLINIC

Infection control is an important aspect overall for dental procedures. Please review the following to become familiar with the policies and procedures that will be followed while in the clinic.

INFECTION CONTROL: The main goal is to eliminate contamination between dental personnel and the patient. Students will be expected to adhere to the clinical dress code as stated in the policy manual.

Preparing the Dental Treatment Room

Prepare and place the appropriate PPE's

1. Obtain cavicide
2. Obtain over gloves
3. Obtain utility gloves
4. Wash hands
5. Place facemask
6. Place safety glasses
7. Wash hands
8. Put on over gloves
9. Put on utility gloves
10. Wash utility gloves
11. Dried utility gloves

Treatment Room Cleaning and Disinfection

To Pre-Clean the following surfaces; use a Cavicide wipe/wipes and vigorously wipe down the following surfaces listed below.

1. Light switch
2. Light handle switch
3. Handpiece delivery unit tray
4. Handpieces delivery unit bracket and cords
5. Handpiece delivery unit air/water syringe
6. Dental chair
7. Dental operator chair
8. Dental assistant chair
9. Dental assistant table
10. Dental operator table
11. Dental assistants arm unit HVE
12. Dental assistants arm unit cuspidor
13. Dental assistants arm unit air/water syringe
14. Countertop on the operator side
15. Countertop on the assistant side

To Pre-Clean the following surfaces; use a Cavicide wipe/wipes and vigorously wipe down the following surfaces listed below.

1. Sink on the operator side
2. Sink on the assistant side
3. Base of the dental chair
4. Rheostat
5. Foot control

Treatment Room Cleaning and Disinfection

Disinfect the following surfaces; use a Cavicide wipe and wipe down the following surfaces listed below.

❖ *Let the surface remain moist for the manufacturer's recommended time for tuberculocidal action (1 minute).*

1. Light switch
2. Light handle switch
3. Handpiece delivery unit tray
4. Handpieces delivery unit bracket and cords
5. Handpiece delivery unit air/water syringe
6. Dental chair
7. Dental operator chair
8. Dental assistant chair
9. Dental assistant table
10. Dental operator table
11. Dental assistants arm unit HVE
12. Dental assistants arm unit cuspidor
13. Dental assistants arm unit air/water syringe
14. Countertop on the operator side
15. Countertop on the assistant side
16. Sink on the operator side
17. Sink on the assistant side
18. Base of the dental chair
19. Rheostat
20. Foot control

Remove Personal Protective Equipment

1. Wash utility gloves
2. Dried utility gloves
3. Removed utility gloves
4. Removed over gloves
5. Wash hands
6. Remove safety glasses
7. Remove face mask by the ear loops
8. Wash hands

Placement of Surface Barriers

1. With clean hands **no gloves** needed.
2. Get the patient procedure tray set up from sterilization and place it on the assistant table.
3. Place a cuspidor liner in the cuspidor.
4. Place, 1 sticky barrier on the dental assistant chair lever.
5. Place, 1 sticky barrier on the dental assistant chair arm lever.
6. Place, 1 sticky barrier on the operator chair lever.
7. Place, 1 sticky barrier on the dental light switch.
8. Place, 2 cover barriers on the light handle.
9. Place a large chair barrier on the dental chair.
10. Place, a tray cover barrier on the handpiece delivery tray.

Attach tray set up items/equipment to the dental unit

1. HVE (place on the unit).
2. Saliva ejector (place on the unit).
3. Air water syringe tip placed on the handpiece delivery unit.
4. Air water syringe tip placed on the dental assistant arm unit.
5. Flush the airlines and waterlines on the handpiece hose for 30 to 60 seconds.
6. Slow speed handpiece.
7. High speed handpiece.

During patient treatment

1. All PPE's must be worn.
2. Appropriate surface barriers remain/maintain during use.
3. Barriers used when adjusting chair and light.
4. Gloves removed before leaving the treatment area and new gloves placed when returning.
5. Obtain the patient's chart.
6. Escort patient to the treatment area and seat them.
7. Place the patient napkin on patient
8. Place safety glasses on the patient.
9. Wash hands.
10. Place safety glasses.
11. Place facemask.
12. Wash hands.
13. Put on gloves.
14. Put the patient in supine position.
15. Turn on the dental light.

Completion of dental procedure

1. Reposition the patient to the seated position.
2. Remove the patient's safety glasses (with gloves on).
3. Remove the patient's napkin (gloves on).
4. Remove your gloves (put on dirty tray).
5. Wash your hands.

6. Remove your mask by the ear loops (with clean hands).
7. Remove your safety glasses.
8. Record treatment that was completed today or dentist may record treatment.
9. Dismiss patient and escort to reception area

Prepare and place the appropriate PPE's to disinfect the dental unit.

1. Wash hands.
2. Place safety glasses
3. Place facemask
4. Wash hands
5. Place over-gloves.
6. Place utility gloves.
7. Wash utility gloves.
8. Dried utility gloves.

Removal of Surface Barriers

1. Very carefully remove each barrier that is on the dental unit.
2. Discard all disposables into the large dental chair barrier bag.
3. Place sharps into the sharp container.
4. All instruments are placed into the instrument cassette.
5. Run the high-speed handpiece for 20 seconds.
6. Remove the high-speed handpiece from the dental unit.
7. Place the high-speed handpiece on top of the instrument cassette.
8. Remove the slow-speed handpiece from the dental unit.
9. Place the slow-speed handpiece on top of the instrument cassette.
10. Bring the instrument cassette with handpieces and the chair barrier bag into the large waste container.
11. Dispose of the chair barrier bag into the large waste container.
(sterilization room)
12. Place the instrument cassette into the holding tote.
13. The slow-speed and high-speed handpiece are placed on the tray at the handpiece station.
14. Return to the dental unit to wash and then dry utility gloves.

Treatment Room Cleaning and Disinfection

To Pre-Clean the following surfaces; use a Cavicide wipe/wipes and vigorously wipe down the following surfaces listed below.

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4. Handpieces delivery unit bracket and cords
5. Handpiece delivery unit air/water syringe
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9. Dental assistant table
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14. Countertop on the operator side
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18. Base of the dental chair
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Treatment Room Cleaning and Disinfection

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❖ *Let the surface remain moist for the manufacturer's recommended time for tuberculocidal action (1 minute).*

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8. Dental assistant chair
9. Dental assistant table
10. Dental operator table
11. Dental assistants arm unit HVE
12. Dental assistants arm unit cuspidor
13. Dental assistants arm unit air/water syringe
14. Countertop on the operator side
15. Countertop on the assistant side
16. Sink on the operator side
17. Sink on the assistant side
18. Base of the dental chair
19. Rheostat
20. Foot control

Return to Sterilization Room

1. Wash hands.
2. Put on over gloves on.
3. Put on utility gloves.
4. Remove cassette or instruments from holding tote.
5. Place cassette into automated washer, loose Instruments in ultrasonic

6. Remove cassette from automated washer, remove loose instruments from ultrasonic
7. Dry loose instruments by shaking excess and/or leave cassette to dry for 15-20 minutes.
8. Wrap cassette in paper wrap using indicator tape. Using sterilization pouches bag loose instruments.
9. Place instruments to be sterilized in autoclave
10. Wash utility gloves.
11. Dry utility gloves.
12. Remove gloves.
13. Wash hands

END OF DAY

- Flush evacuation system with disinfectant
- Disinfect hard surfaces with over gloves and utility gloves on
 1. Cabinets
 2. Sink
 3. Cabinet doors
 4. Bases of equipment

DENTAL ASSISTING PROGRAM

RADIOGRAPHIC POLICY

This information has been prepared for students enrolled in DAS 1501 X-Ray 1 and DAS 1542 X-Ray 2 where the clinical portion of radiology is performed. The following directives are in addition to College Policies and Procedures, and previously covered policies of the Dental Assisting Program. It is the students' responsibility to be aware of all policies (College & Program) and adhere to them. College policies are located within the College Catalog and Schedules. Program policies are within the Program Policy booklet, as well as posted in the clinic.

1. Radiographs are only taken for diagnostic need.
2. Radiographs will be taken based on patient need, as determined by the patient's treating dentist. If the patient does not have a dentist, the program's clinical dentist will determine the need and provide referral for service.
3. Lead –free microfibre aprons will be worn by ALL patients during exposure for all radiographs.
4. Criteria for patient selection include diagnostic need as prescribed by the patient's treating dentist. Therefore, the patient must have a permission request form signed by the dentist stating that radiographs are needed. Criteria for full mouth patient selection include:
 - a. Patients should be **16 years of age, or at least have their second molars** erupted.
 - b. Patients should have a full dentition for at least three of your radiology surveys.
 - c. We must have a completed dentist's permission letter before any radiographs are taken.
5. The frequency of exposing radiographs on patients will vary from patient to patient as determined by diagnostic need. Specifically, stating a patient has not had a full mouth series in the past three years, five years, is not justification for radiographs. The frequency of exposing radiographs will be determined solely on individual need. The first three FM series will be taken under direct supervision with an instructor.
6. Pregnant students/pregnant outside patients: NO radiographs will be taken on anyone who is pregnant. The pregnant student will need to provide a replacement patient for the classmate exposure.
7. A retake of an image is permissible until the diagnostic needs are met. Justification of "need" justifies retakes. Students are expected to evaluate their images and have a clear understanding of adjustments needed for retaking an image. Individual supervision and guidance are necessary in

the case of multiple retakes. A third retake of the same film will require the direct assistance of an instructor.

8. Retakes will be identified on the student evaluation form in regards to the patient number. For Patients 1 and 2 there can be no more than five retakes when doing FMBW 14/4 to satisfactorily complete the assignment. For patients 3 and 4 there can be no more than four retakes. For patient four, there can be no more than 3 retakes. If there are more retakes than the evaluation states, the student will be required to repeat the assignment.
9. Prior to exposing patient images, students must demonstrate correct and successful techniques on manikins.

Faculty Instruction/Evaluation During Preclinical/Clinical Radiology

1. Each student is expected to follow Radiation Safety.
2. Each student will determine the necessary images to be taken prior to any radiographic exposures.
3. A verbal prestart is given to the student prior to starting laboratory/clinical radiology exposure.
4. Once a sensor has been placed and the x-ray machine is in the suggested position – the instructor must approve of the set-up prior to exposure.
5. Prior to each exposure, a verbal authorization of the exposure by the instructor must be given.
6. Once the assignment is complete, the student or a classmate who has taken the set of images is responsible for making sure they are mounted correctly.
7. The student will critique the assignment prior to instructor evaluation on the designate worksheet.
8. The student and instructor will then critique the assignment together for a grade.
9. The instructor will assist the student with any retakes.

DENTAL RADIOLOGY

INFECTION CONTROL PROTOCOL

1. Pre-Treatment
 - a. X-ray permission letter signed by patient's dentist. Medical history completed and reviewed with patient.
 - b. Cavicide wipes are used to disinfect operator (wash hands and use utility gloves)
 - c. The following areas are disinfected.
 1. X-ray control panel
 2. Dental chair adjustment controls
 3. PID/Machine
 4. Operator tray table
 5. Assistant tray table
 6. X-ray control button and cord
 7. Sensor and the cord
 8. Sensor garage
 9. X-ray apron
 - d. Plastic barriers will be placed on the following:
 1. Headrest
 2. X-ray control button used to expose film
 3. Sensor and then placed into the garage
 4. Computer mouse
 - e. Take sterilized rings/rods out of cassette and place sensors and rings/rods on the disinfected operated tray table
2. During Treatment
 - a. Wash hands, put on gloves.
 - b. Place sensor on operator tray table or attach to Velcro.
 - c. Place the sensor into the appropriate holder for each exposure.
 - d. Once you are finished taking the images obtain the instructor for evaluation/retakes.
 - e. Once the instructor has approved the images/retakes remove the x-ray apron from the patient.
 - f. Have the patient get out of the chair and lay the apron flat on the chair to be disinfected.
 - g. Remove gloves, wash hands.
 - h. Escort the patient to the reception area.
3. Critique
 - a. Finish critiquing all images prior to the final instructor evaluation.
4. Post-Treatment
 - a. Write up the patient chart and obtain the instructor for final grading.
 - b. Wash hands and put on utility gloves.
 - c. Discard disposable items and barriers with gloved hands.
 - d. Use cavicide wipes to disinfect all areas that were contaminated.
 - e. Replace all applicable room barriers, if more patients are scheduled.

MANAGING EMERGENCY SITUATIONS FOR THE LABORATORY/CLINICAL AREA POLICY

1. Notify the instructor/dentist of the emergency. The instructor/dentist will assess the situation.
2. Assist with basic life support, if necessary.
3. Retrieve the emergency kit located in the Conference Room C165 in the clinic.
4. Retrieves the oxygen tank from the nitrous oxide storage room C 161 in the clinic.
5. Assist the dentist by preparing emergency drugs (instructor's responsibility).

Receptionist Role

1. Emergency phone numbers for fire, hospital and custodian contact are in the front office.
2. If 911 is needed, an instructor and/or student will assist so the individual is never left alone. The following procedure will be followed:
 - a. Call 911 and state type of emergency and location.

Minnesota North College
1515 E. 25th Street
C - 153 (clinic)

- b.** Inform security, 218-262-6705. State the emergency and location:

DENTAL ASSISTING CLINICAL LABORATORY - C139

- c. Have someone secure elevator and meet emergency team on first floor.
- d. Escort emergency team to the individual.
- e. Keep the waiting room patients calm.

MATERIALS AND EQUIPMENT FOR MANAGING LABORATORY ACCIDENTS

1. Fire Extinguisher
2. First Aid Kit
3. Eye wash stations

POLICY

1. Emergency numbers are listed on the wall by the fire extinguisher for fire, police and ambulance.
2. Emergency duties include:
 - a. Notify the clinical instructor.
 - b. Extinguish any existing fire, if applicable
 - c. Obtain the first aid kit — treat the injury
 - d. AED – if needed located on wall next to fine dining in the commons.
 - e. Call the emergency in, if necessary

NITROUS OXIDE SEDATION PARTICIPANTS

Any student who is pregnant during the Nitrous Oxide Sedation component must have **written documentation** from their medical physician **allowing them to administer nitrous oxide/oxygen sedation to a classmate/patient.**

Pregnant students without this documentation will be denied clinical participation but may be included in the lecture component. They cannot be a participant in the clinical component until after the birth of their child. Arrangement for the completion of the clinical components must be arranged through the instructor and non-completion of the clinical component will prevent the student from taking the MN State Licensure examination and the General Chairside portion of the DANB examination.

Students may be expected to pay an additional fee to complete this requirement should it not be able to be completed during Spring Semester.

Pregnant students will not be allowed to have nitrous oxide administered to them.

Students who fail to be in attendance for either the lecture or lab portion of this course will need to take this course at a different facility prior to graduation. This course must be completed in order for the student to receive a Dental Assisting Diploma.



Minnesota North College

Minnesota North College Dental Assisting Program Intervention

A student Intervention Form may be submitted for any of the following reasons:

Excessive Absences/Pattern of Tardiness
Academic Dishonesty
Breach of Confidentiality/HIPAA Violation
Disrespectful Behavior to Staff/Faculty/Client(s)/Student(s)
Inappropriate/Unprofessional Behavior
Continuous lack of preparation for Clinical Practicum
Late or Incomplete Submission of Written Clinical Assignments
Less than 70% pass rate in all other Dental Assisting Courses
Patient Safety Compromised
Failure to meet minimal Standards of Care
Drug/alcohol abuse
Needs further academic support

Examples of why intervention may be necessary:

Excessive Absences/Pattern of Tardiness:

- Identified trend of being late to clinical or classroom.
- Identified trend of absences in clinical or classroom.

Academic Dishonesty:

- Any violation of HCC's Academic Integrity Policy.
- Incorrect or lack of APA citations.
- Self-plagiarizing and all forms of plagiarism.
- Doing group work when an assignment has not been designated as group work.
- Using unapproved electronic devices during test.

Breach of Confidentiality/HIPAA Violation:

- Walking away from computer without logging off.
- Removing documents with client information from the facility.
- Sharing of any client information via any form of social media.

Disrespectful Behavior to Staff/Faculty/Client(s)/Student(s):

- Challenging instructor's authority.
- Using cell phones or having side conversations in class.

- Sleeping in class.
- Talking negatively about staff, faculty, clients and students to others without discussing the issue with the person directly involved.
- Unprofessional verbal and non-verbal interactions with faculty or staff.
- Inability to receive constructive feedback in a professional manner.

Inappropriate/Unprofessional Behavior:

- Violation of clinical/lab dress code.
- Poor attitude (i.e. pattern of asking to leave clinical early, negative non-verbal behaviors).
- Taking breaks longer than allotted time.

Continuous lack of preparation for Clinical Practicum:

- Insufficient knowledge of medications before administration.
- Not looking up policies/protocols prior to procedures.
- Failure to be ready with daily evaluation information on multiple occasions.

Less than 70% passing rate in all dental courses

- Less than 70% at any time before or at midterm and continuing throughout the semester.

Patient Safety Compromised:

- Violation of facility policy/protocol.
- Unsafe response to unusual occurrence.

Revised 7/2022