



**Mountain
Empire** COMMUNITY
COLLEGE

Dental Assisting

Dental Assistant Program

Division of Health Sciences

**Student Handbook
2025-2026**

Mountain Empire Community College
Center for Workforce and Innovation of Appalachia

3965 Kent Junction Road
Appalachia, Virginia 24216

Phone: (276) 523-7456

Welcome Future DAs!

Congratulations on your acceptance into Mountain Empire Community College's Dental Assistant Program!

Good oral health is an important component of systemic health. As a dental assistant, you are joining a team of skilled healthcare providers who will make a positive impact on your patients and community. Dentistry is a complex and exciting field, and it will reward you with many opportunities, both personally and professionally.

The MECC Dental Assistant Handbook consists of the program's mission, goals, policies, and procedures. It applies to all Dental Assistant students, faculty members, and staff. As a student, you should retain and reference this manual as you progress throughout the program.

Each student enters MECC with a unique perspective and background. We hope you will share that diversity with us and your classmates, learning to respect differences and reach compromise. Take advantage of this opportunity to learn more about others and the field of dentistry.

Your academic success in this program depends on you! The college will provide you with qualified faculty, resources, and clinical experiences which will direct your program. Each of you must take responsibility for attending classes, following your course syllabi, completing required readings, finishing assignments, and participating in clinical rotations.

After reading the handbook materials, you are required to complete the Dental Assistant Handbook Acknowledgement Form (available on Canvas). Please submit this completed form to the program director, Dr. Emily Bowen, by the end of the first week of class (DNA 103: Introduction to Oral Health). In addition to this handbook, you are expected to read and comply with the policies as published in the MECC College Catalog and Student Handbook (*available on mecc.edu*).

We, the faculty and staff of the Health Sciences Division and Dental Assistant Program, are looking forward to your success and your future as a healthcare professional. We are here to assist you in your learning process. Feel free to approach us with any questions or concerns you have while at Mountain Empire Community College. Best wishes in your educational endeavors and your future career!

Sincerely,

Emily Kate Bowen

Dr. Emily Kate Bowen, DDS, MA, MPH, CDA

Dental Assistant Program Director

Professor, Division of Health Sciences



Dental Assistant Handbook

TABLE OF CONTENTS

Welcome.....	2
Program Faculty and Staff.....	7
Advisory Committee.....	8

I. Program Information

Mission Statements.....	9
Program Philosophy.....	9
Goals.....	10
Program Curriculum.....	11
Program Course Descriptions.....	11-13
Program Expenses.....	14-15
Tuition	
Personal Health Insurance	
Vaccine Requirements	
Criminal Background Check/Drug Screening	
Uniforms and Equipment	
Books and Printed Material	
Travel Costs	
Comprehensive Review/Credentialing/Licensure	
Program Activities	
Estimated Program Costs	

II. Admission and Progression Policies

Non-Discrimination Statement.....	16
General Admission Requirements.....	17
Selection to the Dental Assistant Program, scoring matrix	
Progression and Retention Policies.....	18
Readmission Policies.....	18

III. General Program Policies and Guidelines

1. Faculty Expectations.....	19
Commitment	
Attendance	
2. Medical/Personal Policies.....	19-20
Change of Physical Condition or Extended Illness Policy	
Religious Observance Policy	
3. Schedule/Emergency Policies.....	20-21
Inclement Weather Policy	
<i>Delayed Opening/Early Dismissal</i>	
<i>School Closing</i>	
4. Professionalism.....	21-23
Academic Honesty	
Professional Demeanor	



Regan's 7 Rules of Professional Conduct	
Student Code of Conduct	
Student Responsibilities	
Student Email	
Employment Policy	
Illegal Substance Policy	
Childcare	
5. Program Facilities and Services.....	23-24
Program Offices	
Faculty Office Hours	
Educational Facilities	
Academic Advising/Guidance and Counseling	
GAIN Program	
Phones	
Name Badge/Student ID	

IV. Academic Policies and Procedures

General Academic Policies.....	25-28
Class/Laboratory Hours	
Clinical Hours	
Classroom/Laboratory Conduct Policy	
Classroom/Laboratory Dress Code	
Examination/Test Policy	
Grading Policy	
Examination/Test Grades	
Curriculum Changes	
Transportation	
Student Success Plan	
Core Performance Standards for Admission and Progression	

V. Clinical Information/Policies.....28-37

What are Clinicals or Rotations?	
Goals of the Clinical Experience	
Program and Student Clinical Expectations	
Clinical Instructor/Preceptor	
Clinical Hours	
Clinical Attendance/Tardiness	
Clinical Make-Up Policy	
Clinical Pre-Requisites	
Clinical Sites	
Clinical Affiliate Contracts	
Confidentiality/HIPPA	
Definition of Proper Clinical Conduct	
Clinical Appearance Policy	
Uniform Requirements	
General Description of Clinical Rotations	
Clinical Evaluation	
Standard Precautions	
Sharps and Biohazard Policy	



Requirements to Graduate.....	37
Student Records.....	
DANB Information.....	37
Complaints.....	37
Appendices	38-46
Appendix A: Code of Conduct – Written Warning	
Appendix B: Student Success Plan	
Appendix C: Dental Assistant Program Occurrence/Incident Report	
Appendix D: Exit Interview	
Appendix E: Change in Health Statement	
Appendix F: Fitness for Duty-Return to Classroom and Clinical Courses	
Appendix G: Student Clinical Evaluation by Clinical Instructor	
Student Handbook Acknowledgement Form.....	47/48
<i>*Please submit this signed form to Program Director after reading the handbook.</i>	

Updated: May 2025

***Disclaimer Clause**

Mountain Empire Community College and the Dental Assistant Program reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise. If changes in this handbook are required during the academic year, the students will be given notice and written record of those amendments.





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MOUNTAIN EMPIRE COMMUNITY COLLEGE

Dental Assistant Program

Faculty & Staff Directory

Dr. Emily Kate Bowen, DDS, MA, MPH, CDA

Dental Assistant Program Director

Professor, Division of Health Sciences

Phone: 276.523.9008

Email: ebowen@mecc.edu

Office: Center for Workforce and Innovation of Appalachia (CWIA), Office 323

Ms. Kathy Earwood, RDH, CDA, DA-II

Dental Assistant Adjunct Faculty

Email: kearwood@mecc.edu

Ms. Megan Hubbard, CDA

Dental Assistant Adjunct Faculty

Email: mhubbard@mecc.edu



Division of Health Sciences

Mr. Wes Mullins, MBA

Dean of Health Sciences

Phone: 276.523.9017

Email: jmullins@mecc.edu

Office: Phillips-Taylor Hall, Office 148

Ms. Amber Boring

Health Sciences Administrative Assistant

Phone: 276.523.7456

Email: aboring@mecc.edu

Office: Phillips-Taylor Hall, Office 149

Ms. Sarah Clarkston

Health Sciences Recruiter & Coach

Phone: 276.523.9010

Email: sclarkston@mecc.edu

Office: Phillips-Taylor Hall, Office 146



Advisory Committee

An advisory committee has been appointed by the college to assist in curriculum development and evaluation. The committee members will also assist the Dental Assistant program faculty and staff in achieving learning outcomes and establishing effective clinical relationships. The advisory committee consists of local individuals who are involved in the dental and/or healthcare fields. Members include community representatives, clinical practitioners, dentists, hygienists, college faculty, recent graduates, and current student(s).

Board Members

Dr. Olivia Stallard, DMD

Downtown Dental
Norton, Virginia

Skip Skinner

LENOWISCO Oral Health Coalition
Duffield, Virginia

Elaine Garrison Smith, RDH, MSDH

Appalachian Highlands Community Dental Center
Ballad Health Residency – Executive Director
Abingdon, Virginia

Dr. Joni Watson

Watson Dental
Jonesville, Virginia

Tessa Colley, DA alumni

Office of Dr. William Robinson
Clintwood, Virginia

Annette Templeton, RDH, DA-II

Templeton Dentistry
Gate City, Virginia

Kathy Earwood, RDH, CDA, DA-II

Mountain Empire Community College
Adjunct Faculty
Big Stone Gap, Virginia

Tiffany Jacobs

Mountain Laurel Cancer Support & Resource
Center Coordinator
Mountain Empire Older Citizens
Big Stone Gap, Virginia

Sabrina Ward, RHIA, CPC, CCS-P

Professor, Health Information Management
Faculty Advisor – MECC
Big Stone Gap, Virginia

Jane Peterson, RDA

Registered Dental Assistant (*retired*)
Duffield, Virginia

Dr. Matthew Loos, MD, FAC, MBA

VP/Chief Academic Officer, Ballad Health
Johnson City, Tennessee

Wes Mullins, MBA

Dean of Health Sciences
Mountain Empire Community College
Big Stone Gap, VA

Dr. Emily Kate Bowen, DDS, MA, MPH

Director of Dental Assistant Program
Professor, Division of Health Sciences
Mountain Empire Community College
Big Stone Gap, VA



I. PROGRAM INFORMATION

Mountain Empire Community College's Mission

MECC's mission is to provide our region with accessible, quality higher education, workforce training, and community programs to ensure an educated population and globally competitive workforce.

Mountain Empire Community College's Vision

MECC's College's vision is to be recognized by our community as the leader in preparing our region's educated workforce.

Division of Health Sciences Mission

The Health Sciences Division mission is to provide access to quality higher education and workforce programs that provide our students with the knowledge, skills, and behavior needed to achieve their academic, professional, and personal success.

Division of Health Sciences Vision

Our vision is to be recognized by our community as the leader in preparing an educated healthcare workforce.

Program Mission Statement

The Dental Assistant Program's mission and philosophy are consistent with Mountain Empire Community College's mission and philosophy. The Dental Assistant Program faculty and staff also endorse the following beliefs:

Mountain Empire Community College's Dental Assistant Program is committed to establishing, maintaining, and providing quality faculty, staff, and facilities necessary to educate and train competent and efficient dental assistants. These dental assistants can join a more complex dental team to help with providing comprehensive dental care to patients.

Program Philosophy

The Philosophy of the MECC Dental Assisting Program is to provide an educational environment in which students can learn, be challenged, and adequately prepare for a role in the field of dentistry. The Mountain Empire Community College Health Science Department is centered on the healthcare of patients, and the Dental Assisting Program embraces the concept of a team approach to the delivery of patient care.

MECC will provide graduates with the skills to meet the employment needs of dental care providers within the MECC service region, the commonwealth, and the nation. The faculty believes their role is to be facilitators for student learning, while the learner is an active participant in the teaching-learning process. He or she is *accountable* for his or her own success and recognizes that learning is a life-long process.



Program Goals

The goal of the MECC Dental Assistant Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of dental care.

Program goals include:

- Provide dental assisting education and leadership by using a partnership or team approach.
- Foster diverse participation and learning opportunities through the Dental Assisting program.
- Meet the needs of our community and Commonwealth by graduating competent dental assistants.
- Prepare the dental assisting student to perform all aspects of dental assisting treatment under the direction and supervision of licensed dentists and/or specialty providers.
- Foster an attitude of lifelong learning and scientific inquiry.
 - Encourage graduates to use an evidence-based approach to dental assisting, seeking current news and research to support their profession.
- Produce graduates who possess the skills and knowledge to perform dental assisting services competently, legally, and ethically.
- Develop professionals who possess the ability to assess their own work, while actively and efficiently planning for continuous growth.
- Place an emphasis on clinical safety and security for both providers and patients.
- Encourage membership and participation in professional associations for the advancement of our graduates' careers and the advancement of oral health.
- Promote a commitment to community services, both as a student and later as a professional.
- Instill an ethical responsibility in all students that will prepare them to become community leaders and address the public health needs, placing an emphasis on the unique needs of our rural area.
- Maintain the recruitment and retention rates of dental assisting students by creating a quality professional academic environment.
 - MECC will utilize classroom, lab, and clinic spaces on campus, while partnering with local dental offices to provide a well-rounded educational experience for our students.
- Prepare the student to pass the CDA (Certified Dental Assistant) Exam which is recognized nationwide and administered through DANB (Dental Assisting National Board). *

**Pending CODA Accreditation approval*



Mountain Empire Community College

Dental Assistant Program Curriculum

Dental Assistant (120)						
	Course #	Course Title	Credit	Pre-Requisite Courses	Approved Course Substitutions	Term Offered
Summer	SDV 100	Student Success Skills	1		SDV 100, 106, 108, 195	F, Sp, Su
	DNA 103	Introduction to Oral Health	1			Su
	DNA 109	Practical Infection Control	3			Su
	DNA 120	Community Health	1			Su
	DNA 108	Dental Science	3			Su
	HLT 100	First Aid & CPR	3		HLT 119, EMS 101, EMS 111, both HLT 105 and 106	F, Sp, Su
Students earn AHA BLS for Healthcare Provider CPR certification, AHA Heartsaver OSHA Bloodborne Pathogen certification, and AHA Heartsaver First Aid certification						
Fall	DNA 113	Chairside Assisting I	3	DNA 103, 108, 109, 120		F
	DNA 114	Chairside Assisting II	4	DNA 103, 108, 109, 113, 120		F
	DNA 110	Dental Materials	3	DNA 103, 108, 109, 120		F
	DNA 190	Coordinated Internship	5	DNA 103, 108, 109, 120		F
	DNA 135	Dental Radiation Safety	2	DNA 103, 108, 109, 120		F
Students eligible for Dental Assisting National Board/CDA (Radiation and Infection Control)						
Spring	DNA 130	Dental Office Management	2	DNA 103, 108, 109, 110, 113, 114, 120, 135, 190		Sp
	DNA 140	Externship	5	DNA 103, 108, 109, 110, 113, 114, 120, 135, 190		Sp
	PSY 230	Developmental Psychology	3		Both PSY 231 and 232	F, Sp, Su
	ENG 111	College Composition I	3			F, Sp, Su
	SDV 107	Career Exploration	3		SDV 195	F,Sp,Su
Students eligible to take the Work Ethic Proficiency Certification Exam						
Students eligible for Dental Assisting National Board/CDA (Chairside Assisting)						
Total Program Credits			45			

NOTE: Potential credentials that students will be eligible to earn are noted throughout the program's progression.

Total Credits Required - 45

Note: DNA courses must be taken in the sequence outlined above. Students will not be allowed to progress to the next semester if all academic courses are not completed successfully.

VCCS Course Catalog Descriptions for Dental Assistant Program

Summer Semester

Course Descriptions:

SDV 101 - College Success Skills

Assists students in transition to colleges. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation.

Lecture
1 credit

DNA 103 - Introduction to Oral Health

Teaches anatomy of the head and neck, the oral cavity hard and soft tissues, as well as tooth morphology. Includes dental terminology, deciduous and permanent dentition as well as pathology.

Lecture 1 hour per week.
1 credit



DNA 109 - Practical Infection Control

Studies principles of management of disease producing microorganisms and associated diseases. Emphasizes sterilization, asepsis, and disinfection techniques applicable in the dental office.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
3 credits

DNA 108 - Dental Science

Studies head and neck anatomy, tooth morphology, pathological conditions of the oral cavity, disease processes, and microbiology.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
3 credits

DNA 120 - Community Health

Studies topics related to community health issues including identification of specific diseases, symptoms, causes, and effects. An emphasis is placed on the promotion of oral health in the community through patient education in oral home care techniques, dietary counseling, plaque control procedures and application of medicinal agents.

Lecture 1 hour per week.
1 credit

HLT 100 - First Aid and Cardiopulmonary Resuscitation

Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation.

Lecture 3 hours per week.
3 credits

Fall Semester

Course Descriptions:

DNA 113 - Chairside Assisting I

Provides instruction on the principles of clinical chair side dental assisting, dental equipment use and maintenance, safety, instrument identification, tray set-ups by procedures, and patient data collection. Emphasis on patient management during restorative procedures.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
3 credits

DNA 114 - Chairside Assisting II

Introduces the student to the various dental specialties including oral surgery, orthodontics, periodontics, prosthodontics, endodontics, and pediatric dentistry. Integrates and applies previous course content to operative dental procedures.

Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.
4 credits

DNA 110 - Dental Materials

Studies the materials utilized in the laboratory aspect of dentistry as support in treatment. Emphasis is placed on the characteristics, manipulation, economical control, storage, and delivery of materials.

Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.
3 credits

DNA 190 - Coordinated Internship

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

5 credits

DNA 135 - Dental Radiation Safety

Studies techniques and devices used for protection from ionizing radiation. Teaches biological effects, cell sensitivity and genetic effects of ionizing radiation. Includes practice of bisection and parallel techniques on manikins. Prepares employed dental staff to meet the Virginia Board of Dentistry's regulations for certification in dental radiation safety hygiene.

Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.
2 credits



DNA 130 - Dental Office Management

Exposes students to and provides practical experience in the legal aspects of dental office management with regard to ethics, jurisprudence, appointment control, recall systems, reception techniques, telephone techniques, accounts receivable and payable, payroll, insurance claims, inventory control, and professional conduct in a dental office.

Lecture 1 hours. Laboratory 2 hours. Total 3 hours per week.
2 credits

DNA 140 - Externship

Exposes students to the fast pace of a dental practice while they perform support services with an established team.

Lecture 1 hour. Laboratory 12 hours. Total 13 hours per week.
5 credits

SDV 107 - Career Education

Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choice.

Lecture 3 hours per week.
3 credits

ENG 111 - College Composition I

Introduces and prepares students to the critical processes and fundamentals of writing in academic and professional contexts. Teaches the use of print and digital technologies to promote inquiry. Requires the production of a variety of academic texts, totaling at least 4500 words (15 pages typed) of polished writing. This course requires proficiency in using word processing and learning management software. This is a Passport and UCGS transfer course.

Lecture 3 hours. Total 3 hours per week.
3 credits

PSY 230 - Developmental Psychology

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth.

Lecture 3 hours per week.
3 credits



Program Expenses

Tuition

The MECC Catalog and Schedule of Classes lists the cost of tuition for both in-state and out-of-state students. Tuition/fees are due at the time of registration. If a portion of the registration expense is to be paid by some type of financial aid or by a sponsoring agency, then it is the responsibility of the student to provide written evidence of such arrangements to the Office of Enrollment Services at or before registration. In the event of non-payment of financial obligations, the student's transcript will not be released and/or the student will not be allowed to register again until financial obligations are satisfied.

Personal Health Insurance

Students are encouraged to obtain personal medical insurance while enrolled in the Dental Assistant Program. MECC has **no** agreement with the clinical affiliates to provide necessary emergency care for the faculty or students assigned to them. Neither MECC nor the clinical affiliates are responsible for student injuries, accidents, or exposures that may occur while the student is participating in any laboratory and/or clinical activities. Therefore, students should purchase private health insurance. **The cost of any healthcare received while at a clinical site is the responsibility of the student.**

Vaccine Requirements

All students are required to be immunized or show proof of immunity to selected communicable diseases. A complete list is available on the program website: <https://www.mecc.edu/pathways/dental-assistant/> It is the student's responsibility to maintain a current PPD test and record(s), and all participants are expected to get a seasonal flu shot. During the initial orientation and background screenings, students will be required to obtain and provide proof of vaccinations.

Criminal Background Check/Drug Screens

All DA students providing client care in a healthcare facility must be cleared by a background check and drug testing prior to entering clinical sites. Admission and continued progression in the DA program are contingent upon completion of the background investigation and drug testing. Students will be given until the first MECC drop date for the semester to complete the payment and clearance process. All fees are subject to change as prices fluctuate. *All background checks and drug testing services are provided by a third-party provider, Castlebranch. Any discrepancies or appeals will be between the student and Castlebranch. Any additional fees incurred with these discrepancies and appeals will be the responsibility of the student. MECC, Health Sciences, and the Dental Assisting Program do not provide background or drug testing services.*

Note: Positive drug screen results will be investigated by Castlebranch through their Medical Review Officer (MRO). Students are responsible for following up on all investigative processes. Students will be notified by Castlebranch through their MECC email account on any discrepancies with background checks and/or drug testing. The student is responsible for responding in a timely manner to Castlebranch as requested with all follow-up information requested. After the investigation is completed and found to be warranted, MECC Sanctions will be followed. Third party determination (Castlebranch) will be upheld as the final deciding factor for screening purposes. Students will have three (3) business days to appeal to CastleBranch, the company completing the background check/drug screen, if the student believes the information included in the processed background check/drug screen is incorrect. Any cost incurred during this appeal is the responsibility of the student. However, the standards and threshold set by the College and the clinical providers is not negotiable.

Uniforms and Equipment

Student uniforms are required for labs and clinicals. More detailed information related to the clinical uniform and requirements will be discussed prior to the first clinical experience and later in this manual.

Books and Printed Materials

Textbooks and course materials will be required and can be purchased privately or through the MECC bookstore. All DNA courses utilize the same items (textbook, student workbook, and pocket guide). Any additional book purchases are not required as the curriculum progresses. If a student wishes to buy supplemental study materials, that is optional.



Travel Costs

Students are responsible for travel to the various clinical sites during rotations. The expense of travel will vary from individual to individual because of mileage from your home to the clinical sites. MECC will try to take residence and clinical assignments into consideration when placing students but cannot guarantee preferred placement. **Students are responsible for securing transportation and any accrued expenses.**

Credentialing / Licensure

Although each state is different, Virginia does not require a licensure for dental assistants. Students are required to take the CDA (Certified Dental Assistant) Exam which is offered through the Dental Assisting National Board (DANB). This exam will help with job placement as it is recognized by all 50 states, and it will also help prepare the students for additional specialty certification if they choose to take that later. If a student is seeking a job outside of Virginia, they are encouraged to consult that state's dental board to see current requirements and standards.

Program Activities

All students are highly encouraged to attend seminars, professional meetings, or campus events while at Mountain Empire Community College. Student fees are minimal, and transportation costs are the responsibility of the student. If a student desires to attend other dental-related meetings, then permission may be granted at the discretion of each course instructor.

Estimated Program Costs

Tuition	\$157. ⁰⁰ /credit hour
Textbooks*	Package available in MECC Bookstore
Course Fees*	\$275. ⁰⁰ x 3 (per CDA component)
Vaccinations***	Cost Varies
<ul style="list-style-type: none">Updated list available online: https://www.mecc.edu/pathways/dental-assistant/<ul style="list-style-type: none">3 Hepatitis B vaccinations OR proof of immunity by titer OR proof that a current series of three is in progress.2 Hepatitis A vaccinations OR proof of immunity by titer OR proof of the first in the series being received within the past six months2 MMR vaccines OR proof of immunity by titer.Negative TB test (two-step).2 varicella vaccinations OR proof of immunity by titer.DTP (diphtheria, tetanus, pertussis) vaccinations OR proof of immunity by titer.Seasonal flu shot.COVID vaccine strongly recommended, but <i>not</i> required	
DA CastleBranch package*	Package available in MECC Bookstore
Clinical Uniform	
<ul style="list-style-type: none">ScrubsWatch with second hand	<ul style="list-style-type: none">~\$75.⁰⁰/set~\$20.⁰⁰ (recommended, not required)
Health Insurance**	Cost Varies

*See MECC Bookstore for cost and materials.

**The costs are quite variable depending on where the testing is completed and the medical insurance plan.

***Note: The immunization records, vaccinations etc. can be obtained from your physician's office or local health department.



II. ADMISSION AND PROGRESSION POLICIES

Non-Discrimination Statement

Mountain Empire Community College is an open entry institution. Its mission is to provide quality higher education and workforce training programs and services that are financially and geographically accessible and meet individual, business, and community needs. The following pathways exist:

Allied Health Arts & Music Business College Transfer	Construction Education Manufacturing Public Safety	Engineering Environmental Health Sciences Technology
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MECC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, MECC shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

Nondiscrimination Coordinators:

Title IX Coordinator: Kristy Hall Room 136 Godwin Hall 276.523.7480	Title IX Coordinator (<i>Employees</i>) Val Lee Room 137 Godwin Hall 276.523.9079
Title IX Coordinator (<i>Students</i>) Lelia Bradshaw Room 133 Holton Hall 276.523.9107	Disabilities Coordinator Dale Lee Room 131 Holton Hall 276.523.9108

**This document will be made available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*



General Admission Requirements

Applications for the Dental Assistant Program are available all year online, and the deadline is April 15. Selections are made and offers are extended following these application deadlines. Application submission **does not** guarantee acceptance in the Dental Assistant Program.

Admission requirements are the following:

- State accredited high school diploma, home school diploma, or GED is required
- $\text{GPA} \geq 2.5$
- Placement out of or successful completion of MDE 10
- Placement into or successful completion of ENG 111

Selection to the Dental Assistant Program

Health Sciences is a competitive field and constantly in demand. All applicants to the program are ranked using predetermined criteria (provided in the figure below). This score is used to select the incoming class.

Criteria	Weight	Calculation
GPA: <i>*High School GPA will be used for graduating seniors OR if no college credits have been completed.</i>	30 out of 50 points (60%)	$\text{GPA} \times 7.5 = \underline{\hspace{2cm}}$ (Max 30 points)
Courses: Completion of the following courses will be acknowledged through weighted points: <ul style="list-style-type: none">- SDV 101- SDV 107- HLT 100- PSY 230- ENG 111	0-20 of 50 points (40%)	Points are weighted based on grade. Final grades are worth the following amounts: A = 4 B = 3 C = 2 (Max 20 points)
Medical Experience: <i>*Currently certified/ licensed health professional (documentation provided), successful completion of other MECC Health Sciences program, OR experience working in dental office</i>	1 bonus point	 (Bonus: 1 possible point)

The top ranked applicants will be selected for each class. Decisions are *final*. Students are encouraged to take some listed courses early to strengthen their application; however, those classes are not required for admissions. (Students may choose to enroll in the courses while enrolled in the DA program). Any applicants not selected for admission may reapply for a subsequent class. The Mountain Empire Community College Dental Assistant Program does not give advanced placement to any student. All applicants are considered on an equal basis, based on the weighted point system for admission. This point system is also posted online: <https://www.mecc.edu/dental-assistant-program-application/>



Progression & Retention Policies

To remain in good standing once admitted to the Dental Assistant program, the student must:

1. Adhere to all MECC, Dental Assistant Program, and clinical agencies policies.
2. Earn a “C” or better in each required Dental Assistant courses and maintain a minimum GPA of 2.0.
3. Students will be tracked and counseled as it relates to academic progress. A Plan for Success (*Appendix B*) will be developed and placed in the student’s file when deficiencies are noted.
4. Satisfactorily complete the didactic, laboratory and clinical requirements in each course. A grade of “C” or higher is expected. A lower grade will result in dismissal from the program.
5. Exhibit safe clinical behavior as described in the appropriate course syllabi.
6. Demonstrate professional, ethical, and legal conduct.
7. Submit to a drug test if requested by the Program faculty or clinical affiliate at any time during the program. A positive drug test is grounds for immediate dismissal.
8. Submit to a criminal background check before beginning first semester in the program.

Readmission Policies

A student who has received a “D” or “F” in a Dental Assistant course or who has withdrawn from the dental assistant program may be readmitted. **Readmission to the program is NOT guaranteed.**

In order to be admitted in a future cohort, the student must comply with the following:

1. A student must reapply to the DA program before the following April 15th, the standard admissions deadline. Students are welcome to appear before the DA Program faculty two times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
2. Only one readmission to the Dental Assistant Program is permitted.
3. If a student elects to apply for readmission, he/she may be required to take a designated course to increase his/her probability of success.
4. A student with previous unsatisfactory clinical performance must be evaluated and recommended for readmission by a consensus of the program faculty.
5. A student must have a cumulative 2.5 GPA or higher to be considered for readmission.
6. A student may be readmitted only if space is available.
7. Any exceptions to the above policies must be approved by the Dental Assistant program faculty and/or Dean of Health Sciences.



III. GENERAL PROGRAM POLICIES AND GUIDELINES

1. Faculty Expectations

Commitment

Students are expected to dedicate the time and energy necessary to complete successfully all academic assignments and projects, to learn what is required to become a competent Dental Assistant, and to achieve the goals of the Program.

Attendance

Students are required to attend all scheduled Dental Assistant classes, laboratories, and clinical sessions. Our purpose is to prepare the students for the workforce. There is a direct correlation among class attendance, productivity, and success on the job after graduation. Depending upon the course, attendance and timeliness may be graded. Please refer to your course syllabus for precise details.

When students must miss a class, laboratory, or clinical session, they must contact their instructor *prior* to the absence. Students are responsible for any information taught during their absence, so they should check CANVAS for announcements or consult classmates to get a summary of class. The student should also make an appointment to see the instructor to coordinate any missed lab/clinical time. Frequent absences may result in administrative withdrawal from a class and the termination or reduction of financial assistance (including veterans' benefits).

Excused absences may include a medical excuse (physician's note, court date, etc.) or faculty approved excuse (death in the immediate family, hazardous weather, etc.). Proof of absence may be required and will be requested by instructor. Missed laboratory or clinical experience must be made up and will be scheduled at the discretion of the Program faculty. **Excessive absences excused or unexcused, during a semester may result in failure of a class or dismissal from the Program.**

2. Medical/Personal Policies

As this is a clinical based program, all participants may be potentially exposed to medical radiation, communicable diseases, sharp related injuries, sterilization chemicals, and/or other clinical hazards. All students are strongly encouraged to consult their Primary Care Provider before entering a clinical career. Although physicals are not required by the State Board of Dentistry, MECC students are required to inform the Program Director and Director of Clinical Education of any significant medical changes which may impair their clinical performance or limit participation. The student must submit a **Change in Health Statement** form (**Appendix E**) completed by his/her physician and/or health care provider which verifies that the student is able to continue to attend class and perform activities in the clinical setting. Regardless of health status, the student is required to meet all class and course objectives to successfully complete the curriculum.

It is the responsibility of all students to inform DA Program faculty of any change in physical or mental status which may alter basic sensory/mobility functions. In addition, all students are required to adhere to the rules and regulations of the clinical office to which they are assigned. After recovery, it is the student's responsibility to submit a **Fitness for Duty – Return to Classroom and Clinical Courses** form (**Appendix F**) to Program faculty.

Every attempt will be made by Program faculty to accommodate make up days necessary for student success in the clinical area. Every missed clinical day must be made up by the end of the semester prior to or on the last day of scheduled classes before exams begin. **Students who cannot adhere to this timeline will be given preferential admission in the next cohort (assuming they are in good academic standing at time of departure).**



Change of Physical Condition or Extended Illness Policy

Students are required to inform the Program Director of any change of physical condition or extended illness. Prior to returning to the classroom or clinical setting after experiencing an illness, injury, hospitalization, or other circumstance that results in either a physical or psychological limitation(s) or an absence from the program, the student is required to submit to Program faculty a completed *Fitness for Duty – Return to Classroom and Clinical Courses* form (*Appendix F*) from their physician or health care provider.

In the event the physician or health care provider places limitations on the student's ability to perform activities, the student will be restricted accordingly. In addition, the rules and regulations of participating clinical agencies will prevail in determining whether a student who has limitations imposed by their physician or health care provider can participate in the clinical experience.

Every attempt will be made by Program faculty to accommodate make up days necessary for student success in the clinical area. Every missed clinical day must be made up by the end of the semester prior to or on the last day of scheduled classes before exams begin.

Religious Observance Policy

Students are required to inform the Program Director in writing if you plan to be absent from a class, examination, or clinical experience to observe a religious holiday. Notification of an impending absence for the purpose of religious observance should be made within the first three (3) days of the semester by emailing a request to the Program Director. The Dental Assistant Program is committed to providing reasonable accommodations for students' religious beliefs about examinations and other academic requirements.

3. Schedule/Emergency Policies

Inclement Weather Policy

Purpose: To provide a standardized response to a delayed opening, school closing, or severe weather.

**Note: For weather related changes, please consult MECC's official announcements via college website/email, text alerts, social media sites, and local tv/radio announcements.*

Procedure:

I. Delayed Opening/Early Dismissal

In the case of a delayed opening or early dismissal, students are expected to report to any class that would normally be in session at the time the College is open. Provided below is the MECC altered schedule in the case of severe weather:

Classroom/Laboratory Classes:

MECC's official class schedule:	
Normal Class time:	Snow Schedule:
8:15-9:30	10:00-11:00
9:40-10:55	11:05-12:05
11:05-12:20	12:10-1:10
12:50-2:05	1:45-2:45
2:15-3:30	2:50-3:50
3:40-4:55	3:55-4:55
5:00: resume normal schedule for evening classes.	

**The DA lab schedule may vary slightly from the college's normal time slots, so please check your syllabus or CANVAS announcements for alternative course meeting times.*



Clinical Rotations

Most clinical sites will not close/delay operation during periods of inclement weather unless conditions are severe enough to endanger employees or patients. Therefore, Dental Assistant Program students are expected to attend clinical as scheduled unless the college is **closed**. Additionally, students may need to leave the clinical site early to avoid hazardous driving conditions that may occur late in the day. The college will announce if the college is closing or if night classes are cancelled.

Because students come from various locations and distances, some of which may be more seriously affected by adverse weather than others, students must always exercise judgment on whether it is safe to drive to/from the clinical site. Prudent students should exercise safety because safety is first in all cases. **It is recommended that you call your assigned dental office on rotation days to see if they are open or working on an altered schedule. Please alert the Program Director of any unanticipated schedule changes.**

II. School Closing

When the College is closed in celebration of a holiday, classes/clinical will not be held. When classes at Mountain Empire Community College are canceled due to inclement weather, students have the option of attending clinicals if weather in their area permits.

- A. Mountain Empire Community College utilizes an electronic emergency notification system called ***Text Alerts***. This system will allow students to receive instant notification should an emergency occur on campus. The student receives alerts via email and/or text messaging* via ***Text Alerts***.

*Standard charges for incoming text messages may apply. Please check with your service provider for details.

- B. During unforeseen events, such as inclement weather, the College may employ ***Text Alerts*** to broadcast pertinent information (such as school closures) and appropriate response. Students should keep their contact information up to date via the Portal on the MECC Website homepage as required by the College each semester. Sign up for MECC alerts here: <https://www.mecc.edu/textalerts/text-alert-signup/>
- C. Students may also check the Mountain Empire Community College website (www.mecc.edu) or social media pages for schedule changes in the event of inclement weather.

4. Professionalism

Academic Honesty

Cheating is the giving or receiving of information or material with the intention of wrongfully using it to aid oneself or another student in academic endeavors. The Dental Assistant Program faculty expects honest behavior from students in relation to performing patient care, written examinations, papers, or any other assignment. Students must do their own work; there are no exceptions. Students who plagiarize or cheat in any way risk dismissal from the Dental Assistant Program and expulsion from the college. Cheating on any exam, quiz, lab practical, lab test, or any other type of examination, as well as thoughts, words, or ideas is prohibited. Students are expected to maintain a high level of integrity in their academic pursuits. Academic honesty is essential for maintaining the relationship of trust that is fundamental to the education process. Academic dishonesty is a violation of one of the most basic ethical principles of an academic community. Acts of dishonesty that would subject a student to disciplinary action include, but not limited to the following:

- **Cheating:** Using unauthorized material or help from another person in any work submitted for academic credit.
- **Fabrication:** Inventing information of citations in an academic or clinical exercise.
- **Facilitating Academic Dishonesty:** Providing unauthorized material or information to another person.
- **Plagiarism:** Submitting the work of another person(s) as one's own without acknowledging the correct source.
- **Unauthorized Examination Behavior:** Conversing with another individual. Passing or receiving material to or from another person, accessing electron media such as cell phones, tablets, or laptop PCs, or temporarily leaving an examination site to visit an unauthorized site.



Professional Demeanor

Students must function as professionals in the academic and healthcare setting. Students are expected to project a professional image, including appearance, confidence, respect, courtesy, self-control, initiative, dependability, reliability, honesty, punctuality, and responsibility. Students must demonstrate accountability for patient care by functioning within legal and ethical limits. Regular attendance and a commitment to clinical sites is part of the professionalism expected within this program. Failure to comply within these limits may result in immediate dismissal from the Dental Assistant Program.

7 Rules of Professional Conduct

1. Always be polite to patients. Regardless of the circumstances.
2. Do not discuss the patient's ailments with him/her.
3. Do not discuss the respective merits of various forms of treatment.
4. Never prescribe or diagnose.
5. Do not discuss the patient's dentist or any other provider with the patient.
6. Keep accurate records of patients and procedures.
7. Be alert to hazards.

Student Code of Conduct

The Student Code of Conduct (found in the Mountain Empire Community College Student Handbook) contains the rules and policies that are followed by the Health Science Department with regard to student behavior. In addition to MECC policies, the Dental Assistant Program has behavioral policies that will be enforced. Failure to abide by these policies is grounds for disciplinary action. These policies include, but are not limited to, the following:

- Inappropriate dress
- Tardiness or absenteeism
- Failure to demonstrate safe performance of procedures
- Breaching confidentiality (HIPAA)
- Unprofessional behavior
- Inappropriate use of handheld electronic devices

Procedure:

1. When it is deemed a student has violated the student code of conduct, the following procedures will apply depending on the step appropriate for the situation.
 - a. Oral reprimand by program faculty - **Anecdote will be placed in the student's file.**
 - b. Written reprimand by program faculty - **Written Warning will be issued, subsequently placing the student on probation. While on probation, the student may continue clinicals, and he or she will be reassessed as indicated during the probationary period. (Appendix A)**
 - c. Dismissal from the Dental Assistant Program - **Written notification is required.**
2. At any step, except with an oral reprimand, written communication shall state what behavior is inappropriate, the behavior expected, and the consequences of a failure to correct.
3. Any violations of the proper clinical conduct may result in immediate dismissal from the Dental Assistant Program without steps 1 or 2 occurring.

Typically, probation will last for the duration of the semester. Failure to adhere to Dental Assistant Program policies or protocol after receiving probation *will* subject the student to dismissal from the program. Probation may affect grading in the clinical course.

Student Responsibilities

It is the student's responsibility to know and comply with all MECC and Dental Assistant Program guidelines and policies in addition to all pertinent clinical facility policies and procedures as they may apply. It is the student's responsibility to have access to the Internet (Canvas and e-mail), and to check those resources daily.



Student Email

Students need to be familiar with using their MECC student email account. College faculty and other administrative personnel at MECC will use students' email as a method of communicating with students. MECC personnel cannot reply to emails from other sources such as Gmail, Yahoo, or other personal email accounts once you are a student and enrolled in classes. If you need assistance with student email, please contact MECC HelpDesk for help or further assistance.

Employment Policy

Students who are employed while enrolled in the Dental Assistant Program may not use work-related excuses as an excuse for not meeting the objectives for the Program. A student's employment should not interfere with assigned class or clinical schedules. We discourage working night shifts prior to class or clinical days. Students should arrange their work schedule so that it in no way interferes with class or clinical time. Failure to attend a scheduled class or clinical due to work is considered an unexcused absence. Noncompliance will jeopardize a student's success within the Dental Assistant Program. Additionally, a student must **not** identify himself or herself as a MECC Dental Assistant Student when working as an employee in a clinical agency.

Please be aware that students may be asked to attend a variety of seminars, labs, community events, or other educational experiences that may not be in the typical Dental Assistant Program schedule. It is the responsibility of the student to work with their instructor and/or employer to attend required educational experiences.

Illegal Substance Policy

Students or employees within a Virginia Community College shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or alcohol while attending college or college related activities (including clinical experiences). Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, country or city government for investigation and, if warranted, prosecution.

Childcare

Students are responsible for making childcare arrangements for their children while they attend class, laboratory, or clinical rotations. Children are **never** allowed to attend class, lab, or clinical with the parent. Some clinical rotations may begin early in the morning or go late into the evening. Students with dependent children must prepare in advance.

5. Program Facilities and Services

Program Offices

Faculty in the Dental Assistant Program have assigned offices and scheduled office hours. The Program Director's office is in the Center for Workforce and Innovation of Appalachia (CWIA), Office 323. The direct phone number is (276) 523-9008. Support staff may be found in the Health Science Department in Phillips-Taylor Hall, located on MECC's main campus.

Student Engagement Hours

Student Engagement Hours are intended to promote the availability of faculty to work directly with students outside of the traditional class. Dr. Bowen will be available through scheduled in-person appointments, email correspondence, phone calls, or Zoom sessions. If alternative times or meeting modes are needed, please contact faculty to request accommodations.

Educational Facilities

The Dental Assistant Program classroom and laboratory are all located within the Center for Workforce and Innovation of Appalachia (CWIA). The Program utilizes the College's extensive library to provide a wide variety of professional reference material and journals. Students also have access to other college library material through internet database access within the Virginia Community College System (VCCS).



Academic Advising / Guidance and Counseling

Each student will be advised by program faculty for assisting with academic progress and concerns. The advisor will authorize all course work the student plans to take and will provide guidance for future course requirements and career development.

As a service to students, the college provides the services of professional counselors in addition to faculty advisors in each instructional program. These counselors can assist students in making realistic decisions regarding vocational, educational, and personal/social plans. Students have a variety of resources available to them through both the Career Center and the Student Services Center of the College.

Phones

Students are not allowed personal use of the telephones in the Dental Assistant Program classroom, laboratory, or clinical sessions. **Phones should not be used in a clinical setting.** During rotations, students should leave their phones in their vehicle, or turned off and kept in a locked office/break room. **If a student is on a phone in the clinic, it will negatively impact the clinical grades, and repeated offenses can lead to program failure or dismissal.**

*Please note that all students need to have a current, working phone number on file with the College in case of emergencies. If contact information changes, students are asked to update it as soon as possible. Please ensure that voice-mailboxes are set-up and can record any messages that may be relayed.

Name Badge/Student ID

All students must obtain a Mountain Empire Community College picture I.D. and have it available while on campus or at a MECC sponsored function. Dental Assistant Program students are also required to wear a program I.D. badge as a part of their uniform while in the clinical facilities. These are available free of charge in the MECC bookstore, but there may be a fee for replacement badges that are lost or damaged.



IV. ACADEMIC POLICIES AND GUIDELINES

General Academic Policies

Please note: Program academic policies apply to all students and faculty regardless of location

Class/Laboratory Hours

The Dental Assistant Program utilizes teaching strategies, such as lecture, laboratory practice, observational experiences, clinical experiences, independent study, and volunteer service projects. Any schedule changes will be announced and posted online. Students may be asked to participate in special events/activities outside of normal class times.

Clinical Hours

Clinical rotations are arranged through MECC with local dental offices. These assigned clinical rotations will occur throughout the semester. Students will rotate through area clinics and adhere to the private office's time schedules. Some doctors will close on certain days or offer alternative schedules (i.e. open late, stay late) to accommodate patients' needs. **It is the student's responsibility to confirm the weekly office schedule with the assigned clinic.** Students are expected to provide their own transportation to all clinical training sites.

Classroom/Laboratory Conduct Policy

Dental Assistant courses will be conducted in an orderly and professional manner. Both instructors and students will attend classes, be on time, and be prepared. The instructor facilitates the learning process and determines both the selection of subject matter and learning style. Students are expected to contribute to the discussions in class. When there is a question or concern about subject content, the student may further discuss concerns with the instructor *outside* of class time. Students are asked to be mindful of the classroom learning objectives for that day and not prolong discussions in class.

Clinical & Laboratory Dress Code

- Students should wear approved scrubs to all labs and clinic rotations (unless otherwise specified).
- For safety purposes, closed-toe shoes are to be worn in clinical and laboratory classes.

Classroom & Professional Dress Code

- Midriff/cropped shirts, halters, see-through/mesh garments, backless blouses/dresses shall not be worn.
- Leggings and/or jeans with holes, tears, etc. are not acceptable.
- Hats or caps shall not be worn.
- Sunglasses are not to be worn in the classroom or laboratory unless prescribed by a physician and documentation provided to the instructor prior to class time.
- Garments that display or suggest sexually themed, violent, vulgar, or drug-related wording or graphics or that provoke or may tend to provoke violence or disruption in the school shall not be worn.
- Clothes and shoes/sandals must be clean and neat.

**Appearance is an important component of professionalism, and students should follow these guidelines closely.*

Examination/Test Policy

Exams/Tests will consist of multiple choice, matching, true-false, short answers, or fill in the blank. They may be online utilizing Canvas or given as a practical examination in person. Exam formats may vary between instructor, so consult your course syllabi for specific information. A score of 70 (C) or above is considered passing for each course.



Absences on Exam/Test Day: If a student is absent on the day of an exam/test, the faculty member administering the exam must be notified by the student themselves by phone or email at least 1 day prior to testing. If an emergency arises that does not provide advance notice, the student should still attempt to contact the professor before the examination period. Upon return to class, proof of emergency/absence will be required before testing will be allowed. **Exams that are not taken on the scheduled day must be made-up within the week, and arrangements must be made with the instructor. Failure to make-up exams/assignments will result in an automatic zero (0) for that objective. Students may be referred to the MECC Testing Center for any make-up assignments.**

Grading Policy

In the Dental Assistant Program, each student is evaluated on a wide range of items, including comprehension of material, lab practical(s), clinical skill(s), and professionalism. Each syllabus will have the specific requirements or grade scale for that specific course.

The Dental Assistant Program uses the following academic grading system:

A = 90 – 100 (*Excellent*)
B = 80 – 89.9 (*Good*)
C = 70 – 79.9 (*Average*)
***F = 0 – 69.9** (**failing in the DA Program*)

This grade scale is based off similar national and regional board examinations in the dental field. A point system equivalent to the above scores and letter grade will be used in all DNA courses. **A grade of “C” is required for passing in all DNA courses.** Students may not enroll in the next dental course until they have successfully passed the previous course(s) including general electives.

Examination/Test Grades

Examination/Test results will be given to students by course faculty, who will review all scores for accuracy and make necessary revisions or adjustments. Students will have seven (7) days to address grading concerns with Dental Assistant Program faculty. **All scores will be posted to Canvas - NO test scores or grades will be given over the telephone or email.**

Curriculum Changes

To keep the Dental Assistant Program current, and congruent with the College’s general education requirements, it may be necessary to make curriculum changes on occasion. Program faculty will keep students informed of changes as they occur, as well as the effects those changes will have on students currently enrolled in the Dental Assistant program. All syllabi are subject to change at the discretion of the instructor to meet course objectives more fully.

Transportation

Students are responsible for providing their own transportation to all educational areas (i.e. main campus, CWIA, clinical offices, volunteer sites, etc.). Please be aware of parking information provided for MECC and any clinical affiliate.

Student Success Plan

A student success plan is facilitated to keep students informed of progress when performance requires alteration. Implementation would be indicated when classroom, laboratory, or clinical behaviors place the student at risk.

- Quality care and safe practice are goals of the Dental Assistant faculty. When student behavior requires attention, a written Student Success Plan is implemented. (*Appendix B*) The areas that require attention include, but not limited to classroom achievement, attendance/tardiness, clinical performance that does not meet minimal criteria, or irresponsible behaviors.



- Success plan will be signed and dated by all involved parties. Student success plans will be placed in the student's file.

Core Performance Standards* for Admission and Progression through the Dental Assistant Program

In addition to the Dental Assistant program's admission requirements, MECC's Health Science Department sets forth eligibility requirements by citing the core performance standards. The standards set forth cognitive, sensory, affective, and psychomotor performance requirements for every student. Each core performance standard is accompanied by examples of activities dental assistant students and professionals are required to perform while executing patient care. Students must be able to demonstrate satisfactory application of these core performance standards in classroom, clinical, and laboratory settings, with or without reasonable accommodations, during the course of the program.

Requirement	Performance Standard	Examples
Critical Thinking	Critical thinking ability sufficient for clinical judgment and delivery of safe patient care	Identify cause and effect relationships in clinical situations; evaluate effectiveness of interventions; prioritize clinical tasks and solve problems, specifically emergency situations which may require fast action.
Quantitative Literacy	Quantitative literacy sufficient for clinical judgment and delivery of safe patient care	Ability to take measurements; perform arithmetic and numerical operations (such as is necessary for calculating dental material quantities or ratios); read and record graphical displays of scientific and real-time physiologic data
Professional Relationships	Interpersonal and emotional skills sufficient for professional interactions with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients and colleagues; ability to engage in conflict resolution, demonstrate peer accountability; adapt to changing environments/stressors; perform multiple responsibilities concurrently; establish therapeutic boundaries
Communication	Ability for professional interactions with others in verbal, non-verbal, and written form	Explain treatment procedures; initiate oral-health teaching; document and interpret clinical actions and patient responses; ability to interpret common non-verbal expressions indicating pain, discomfort, anxiety, and other behavioral states
Mobility/Endurance	Physical abilities sufficient for movement from room to room and in small spaces; ability to execute movements required to provide care and treatment to clients in all health settings including functioning in emergency situations	Move around in clinical operatories, workspaces, and treatment areas; administer cardiopulmonary resuscitation (CPR); walk and/or stand for prolonged periods



Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective patient care	Ability to bend, squat, kneel, climb stairs, push, pull, reach for extended periods; calibrate and use clinical dental equipment; manipulate small machines and/or containers such as syringes, vials, and dental materials
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear alarms and other emergency signals, normal speaking level sounds, cries for help, and auscultatory sounds on assessment
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments; ability to discern colors and changes in color shading; ability to read handwritten and printed data such as orders or medication labels; ability to read chart content and interpret data correctly by clearly viewing monitors
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to sufficiently perform physical assessments including pulses, changes in skin temperature, and anatomical appearance

**Adapted from MECC Nursing program and Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing*

Student Accommodations Statement

The Dental Assistant program is committed to the policies set forth by the Virginia Community College System regarding disabilities and reasonable accommodations. If you require special services or accommodations, you should visit the Disability Services web page (<https://www.mecc.edu/disabilityservices/>) and contact the Disability Services Counselor for an appointment at least 2 weeks prior to the beginning of classes. Your success is contingent upon your ability to fulfill the core performance standards of the program with or without reasonable accommodations.



V. CLINICAL INFORMATION / POLICIES

The preparation of clinically competent Dental Assistants is the primary goal of Mountain Empire Community College's Dental Assistant Program. One of the necessary experiences of competence is the ability of the student to participate in an array of clinical procedures in a safe, effective, and efficient manner. Through the clinical experience, students are offered the opportunity to enhance their clinical performance.

All clinical and/or class traveling is the responsibility of the student. MECC does not provide the student with a travel allowance.

What are Clinicals or Rotations?

As you begin the first semester, you will embark on an experience unique to any other in your education. This experience is called coordinated practice or "clinical."

Clinicals provide an opportunity for you to become involved in the direct interaction and observation of the patient. It also affords you with "hands on" experience in patient care. This is the time when you must take the skills you have learned in the laboratory and apply them in a clinical setting. You will not only be responsible to the patient, but also to every member of the dental office. From the first day of your rotation, you become an integral part of that team. An experienced, knowledgeable clinical preceptor whose role is to provide you with guidance and direction during this unique education experience will supervise your actions.

The process of becoming a dynamic, skilled dental assistant is expansive. Do not expect to master these tasks during your first clinical exposure. Have patience with yourself, even if it feels overwhelming. More importantly, learn from each mistake and grow with each experience. Your assigned dental office is excited to host you, so take advantage of this opportunity and ask to participate or observe office practices whenever possible and appropriate.

Goals of the Clinical Experience

1. To give the student the opportunity to develop task-related skills and techniques learned in the classroom setting while working in the actual clinical environment.
2. To provide an opportunity for the student to integrate learned theory with clinical practice, enabling the student to problem-solve, and assist the clinical providers in dental procedures.
3. To afford the student the opportunity to develop professional responsibility and ethical decision making.
4. To expose the student to a wide variety of clinical experiences and settings.

It is important to note that Dental Assistants are NOT treatment providers. Although they are integral parts of the dental team, students or working assistants cannot diagnose, prescribe, or conduct procedures of any type. Should a student perform outside of the scope of practice, the student will be removed from the clinical rotation and released from the Dental Assistant Program.

Program and Student Clinical Expectations

The Program expects students to:

1. Take responsibility for your own learning.
2. Be respectful and courteous to your preceptor, patients, peers, and other clinic employees.
3. Attend the full clinical day and arrive on time.
4. Follow the policies of the clinical affiliate that you are rotating in.
5. Evaluate both positive and negative experiences during observations.
6. Question dentists and other office professionals.
7. Utilize your time to maximize learning experiences.
8. Maintain an enthusiastic and positive attitude!



9. Sign into MECC Canvas and check your college email for announcements every day you are in clinical.
10. Be evaluated, critiqued, and graded by your clinical preceptors.

As a student you can expect:

1. To be treated with respect by preceptors.
2. To be given specific assignments or tasks.
3. To be evaluated.
4. To be observed and questioned by preceptors, staff, and dentists.
5. To become proficient in assisting.
6. To have the clinical activities form validated by your preceptor

Please remember, students enrolled in programmatic clinical rotations shall not receive any form of remuneration in exchange for their work. In addition, students shall not be substituted for paid staff in the absence of appropriate personnel during clinical rotations.

You are the only one who can take advantage of the clinical opportunity.
**WHAT YOU GET OUT OF YOUR CLINICAL ROTATION IS IN DIRECT
PROPORTION TO THE ENERGY YOU PUT INTO IT.**

Clinical Instructor/Preceptor Role

Clinical preceptors are responsible for teaching students in the day to day application of dental care and office maintenance. The clinical instructor supervises, counsels, and evaluates the student's clinical competencies while they are rotating through their clinical affiliate.

The clinical instructor will assign students to a clinical area that will enable the student to meet the defined learner objectives. The clinical instructor will evaluate the student on successful completion of a clinical skill and the associated professional behavior(s) required of that skill. It is the clinical instructor's job to evaluate fairly and impartially. This may mean that a student may be required to perform the clinical evaluation several times to meet the minimal acceptance passing score for that skill. This should not be looked at as punishment, but necessary remediation.

Scheduled Clinical Hours

The clinical schedule will vary between various offices. Students are expected to conform to the office schedule, no matter the circumstances. Special requests cannot be honored. Clinical rotations are selected based on the availability of the clinical site as well as the ability to meet course objectives.

Clinical Attendance and Tardiness Policy

Due to limited time in the clinical area, students must attend and perform at an acceptable level in the clinical area. Absences will deny the student opportunities needed to acquire skills necessary to meet minimum standards. Therefore, clinical assignments require 100% attendance. If a student finds it unavoidable to be tardy or absent from any assigned clinical experience, then the student must contact the Dental Assistant Program Director plus their assigned dental office with an explanation at least one (1) hour prior to the start of the assigned clinical shift.

Failure to notify the Program Director or their designee of an absence/tardiness is considered unprofessional conduct. Students may be dismissed from the program for no call/no show in the clinical setting.

The *only* absences that will be excused are the following:



- The student is ill, and the student has notified the Program Director at least one (2) hours prior to the start of clinical assignment. A follow-up doctor's excuse must be provided within the week.
- The student is hospitalized or very sick (acutely ill and under a doctor's care). A routine (non-emergency) office visit is not a valid excuse.

*Please make all routine doctors' appointments on non-clinical days before or after your scheduled rotation.

- The student is in court.
- The death of an immediate family member occurs.

NOTE: Evidence, such as a doctor's excuse or legal document, is expected to validate the absence.

Procedure for Notification of Absence or Tardiness

1. Contact the Program Director by email or phone concerning the tardiness or absence. If a student is aware of an absence hours or days in advance of scheduled clinical time, please notify the Director of the conflict as soon as possible.

Clinical Make-up Policy

All **excused** absences must be made up by the last day of class unless extenuating circumstances exist. If a student has not completed all make-up time prior to the deadline, then the student will receive a letter grade of "F" for the clinical course involved and will be dismissed from the Dental Assistant Program. All clinical make-up time must be approved by the Program Director and the host office **prior** to any day(s) being made up. Missed clinical time will be made up on a designated day to be scheduled at the discretion of the Director of Clinical Education, at a designated facility that may be different from the assigned site.

Clinical Pre-Requisites

Before the student can start attending any clinical rotations, the student must provide the Program Director with proof of the following:

- Proof & record of three **Hepatitis B** vaccinations
 - OR proof of immunity by titer
 - OR proof that a current series of three is in progress and on time.
- Proof & record of two **Hepatitis A** vaccinations
 - OR proof of immunity by titer
 - OR proof of the first in the series being received within the past six months
- Proof & record of two **MMR** vaccines
 - OR proof of immunity by titer.
- Proof & record of negative **TB** test (two-step).
 - OR negative chest x-ray
- Proof & record of seasonal **flu** shot.
- Proof & record of two **varicella** vaccinations
 - OR proof of immunity by titer.
- Proof & record of **DTP** (diphtheria, tetanus, pertussis) vaccinations
 - OR proof of immunity by titer.
- Proof & record of current health insurance coverage
- Passing of criminal and sexual background checks and drug screen.
- HIPAA training (modules included in DNA 103: Introduction to Oral Health)

If any of the items mentioned above are not provided by the student by the designated deadline, he/she will not be allowed to attend clinicals. The student will be withdrawn from the program.

****Note:* For immunizations series, the first vaccine must be started before clinical rotations begin, but students should stay on the approved dosage schedule and update CastleBranch accordingly throughout the academic year.**



Clinical Sites

For a complete/updated list of clinical sites, please consult the MECC Dental Assistant Program Director.

Clinical Affiliate Contracts

Individual contracts are in effect with each affiliate clinical agency and these contracts differ in requirements made of students. The general stipulations are as follows:

- Clinical agencies reserve the right to dismiss a student from their agency at any time with any due cause. This will be done with advance notice except in an emergency.
- Proper uniform must be worn including identification badges provided by the college or the facility.
- Published policies of the clinical agency must be adhered to.
- Immunizations must be current and include Hepatitis B, MMR and Varicella. Other immunizations may be required.
- Proof of tuberculin skin test (PPD) or a negative chest x-ray must be shown on admission to the program.
- Proof of a criminal background check with no evidence of barrier crime activities.
- Proof of successful completion of HIPAA training.
- The student releases the clinical agency, its agents, and employees from any liability to his/herself or damage to his/her property arising out of agreement of use of dental clinic/hospital's facilities.

Clinical contracts for each agency are available in the Health Science Department, and they may be reviewed by students upon request. Contact Amber Boring (ABoring@mecc.edu) for more information.

Confidentiality/HIPAA

The right to privacy of students, faculty, staff, patient, families, and other health professionals should be judiciously protected by those associated with the Dental Assistant Program. All such confidential information is now covered under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

It is the responsibility of all those who have access to confidential information to see such information is accessible only to those directly concerned with the individual's health care delivery. All information learned by the student about a patient during observation and study is considered confidential.

The confidentiality with which the information is to be treated should be established with the patient. Patient information is not to be discussed in public places with people not involved with the student's study or patient's care. Failure to take this into account can be considered as an invasion of the right to privacy and as such, a violation of HIPAA. **This action may result in dismissal from clinical activities and/or dismissal from the DA Program.**

Definition of Proper Clinical Conduct

In addition to the Student Conduct Policy in the MECC catalog, it is important that students maintain an attitude of professionalism while in the clinical setting. The list includes, but is not limited to, behaviors that are necessary and desirable in the role as a Dental Assistant.

- Dental Assistants are reliable. Students should report to the clinical site on time. Excessive tardiness or absences are not acceptable, and grades will reflect this behavior.
- Dental Assistants keep patient information confidential. Students will have access to a great deal of patient information, and by law (HIPAA) this information must be kept confidential. It can only be discussed as necessary for the completion of work.
- Patient information is not to be discussed outside of the clinical area under any circumstances. This includes the break rooms, front desk, hallways, and anywhere outside the office building.



- Discussions are not only verbal, but they also include all forms of electronic communication such as texting or messaging apps.
- Dental Assistants are honest. Stealing, falsifying medical/dental records, or falsifying clinical documents are grounds for immediate dismissal from the Dental Assistant Program. Reported instances may be grounds for dismissal. Suspected instances will be reported to the appropriate administrators (Program Director and Dean of Health Sciences) and investigated.
- Dental Assistants do not use alcohol or any other intoxicating substances while on duty. Use of such substances while at a clinical rotation is grounds for immediate dismissal. Suspected instances will be reported to the appropriate administrators (Program Director and Dean of Health Sciences) and investigated.
 - **Note: This includes consuming alcohol on lunchbreak or scheduled recess outside of the physical clinic.*
- Dental Assistants' appearance must be professional. The clinic and school dress code must be strictly followed. Perfumes and colognes are not allowed, and good grooming/personal hygiene is essential.
- Dental Assistants conduct themselves in a professional manner. Loud, raucous behavior is inappropriate in the clinic setting. When relating to dentists, hygienists, other office staff, patients, and visitors, Dental Assistants are always polite and courteous. There is no place for rudeness or short tempers in the clinic. If students have a personality conflict with a preceptor, then please discuss it with that individual and the clinic supervisor.
- Usage of electronic devices is strictly prohibited during assigned clinical hours, and cell phones are not allowed. Personal items should always be kept in a secure location during clinical hours. Disciplinary action will be initiated if warranted.
- Behavior that violates state laws or Virginia Board of Dentistry regulations that govern the practice of dental care is not acceptable.



Clinical Appearance Policy

Students in the Mountain Empire Community College Health Sciences Department represent the College, the profession, as well as the clinical facility. Professional attire and appearance of all dental assistant students are vitally important in our interaction with patients, visitors, and other employees of our clinical affiliates. By the very nature of the work of the dental assistant, student uniforms and attire are designed with health and safety in mind. A professional personal appearance assures poise and self-confidence; thus, the following policies have been established for both the clinical and classroom setting:

Uniform and Equipment

The designated MECC Dental Assistant Program uniform for students consists of the following:

Cherokee Revolution Scrubs

Women:	WW310 – jacket* WW620 – top* WW110 – elastic waist pants+ WW120 – classic drawstring pants+ HH 5047 – under-scrub shirt^ <i>*Embroidered with MECC logo. +Choice of either style pant – only one pair required. ^Optional for layering; Mandatory for visible tattoos on arms.</i>
Men:	WW670 – top* WW360 – jacket* WW140 – pants
Colors: Scrubs are to be Grape (royal purple color); under-scrub shirt is Black . All are solid, with NO personalization other than MECC logo (in white). <i>*Optional: Surgical Cap: WonderWink Brank (WKS-400, black)</i>	

- It is recommended that students have at least two sets of scrubs as the uniform will be worn to both labs and clinicals throughout the year.
- If wearing an undershirt beneath scrubs, it can only be the approved under-scrub shirt in black.
- Surgical caps may not be required in every office, but if your office uses it, students should arrange to take it to each visit.
- White or light-colored athletic shoes, that must be clean or clinical style shoes.
 - OSHA mandates closed toe shoes in the workplace.
- High socks – ankle socks are not permitted because of exposed legs when sitting.
- MECC issued picture I.D. badge (clip should be visible)
Optional Equipment: watch with second hand

Students who do not present self to the clinical area in the designated uniform will be dismissed from the clinical site and will not be allowed to return until the required uniform is complete. All clinical time missed as a result will be considered unexcused.



The following guidelines are to be adhered to:

1. Students are required to purchase the designated school uniform. (See required uniforms above.)
2. The uniform should be clean, ironed, and in good condition.
3. The clinical affiliate and/or college student ID is to be worn on the left side of the uniform, visible on the chest. It must be in clear view when in uniform and in all clinical settings.
4. Hair must be clean, neat, and pulled away from face. Facial hair must also be kept trimmed and neat. Hair must be controlled in such a way that it will not cause contamination. Hair must not be of an extreme color or style (no pink, blue, etc.)
5. Jewelry should be kept to a minimum. One small stud earring per ear and wedding bands are acceptable. Bracelets or necklaces are not permitted unless Medic Alert. Jewelry should not interfere or distract from work being performed.
6. Tattoos, body art, and piercings (except ears) are **not** to be visible when in the clinical setting.
7. Fingernails should be kept short, clean, and neatly groomed as not to interfere with work. Clear polish may be worn. Acrylic nails, tips and fingernail jewelry are prohibited.
8. Shoes to be worn must be closed toe, clean and in good repair. Shoes must be made of material that will not absorb biohazardous materials and can be cleaned. Laces must be always clean. High top tennis shoes, canvas shoes or shoes with sport logos are prohibited.
9. Excessive or strong-smelling perfume, aftershave, lotion, and/or makeup must not be worn. The patients with whom you will be working have respiratory difficulties. Fragrances may contribute to their problems.
10. Noxious odors and poor personal / dental hygiene are unacceptable. Showering / bathing and the use of deodorant / antiperspirant are expected.
11. Eating and drinking is not permitted in patient areas; only in designated breakroom(s). Students will be allowed to leave clinical for lunch, but they must be back before clinic starts.
12. Smoking is not permitted in any of the clinical sites. This includes both cigarettes and vape cartridges.
13. Gum chewing is not permitted.
14. Uniforms are to be worn in the clinical setting only, NOT outside the clinical area such as to a place of employment, grocery store, or while shopping. If a student is required to return to campus during or after clinical, a clean lab coat may be worn over the uniform, or the student may change into street clothes.
15. When full uniform is not required (i.e. trips, community events, seminars, etc.), remember it is imperative to dress in a professional manner. The following guidelines must be adhered to:
 - Khaki or dress slacks; jeans with no holes/rips.
 - Collar shirts or blouses.
 - Dresses, skirts, or shorts length no more than four inches above the knee.
 - Socks or hosiery.
 - Denim jeans, tee shirts, crop-tops, mini-skirts, and shorts are prohibited.

Clinical Evaluation

During the clinical experience, students shall be evaluated on their ability to integrate theory with practice, performance of skills, attitudes, and appearance. Students shall be responsible for documentation of the clinical time and activities. Students shall also be governed by specific policies and procedures of the individual clinics. Clinical knowledge and skills build throughout the DA curriculum, and students are expected to demonstrate all basic clinical skills. The student will observe and perform clinical course objectives under immediate supervision of a dental clinic staff member.



Clinical evaluations consist of the following:

Clinical Instructor:

- Cognitive skills: Focusing on knowledge acquisition and intellectual skills and abilities.
- Psychomotor skills: Relating to skills that require varying levels of well-coordinated physical activity and precise manipulative procedures.
- Affective skills: Dealing with feelings, emotions, mindsets, and values, including the nurturing of desirable attitudes for personal and professional development.
- Daily clinical documentation on the Clinical Activities Form.
 - Documentation must be appropriate and coincide with the course/clinical objectives.

Clinical Preceptor:

- Daily clinical documentation on the Clinical Activities Form.
 - Documentation must be appropriate and coincide with the course/clinical objectives.

Standard Precautions

Students entering a health care field should be aware of the possibility of being exposed to various contagious diseases during the clinical education and career. Precautions and protective procedures are discussed prior to the first clinical course. Additional information may be provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

There is an increasing prevalence of HIV and Hepatitis B and C that increases the risk for health care workers who may be exposed to blood and body fluids from infected patients. It is necessary to consider ALL patients as potentially infected with blood borne pathogens.

The following precautions apply to all faculty and students at Mountain Empire Community College Dental Assistant Program.

1. Gloves must be worn when touching the following:
 - a. blood and body fluids
 - b. mucous membranes
 - c. non-intact skin
 - d. items or surfaces soiled with blood or bloody fluids
 - e. performing arterial puncture and other vascular access procedures
2. Gloves should be changed between patients, and hands should be washed thoroughly.
3. Protective eyewear should be worn while assisting with any dental procedure or at any time droplets of blood or other body fluids might contaminate the eyes of the caregiver.
4. Needles are to be recapped using a one-handed technique after patient use. They must be placed in a sharps (puncture resistant) container immediately.
5. Needles should not be purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
6. Needles, scalpel blades, and other sharp items should be disposed of in the sharps container.
7. Clinical agency policy must be followed by students and faculty.
8. Any break in skin integrity of the caregiver must be covered by an occlusive/protective covering.
9. Gloves that are punctured or torn while in use should be removed as soon as possible. Hands are to be washed thoroughly and new gloves applied before proceeding with the task.

Sharps and Biohazard Policy

Students will be taught correct techniques to be used when dealing with bio-hazardous materials and/or sharps. **If the student has an exposure or is injured by any of these items while at the clinical site, then the student**



must immediately report to the clinical supervisor and the Director of the Dental Assistant Program. This should be completed on the same day of the event and complete a MECC Incident Report. The student must then obtain care for the injury at his/her own expense (i.e. Emergency Rooms, Health Department, or Urgent Care facility). A copy of any documentation must be submitted to the Program Director for student's file.

Requirements to Graduate

Students must meet the following requirements to successfully complete the Dental Assistant Program:

1. Completion of all required academic curriculum
2. Achieve a grade of C (GPA: 2.0) or better in all dental courses; overall 2.5 GPA is necessary
3. Completion of all clinical competencies/requirements

Student Records

Students who are seeking admission in the Dental Assistant Program at Mountain Empire Community College are required to submit an application, academic information, health, medical, and related information to the Dental Assistant Program's online application portal. All information voluntarily submitted to the Health Sciences office will be returned to the student. Students and graduates of the Dental Assistant Program are encouraged to obtain and maintain copies of their health, medical, or related information submitted for future reference (i.e. medical exam record, TB skin test results, immunization record, CPR records, etc.). **NO STUDENT INFORMATION THAT MAY BE IN THE PROGRAM'S OFFICE FILE WILL BE RELEASED TO PERSONS OR AGENCIES FOR EMPLOYMENT OR PERSONAL REASONS.**

Becoming a Certified Dental Assistant

Although each state's requirements vary, Virginia does not require dental auxiliaries to become certified. However, it is a credential which students are encouraged and expected to pursue as a part of the MECC curriculum. More details can be gathered through Dental Assisting National Board (DANB). Certification is not a guarantee of employment or recognition.



Dental Assisting National Board

Dental Assisting National Board (DANB)

444 N. Michigan Ave., Suite 900 Chicago, IL 60611

Telephone: 1-800-367-3262 (or 312-642-3368)

www.danb.org

Complaints

Students may express concerns, problems, or questions to faculty members who are teaching your courses, the Program Director, or the Dean of Health Sciences. Any individual student or group of students in the Dental Assisting Program who wish to meet with the Program Director to express their concerns or questions are encouraged to do so at any time. Suggestions for change are always welcome and will be shared with the entire Dental Assisting faculty.

Program concerns in which students want resolution discussed by faculty should be submitted to the online form at: <https://forms.gle/qKZjjHtVpx9hVtfjA>

The complaint log will be reviewed at each Advisory Board meeting. For any complaints or concerns regarding harassment or Title IX violations, students should contact the Program Director immediately. The Dean of Health Sciences and other appropriate staff and administration will be brought into the case as determined by college policy. In addition, students should submit any safety concerns to MECC Campus Police at 523-7473 (campus ext. 64-7473).



Mountain Empire Community College Dental Assistant Program Code of Conduct - Written Warning

Student: _____ EMPLID: _____

Location of Occurrence: _____ Time of Day: _____

Cause: Check all that apply

- ☐ Disobedience
 ☐ Absence/Tardy
 ☐ Unprofessional Behavior
☐ Safety Issue
 ☐ HIPAA Violation
 ☐ Violation of Dress Code
☐ Other: _____

Description of Event(s)

--

Remarks and Actions

--

Probationary Period: _____

Has student previously been warned of this violation? ☐ No ☐ Yes - When? _____

Student Signature

Date

Faculty Signature

Date



**Mountain Empire Community College
Dental Assistant Program
Student Success Plan**

Student: _____ **EMPLID:** _____

Behavioral/Academic/Clinical Issues

--

Activities/Recommendations for Improvement

--

Plan for Further Action if No Improvement

--

Date of Re-evaluation: _____

Program Faculty Signature

Date

Student Signature

Date



Review/Coaching Log	
Date	Details of Discussion/Action

Student Comments

Student Signature: _____ Date: _____

Faculty Comments

Faculty Signature: _____ Date: _____



Mountain Empire Community College Dental Assistant Program Occurrence/Incident Report

Date of Occurrence:		Time of Occurrence:	
Student Name:		EMPLID:	
Course Number & Name:			
Clinical Preceptor:			
Exact Location of Occurrence (MECC classroom, mock-clinic, laboratory, clinical facility, etc.):			
Type of Occurrence:			
HIPAA Violation		Unprotected Exposure to Blood/Body Fluids	
Medication Error		Needlestick Injury	
Misconduct		Student Injury/Accident	
HIPAA Violation		Academic Integrity Violation	
Unsafe Practice		Other:	
Description of Occurrence:			
Name of Witnesses/Others Involved:			
Actions Taken Following Occurrence and By Whom:			
Medical Attention Given, If Needed:			
Additional Comments:			
Name of Person Making Report:			
Signature of Person Making Report:			
Date Submitted:			

Note: Copy to Student and Student File



Mountain Empire Community College Dental Assistant Program Exit Interview

Date: _____

Student: _____ EMPLID: _____

Reason for Withdrawal/Leaving the Program:

☐ Personal ☐ Health ☐ Financial ☐ Failure of Coursework

Specify: _____

Do you plan to return to the Dental Assistant Program or MECC? ☐ Yes ☐ No

Plan of Action for Return

--

Student Comments

--

Program Faculty Signature

Date

Student Signature

Date



Mountain Empire Community College Dental Assistant Program Change in Health Statement

Section A: (To be completed by the student)

Student Name:	EMPLID:
Brief Summary of Health Condition:	
Physician Name:	
Physician Location/Phone Number:	
Name and phone number of individual(s) to be contacted in case of emergency:	
Student Statement: As a student in the MECC Dental Assistant Program, I am aware of the potential exposure to infectious/contagious diseases, toxic substances, and the danger to students which may occur during clinical experiences. I am also aware of the physical demand of the program as stated in the college catalog.	
Student Signature:	Date:

Section B: (To be completed by the health care provider)

Please use the following information to determine if this student can participate in clinical experiences. In some situations, the policies of clinical agencies to which the student is assigned may supersede your recommendations.	
<ul style="list-style-type: none"> • Each clinical rotation is approximately 8 hours in length, various times. • There is a potential exposure to infectious/contagious diseases, toxic substances, and radiation. • Nitrous Oxide may be in use at some clinical practices. • Students are expected to complete dental assisting activities comparable to that of a staff member with the supervision of their clinical preceptor. • Physical demands in the dental assisting program may include duties that require squatting, bending, reaching, lifting and carrying up to 20 pounds. Duties also require constant use of sense of sight, hearing, touch, and speech. • Environmental conditions include procedures that involve handling blood and body fluids using standard (universal) precautions. 	
Please indicate your recommendation regarding this student's ability to participate in clinical experiences. _____ may participate in clinical activities _____ has no limitations _____ has physical and/or mental impairments: <i>please specify limitations</i> _____ may NOT participate in clinical activities at this time, may reconsider after: _____ (date)	
Healthcare Provider Signature/Title:	Date:



Mountain Empire Community College Dental Assistant Program Fitness for Duty – Return to Classroom and Clinical Courses

Student Name:	EMPLID:
<p><i>This form is required for all students who have experienced an illness, injury, pregnancy, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the program.</i></p>	
<p>Please use the following information to determine if this student can return to the classroom and clinical setting.</p> <ul style="list-style-type: none"> • Each clinical rotation is approximately 8 hours in length, various times • There is a potential exposure to infectious/contagious diseases, and toxic substances • Nitrous Oxide may be in use at some clinical practices. • Students are expected to complete dental assisting activities comparable to that of a staff member with the supervision of their clinical preceptor. • Physical demands in the dental assisting program may include duties that require squatting, bending, reaching, lifting and carrying ~20+/- pounds. Duties also require constant use of sense of sight, hearing, touch, and speech. Environmental conditions include procedures that involve handling blood and body fluids using standard (universal) precautions. 	
<p>Please indicate your recommendation regarding this student's ability to return to the classroom/clinical setting. The student must be free of any restrictions or limitations which may endanger the student's health or a patient's safety in the clinical setting.</p> <p>_____ I find the above named student fit for duty with NO restrictions or limitations in the classroom or clinical setting</p> <p>_____ I find the above named student fit for duty WITH the following restrictions or limitations:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>_____ I find the above named student NOT fit for duty; may reconsider after _____(date)</p>	
Healthcare Provider Signature/Title:	Date:



Mountain Empire Community College Dental Assistant Program Student Evaluation by Clinical Instructor

Student Name: _____ Date: _____

Clinical Site: _____

Instructions: The following is the clinical preceptor's evaluation of the student's performance during clinicals.

Rating: **4** = **A** (*outstanding performance*) **3** = **B** (*good job-shows improvement*) **2** = **C** (*fair-poor*) **1** = **F** (*clinically unacceptable*)

1. Demonstrates the relationship between learning and clinical implementation, making notable strides to improve the assisting performance.	4	3	2	1
2. Interacts with staff members: willing to follow directions, exhibits sound clinical judgment, and seeks help when required.	4	3	2	1
3. Relates well with patients: pleasant, sincere, patient, compassionate, and respectful of cultural diversity.	4	3	2	1
4. Displays initiative, self-direction, responsibility, and accountability in seeking out new learning experiences and continuing practice of previous tasks.	4	3	2	1
5. Professional conduct is demonstrated: appearance, punctuality, cooperation, maintaining confidentiality and adhering to all policies.	4	3	2	1

Grade Conversion:

How many of each letter grade?			
4/A		× 4	=
3/B		× 3	=
2/C		× 2	=
1/F		× 1	=
<i>sum-total</i>			
			<i>total × 5</i>
Grade (<i>out of 100</i>)			

**students must have a 70 or better to pass clinicals*

Comments:

Clinical Staff Printed Name: _____ Date: _____

Clinical Staff/Instructor's Signature: _____





**Mountain
Empire** COMMUNITY
COLLEGE

Dental Assisting

Student Handbook Acknowledge Form

(student copy)

I, _____, have received and reviewed the MECC Dental Assistant Program Student Handbook, and I assume responsibility for being knowledgeable of the contents. I agree to be governed by the policies/procedures described within the handbook, and to adhere to the rule/regulations of the Dental Assistant Program, Mountain Empire Community College, and the affiliated clinical sites. I am aware that program faculty are available to assist me with any questions or issues that may arise.

Printed Student Name: _____

Student ID: _____

Student Signature

Date





**Mountain
Empire** COMMUNITY
COLLEGE

Dental Assisting

Student Handbook Acknowledge Form
(faculty copy – to be signed and submitted for records)

I, _____, have received and reviewed the MECC Dental Assistant Program Student Handbook, and I assume responsibility for being knowledgeable of the contents. I agree to be governed by the policies/procedures described within the handbook, and to adhere to the rule/regulations of the Dental Assistant Program, Mountain Empire Community College, and the affiliated clinical sites. I am aware that program faculty are available to assist me with any questions or issues that may arise.

Printed Student Name: _____

Student ID: _____

Student Signature

Date

DA Faculty signature/initials

