

Dental Assistant Training Centers

Knowledge Shared

Fredericksburg Campus

609 Jefferson Davis Highway, Suite 101

Fredericksburg, Virginia 22401

DATCvaLLC@gmail.com

datcvaINFO@datcinc.com

Volume 1

Issue Two

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TABLE OF CONTENTS

Program Description and Objectives	3-6
The Program	3
Introduction	4-6
Faculty	7
Facility	8
Course Schedule	9
Syllabus	10-13
Admission	14
Admission Requirements	14
Notification of Acceptance	14
Standards of Progress	15-16
Grading System	15
Progress Records/ Transcripts	15
Remediation	15
Dismissal	16
Career Advising and Placement	16
Granting Credit for Previous Educational Training	16
Trasferability	16
Tuition and Fees	17-18
Course Materials	17
Remediation	17
Leave of Absence / Refunds	18-19
Financial Aid	19
Application/Deposit and Tuition Payments	19
Policy Rules and Regulations	20-26
Holidays	20
Severe Weather	20
Changes in Personal Data	20
Dress Code	20
Smoking	21
Food and Drink	21
Cell Phones and Texting	21
Attendance and Punctuality	21
Telecommunication / Distance Learning	22
Requirements for Telecommunication / Distance Learning	23
Library Resources	23

Faculty Accessibility	24
Clinical Rotations (Externships)	25
Student Complaints	26
Standards of Conduct	27-28
Substance Abuse	27
Sexual Harassment and Reporting	27
Honor Code	28
Concealed Weapons	28
Violence	28
Safety	29-30
Bloodborne Pathogen Standard	29-30
Application for Admission / DA II Disclosure Statement	31-33

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Program Description and Objectives

The Program (History, Development and Purpose)

Dental Assistant Training Centers Virginia, LLC, located at 609 Jefferson Davis Highway, Suite 101, Fredericksburg, Virginia 22401 is a Limited Liability Corporation registered with the Commonwealth of Virginia State Corporation Commission. It is a Proprietary School certified to operate by the State Council of Higher Education For Virginia in 2021. SCHEV is not an Accrediting Agency.

The program consists of a comprehensive schedule of didactic (lecture), clinical and laboratory modules. It is presented in 5 Modules with evening lectures delivered over a virtual platform and clinical demonstrations and competency development held in a live setting on Fridays and/or Saturdays. Instruction emphasizes the application of basic and fundamental concepts and principles of chair-side dental assisting. It includes 99 hours of classroom and laboratory work and 30 hours of clinical rotations. Upon successful completion of the program, students receive:

1. A Dental Assistant I Completion Certificate
2. Dental Radiology Completion Certificate per guidelines of the Virginia Board of Dentistry
3. CPR Certification
4. OSHA and Infection Control Training Completion Certificate
5. Dental Office Emergencies Certificate

Upon completion of the program, students will also have met the Virginia guidelines for the study of Infection Control and Emergencies in The Dental Office that, together with the required hours on the job, leads to Dental Assistant II classification.

Ultimately, DATC-Va.'s approach is for students to acquire the practical knowledge by training in a working dental office to increase marketability in the job market and facilitate entry into the profession.

DAII Disclosure Statement – A student completing all requirements of this program will be classified as Dental Assistant I in Virginia. Dental Assistant II classification requires successful completion of: 1) Full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist; ****a) a 3-hour course in sterilization and infection control; ****b) a 3-hour course in dental office emergencies; ****c) clinical radiology training consistent with Virginia Dental Board Regulations; and ****d) current certification in CPR; or 2) Successful completion of the certification examination administered by the Dental Assisting National Board, and current certification in CPR.

**** These courses are all included in the DATC-Va. Training Program. CPR Expires 2 years after certification date.

About Dental Assistant I

Dental assistants have many tasks, including patient care, recordkeeping, and appointment scheduling. Their duties vary by state and by the dentists' offices in which they work.

Duties

Dental assistants typically do the following:

- Ensure that patients are comfortable in the dental chair
- Prepare patients and the work area for treatments and procedures
- Sterilize dental instruments
- Hand instruments to dentists during procedures
- Dry patients' mouths using various equipment
- Instruct patients in proper oral hygiene
- Process x rays and complete lab tasks, under the direction of a dentist
- Keep records of dental treatments
- Schedule patient appointments
- Work with patients on billing and payment

Dental assistants often spend much of their day working closely with patients and dentists. For example, dental assistants might take a patient's medical history, blood pressure, and pulse before a procedure; explain what will be done; and talk to patients about oral care. They help dentists during a procedure by passing instruments and holding equipment such as high volume evacuators and dental curing lights. Other tasks include preparing the treatment room and making sure that instruments and equipment are sterile. Dental assistants also may document the procedure that is done and schedule follow up appointments.

Some dental assistants are specially trained to take x rays of teeth and the surrounding areas. They place a protective apron over patients' chest and lap, position the x-ray machine, place the x-ray sensor or film in patients' mouths, and take the x rays. Afterward, dental assistants ensure that the images are clear.

Assistants who perform lab tasks, such as taking impressions of a patient's teeth, work under the direction of a dentist. They may prepare materials for dental impressions or temporary crowns.

Each state regulates the scope of practice for dental assistants. Some states let dental assistants polish teeth to remove stains and plaque from the enamel or apply sealants, fluoride, or topical anesthetic.

Work environment.

Dental assistants held about 346,000 jobs in 2018. The largest employers of dental assistants were as follows:

Offices of dentists	90%
Offices of physicians	2
Government	2

Dental assistants work under the supervision of dentists and work closely with dental hygienists in their day-to-day activities.

Dental assistants wear safety glasses, surgical masks, face shields, protective clothing, and gloves to protect themselves and patients from infectious diseases. They also must follow safety procedures to minimize risks associated with x-ray machines.

Work Schedules

Most dental assistants work full time. Some work evenings or weekends.

Dental assistants work in a well-lighted, clean environment. Their work area is usually near the dental chair so that they can arrange instruments, materials, and anesthetics and medicaments and pass them to the dentist when needed. Dental assistants must wear gloves, masks, protective eyewear, and protective clothing to protect themselves and their patients from infectious diseases. Assistants also follow safety procedures to minimize the risks associated with the use of x-ray machines.

Almost half of dental assistants had a 35- to 40-hour workweek in 2014. Around 1 in 3 assistants worked part time, or less than 35 hours per week, and many others have variable schedules. Depending on the hours of the dental office where they work, assistants may have to work on Saturdays or evenings. Some dental assistants hold multiple jobs by working at dental offices that are open on different days or by scheduling their work at a second office around the hours they work at their primary office.

Entry level positions as a Dental Assistant are found both in General Dentistry and Dental Specialty Practices and range from chair side assistants, hygiene assistants, clinical coordinators, to front office and administrative assistants. Among the faculty at DATC-Va. are highly experienced Dentists with specialties in each of these areas. DATC-Va. Will offer virtual lecture platform. Students will be “admitted” into the classroom 15 minutes prior to the beginning of class (530pm) for Q&A. There will be a 15 minute break (around 730pm) when the faculty will also be available. There will be a **chat** feature and a **Raise Hand** feature which will be monitored by faculty or administration.

During on site Clinical Demonstration and competency development, there will be one faculty person per 4-6 students.

Faculty may be contacted by email per the DATC-Va. Contacts list. Faculty will monitor and respond to email between 8am and 8pm Monday through Thursday.

DATC-Va. has relationships with general and specialty dental practices in an around the Fredericksburg area. Students will complete clinical rotations in many of these offices and should endeavor to develop positive relationships.

DATC-Va. will alert graduates of the Program of any job openings by email and will support they students in the job search by training in Resume and Cover letter writing and in Interviewing and will support graduates through letters of reference to potential employers.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Dental Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/dental-assistants.htm> (visited **January 22, 2021**).

FACULTY

Karen Barwick, DDS - Instructor

Dr. Barwick is a graduate of UNC School of Dentistry and has been in private practice since 1987. Dr. Barwick has been involved in training Dental Assistants since 2009 when she opened a Dental Assistant Training Program in her office in North Carolina. To date, DATC, Inc has graduated more than 100 Dental Assistant I and the Program in NC continues to welcome and train those seeking a career in the field. Dr. Barwick is licensed to instruct, test and certify students in Dental Radiology by the North Carolina State Board Of Dental Examiners (G.S. 90-29 (c) (12)).

Thanos Ntounis, DDS, MS - Instructor

Dr, Ntounis received his dental degree from the University of Athens (Greece), He also received his specialty training in Prosthodontics in Athens and then a Certificate in Periodontics and Implants from the University of Alabama, Birmingham, He is a Board-Certified Periodontist and has been in private practice with Dr. Pitman since 2015.

Lillie Pitman, DMD – Program Director, CEO, Instructor

Dr. Pitman received her dental degree from the Arizona School of Dentistry and Oral Health and her certificate in Periodontics and Implant Dentistry from the University of Alabama, Birmingham. She is a Board-Certified Periodontist and, since 2014, has practiced in Fredericksburg with her practice limited to Periodontics and Implant Dentistry. DATC-Va is located in her office.

FACILITY

DATC-Va. is located in the office of Drs. Lillie Pitman and Thanos Ntounis in Fredericksburg, Virginia. Continuous upgrades to this facility, which was built in 1997 and renovated in 2018, enables students to train on state-of-the art and more conventional equipment.

The office has eight fully operational operatories. With class size limited to 12 students, the facility offers ample training space.

Below is a partial list of equipment used by DATC-Va.

Operatories (treatment rooms)	8
Handheld NOMAD Xray Units	2
Dexis Digital Xray Sensor	2
High and low speed handpiece hookups	10
Electric handpiece hookups	3
Manikins for radiology module	4
Sterilization Area	1
Steam Autoclaves	1
Statim Autoclave	1
Dental Materials vibrator	1
Ultrasonic cleaner	1
Dental laboratory with model trimmer, stone and plaster bins	1
Multiple-procedure instrumentation set-ups	
DIODE Laser	1
Biostar Unit	1
Rayscan 3D Dental CBCT and Panoramic Unit	1
3Shape Digital Scanner	1
Professional Dental Studio	
Canon Intraoral and extraoral Cameras	3
Blood pressure Monitor and Pulse/CO2 saturation monitor	3
Dental implant Motors	3
Nitrous Oxide and Oxygen Delivery Systems	5
Curing Lights	2

Proposed 2022 Course Schedule

Session 1

On Site Orientation: Friday, January 7, 2022 3PM

Tuesdays 5:45-9:00 pm Virtual Lectures, January 18, 2022 – April 12, 2022
Chat/ Q&A will begin at 5:30pm each week that there is a virtual lecture.

Onsite Clinical Training 8am – 5 pm

Friday, February 4

Friday, February 25

Friday, March 25

Friday, April 8

Friday, April 22

Friday, May 6

Friday, May 13

Syllabus

Orientation

- Distribution of course materials
- Beginning assignments
- Collect any outstanding tuition

The syllabus below breaks down by weekly modules the 99 hours of instruction by lecture and laboratory and includes Cardiopulmonary Resuscitation certification. In addition, 30 hours of Clinical Rotation in approved dental offices are required to successfully complete this Program.

Module I

Introduction to Dentistry 3-hour virtual lecture

Workbook Chapters Due 1,2,3

OSHA/ Infection Control 3-hour virtual lecture

Workbook Chapters Due 5,6,7,8

Dental Office Emergencies 3-hour virtual lecture

Workbook Chapters Due 13 and Handouts

Clinical demonstrations and Competency Development for all above Lecture Presentations

Completed workbooks due@ 8am (chapters 1,2,3,5,6,7,8,13)

CPR Date TBD

Module II

Dental Anatomy 3-hour virtual lecture

Workbook Chapters Due 4

Moisture Control 3-hour virtual lecture

Workbook Chapters Due 10

Intro to Clinical Dentistry (instrumentation, the operatory, the Dental Office)

Workbook Chapters Due 11, 12

Clinical demonstrations and Competency Development for all above Lecture Presentations

Completed workbooks due @ 8am (4,10,11,12)

Module III

Pain and Anxiety Control 3-hour virtual lecture

Workbook Chapters Due 14

Restorative Dentistry 3-hour virtual lecture

Review chapters 12,14

Impressions 3-hour virtual lecture

Workbook Chapters Due 22

Prosthodontics and Implant Dentistry 3-hour virtual lecture

Workbook Chapters Due 23

Clinical demonstrations and Competency Development for all above Lecture Presentations

Turn in completed workbooks @ 8am (14,22,23)

Module IV

The Job Search 3-hour virtual lecture.

Workbook Chapters Due 29

Specialty Dentistry 3-hour virtual lecture

Workbook Chapters Due 24, 25, 26, 27, 28

- **Speakers**
 - Endo
 - Oral Surgery
 - Periodontics

Specialty Dentistry 3-hour virtual lecture

- **Speakers**
 - Pediatric Dentistry
 - Orthodontics
 - Implant Dentistry

CLINICAL COMPETENCIES Module V

***** Prerequisite Didactic Dental Radiology*****

Clinical Radiology - Week 1

Workbook Chapters Due 15, 16

Clinical Radiology – Week 2

Review Workbook Chapters Due 15, 16

All Competencies review – Week 1. Final Take Home Exam Distributed

All Competencies review – Week 2. Final Take Home Exam Due at 8am

Admission

Admission Requirements

Students seeking admission must have a high school diploma or GED. DATC-Va. must receive the following before considering a student's admission:

- Completed application form (attached to the back of this handbook and available online).
- Official transcripts sent directly from issuing authority (high school, or GED and college (if any) or received in sealed envelope which has been delivered by the applicant
- Essay written by the applicant entitled "Why I chose dental assisting and what I can bring to the profession"
- \$100.00 **non-refundable** application fee

Notification of Acceptance

The Applicant will be notified of acceptance by U.S. mail and electronic mail (email) within ten (10) business days of the receipt of the completed application.

STANDARDS of PROGRESS

Grading System

Students will be evaluated and scored on didactic (workbook) exercises and on clinical (hands-on) skills on the final day of each MODULE. Students must receive a minimum average score of 70 percent on didactic exercise and 86 percent on clinical and laboratory competencies as outlined in the course workbook. Students must receive an 86 percent Proficiency on the Radiology Clinical Exercises and receive a completion certificate from the entity from which they complete the didactic portion of a radiology course. Students' grades are maintained electronically and may be accessed at the conclusion of each module.

Students will receive three grades per Module; one resulting from a written exam covering the Module material, one based on the Workbook exercise scores and one based on an evaluation of the Module clinical competencies. There will be a weekly Professionalism score.

Students who earn at least the minimum grades as indicated above receive a final grade based on the following:

Didactic	45 Percent
Clinical Competencies	50 percent
Professionalism	5 percent

Students receive a separate grade in Clinical Radiology.

Progress Records/ Transcripts

Student grades, including workbook scores, tests, competencies and professionalism will be recorded and available at the end of each Module in a user protected section of the schools website. Each student will have a personal username and password to access his/ her grades. Additionally, a student may print an UNOFFICIAL Transcript at any time during the program or after completion of the program by logging in to the website with the required username and password. If, at any time, the student/graduate cannot access the grades, the student must contact DATC-Va. for username and password reset by emailing noreply@datcinc.com.

Remediation

Students who have any grades below the minimum either on didactic or clinical skills will have the opportunity to raise those grades to above the minimum on the last 2 meeting dates of the Session. Those students who continue to be unable to meet a minimum grade may seek remediation with an approved instructor provided the Program Director determines that the students' need is warranted. Otherwise, the Program Director will require students to repeat the modules for which remediation is required in a subsequent session at a pro-rata fee basis.

Dismissal

Students with grades below minimums who fail to utilize the remediation avenues above are subject to dismissal from the program without a certificate or opportunity for a refund per DATC=Va. Refund policy and other actions at the discretion of the Program Director.

Career Advising and Placement Services

DATC-Va. has relationships with general and specialty dental practices in an around the Fredericksburg area. Students will complete clinical rotations in many of these offices and should endeavor to develop positive relationships.

DATC-Va. will alert graduates of the Program of any job openings by email and will support they students in the job search by training in Resume and Cover letter writing and in Interviewing and will support graduates through letters of reference to potential employers.

Granting Credit/ Previous Educational Training

DATC-Va. will grant credit for persons currently certified by a Virginia Board of Dentistry approved Radiology course in the amount of \$200.00. DATC-Va. will grant credit for persons currently certified in CPR the amount of \$15. The student must still be present on the dates of radiology and CPR instruction and work on other skills and competencies

Transferability

The transferability of any work completed at Dental Assistant Training Centers of Virginia, LLC to another school is at the sole discretion of the receiving school.

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Tuition and Fees

Non-Refundable Application Fee	\$100
Tuition	\$3835
Includes all certifications, models, lab materials, and full mouth radiograph. ²	
Course Materials Non-Refundable	
<u>ESSENTIALS OF DENTAL ASSISTING Sixth EDITION AND WORKBOOK</u>	\$130
by Debbie S. Robinson and Doni L. Bird, Saunders Elsevier Copyright 2017, 2007, 2001, 1996, 1992	
<u>DENTAL INSTRUMENTS: A POCKET GUIDE Sixth EDITION</u>	\$15
by Linda R. Bartholomucci, Saunders Elsevier 2019	
CPR for the Professional Rescuer	<u>\$15</u>
TOTAL TUITION, Supplies, Books and Fees	\$4095.00

Optional Purchase

Dentoform (\$175)

Note: A Dentoform is issued free of charge for use during the session. **If not returned in the same condition as when issued, the replacement fee above is assessed to the student and must be paid before a certificate is granted.**

Graduation

Per Guest invited to attend graduation ceremony (No charge for attendees 5 years old or younger)

Ages 6-12 . \$8.00

Ages 13 and Above \$12.00

Remediation Fee

For students who require remediation into subsequent sessions, the Program Director will determine an applicable remediation fee pro-rated to the number of modules the student must repeat and the tuition in place at that time.

² Students may select a patient with a prescription from a dentist.

Leave of Absence and Refunds

Refunds

In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student if requested in writing by the student or designee.

No monetary charges or accumulated absences will be assessed to the student during a leave of absence. An approved leave of absence will not be treated as withdrawal

For a leave of absence to be approved

- the student must request the leave of absence by submitting a signed and dated request with the reasons for the leave of absence.
- DATC-Va. will review the request for approval and determines that there is a reasonable expectation that the student will return to the school.
- DATC-Va; will not impose additional charges to the student as a result of the leave of absence;

As DATC-Va. is a compacted, short term Intensive Training Program, if the leave continues more than 2 weeks, DATC-Va. and the student will meet to determine if continuing in the current Session is advisable. If it is deemed best for the student not to continue in the current Session, the student may reenter the Program in the Session immediately following the one in which the leave of absence was granted

Upon return from the leave of absence, the student is permitted to complete the coursework began prior to the leave of absence.

If a student does not resume attendance on or before the end of an approved leave of absence, DATC-Va. will treat the student as a withdrawal and the date that the leave of absence was approved will be considered the last date of attendance for refund purposes.

Refunds 8VAC 40-31-160L

Refunds of tuition for students who officially withdraw are calculated according to the chart below. Any student who withdraws within 3 days of acceptance will receive all tuition monies paid. The \$100 Application Fee is NON-REFUNDABLE. Monies paid for instructional supplies, tools, activities and library usage are NON-REFUNDABLE.

Tuition Refunded

If official withdrawal or dismissal occurs

Prior to Module I	100 % (\$3835.00)
Prior to completing 25% of the program	75 % (\$2876.25)
After completing 25% but prior to completing 50% of the program	50 % (\$1917.50)
After completing 50% but prior to completing 75% of the program	25 % (958.75)
After completing 75% of the program	No refund

A student will be officially withdrawn on the date of receipt of written notice from the student of his or her intent to withdraw from the program.

As DATC-Va. requires tuition and fees to be paid in full prior to the commencement of classes.

DATC-Va refunds 100 percent of tuition in the following cases:

- DATC-Va. cancels a session prior to its start,
- DATC-Va. discontinues the program thereby preventing the student from completion.
- DATC-Va., its Program Director, or representatives, or its printed or promotional material has been found to misrepresent its program.

Financial Aid

DATC-Va. does not offer financial assistance nor are students eligible for federal grant funding. Students may seek scholarships from local businesses which must adhere to the payment policy of DATC-Va. and will be eligible for refunds per DATC-Va. Policy. All tuition is to be paid in full prior to the beginning for the course.

Application/ Deposit and Tuition Payments

A student must submit a COMPLETED APPLICATION along with a \$100.00 **Non-Refundable** Application fee. Upon acceptance to the Program, students must pay a deposit of \$2000.00 with an additional \$1000.00 ON OR BEFORE Orientation. The balance of the tuition (\$995) is due ON OR BEFORE 1pm on the first day of live virtual class Failure to remit payment as agreed will result in immediate dismissal from the program. Students who fail to pay as directed will not be admitted into the virtual classroom.

An essential part of the DATC-Va. program is radiography, which is harmful to pregnant women. Although all precautions are taken in dentistry to protect all employees and patients from harmful radiation by use of protective aprons, shields, etc., if a student becomes pregnant during the session, DATC-Va. offers two options. The student may complete all other aspects of the program and remain outside of close proximity of radiography during pregnancy. By arrangement, the student may retake missed classes within one year. As an alternative, the student who becomes pregnant during the program may withdraw and enroll in a subsequent program within one year.

Policy Rules and Regulations

Holidays

Class will not be held on a holiday weekend:

- New Year's Day
- Memorial Day
- Independence Day
- Christmas

Class will not meet on the weekend prior to Easter and the weekend following Thanksgiving.

Severe Weather

Students are notified of weather-related disruption to normal onsite training hours no later than 7:30 a.m. preceding the normal start of class. Students may also call the DATC-Va. business line (540.383.3437) for an announcement of cancellation or delay of class. In lieu of either direct notification or an announcement, students should assume that class is meeting as normal. If unable to attend class, students should follow the procedures outlined in the Attendance section of this handbook.

Changes in Personal Data

Any changes in name, address, email or telephone number should be given promptly to the Program Director.

Dress Code

Students are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times, even during virtual presentations. You will ALWAYS be required to have your video on during virtual presentations. Hair must be clean and secured away from the face. Nails must be short and clean with clear or light-colored polish. Minimal jewelry is acceptable.

The accepted attire for class is clinical scrubs and closed toed / closed heel shoes. Additionally, PPE (personal protective equipment) including lab jackets, protective eyewear, mask, face shields and gloves are required in clinical areas. Students are expected to arrive for each class with:

- Clinic uniform (scrubs)
- Laboratory jacket, masks, Face Shields and gloves (provided by DATC-Va.)
- Closed toe / closed heel shoes
- Safety Glasses

Smoking

Smoking is not permitted on the Campus of DATC-Va.

Food and Drink

Food and drink are not allowed into the classroom, laboratory or clinic. Students are prohibited from using chewing gum. A lounge is available for student use during breaks provided students maintain its cleanliness and orderliness.

Cell Phones and Texting

Cell phones and pagers must be off during lecture, laboratory and clinical sessions as they can affect the functionality of some sensitive dental equipment. Cell phone use is allowed in the student lounge and the reception areas of campus during breaks.

Attendance and Punctuality

Attendance is required to receive a Dental Assistant I Certificate. If missing a class or arriving late is unavoidable, students should notify the Module Instructor (see Session Syllabus) or the Program Director in advance.

Except as indicated below, students must arrange with a DATC instructor for a private session to make up for any clinical or classroom hours missed as a result of an absence. The fee for this private instruction is \$35 per hour. Make up sessions will be arranged at the convenience of both the student and the instructor.

Listed below are modules which are required for Completion for a Dental Assistant I Certificate. If not completed, the courses will be made available during the next DATC-Va. session. Course fees for make-up classes will be as follows:

Dental Office Emergencies (3 hours) \$95.00

Clinical Radiology (16 hours) \$400.00

CPR (4 hours) \$35.00

OSHA and Infection Control (3 hours) \$120.00

Students are expected to arrive promptly. Late arrival results in missed information, disruption to instructors and demonstrates a lack of professionalism. The Program Director, at her discretion, may impose sanctions such as points deducted from tests or deny extra credit to students who arrive late.

Attendance and promptness are factors used to determine a portion of students' grades.

Telecommunication/ Distance Learning

DATC-Va. is a hybrid Program for training Dental Assistant I.

The Program is divided into 5 Modules in which lectures will be presented in a live virtual format and clinical demonstrations and competency development will be presented in person on site at the DATC-Va. Campus.

The program will meet weekly in a virtual format for 3 hours. After the completion of Module Lectures consisting of three or four 3 hour segments, the students will meet in person, on site at the DATC-Va. Fredericksburg Campus.

The Program will meet live virtually using a ZOOM platform, into which the students will be admitted up to 15 minutes prior to the beginning for lecture. The Instructor will be available for questions before, during and after the presentation. There will be a 15 minute break during the presentation.

Students will be required to have their video feature ON and must present themselves as they would in a classroom setting. Students must have their audio off unless asking or responding to a question.

Requirements for Telecommunication and Distance Learning

The program will meet weekly in a virtual format for 3 hours. After the completion of Module Lectures consisting of three or four 3 hour segments, the students will meet in person, on site at the DATC-Va. Fredericksburg Campus.

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Students will be “admitted” into the classroom 15 minutes prior to the beginning of class (5:30pm) for Q&A. Students will be required to have their video feature ON and must present themselves as they would in a classroom setting. Students must have their audio off unless asking or responding to a question. There will be a chat feature and a Raise Hand feature which will be monitored by faculty or administration.

Student must

- Have access to a device on which they may install the ZOOM application.
- Have access to video, audio and microphone features on the ZOOM application
- Have access to an area where they may attend virtual lectures commencing at 5:45pm each Tuesday night and ending at 9:00pm, (faculty will be available beginning at 5:30pm)

Library Resources

DATC-Va. will maintain a library on its Fredericksburg Campus. Student will have access to the library when attending on site Clinical Demonstration and Competency Development classes.

Library contents will be books, periodicals and reference materials pertinent to Dentistry in general and to dental assisting in particular. Students may borrow items from the library upon filling out a DATC=Va. Library request form and submitting to faculty or administration personnel.

Faculty Accessibility

The Program is divided into 5 Modules in which lectures will be presented in a live virtual format and clinical demonstrations and competency development will be presented in person on site at the DATC-Va. Campus.

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During on site Clinical Demonstration and competency development, there will be one faculty person per 4-6 students.

Faculty may be contacted by email per the DATC-Va. Contacts list which will be distributed in the Orientation packets. Faculty will monitor and respond to email between 8am and 8pm Monday through Thursday.

Clinical Rotations (Externships)

DATC-Va. will reach out to general dentists, dental specialists and community clinics to secure externship locations for the student to complete the externship requirement.

DATC-Va. requires **30 hours** of clinical rotation to complete the program. After **Clinical** week 1 (Introduction to Dentistry, OSHA, Infection Control and Dental office Emergencies) students may begin to accumulate clinic rotation hours.

Students should call **DATC-Va. APPROVED CLINICAL ROTATION OFFICES** to set up dates and times. If you tell an office that you are coming, BE THERE. If you are going to be late or need to reschedule, let the office know AS SOON AS POSSIBLE. **If there is an office where you wish to receive clinical rotation hours that is NOT ON THE APPROVED LIST, please CONTACT the DATC-Va. Rotation Coordinator with the name and phone number of the office and SHE WILL CONTACT THE OFFICE. Please submit the requests ONE OFFICE at a Time.**

For our records, have each office fill in a Clinical Rotation/Evaluation. One FORM is required PER Clinical Rotation Office. (If you visit an office more than once, they only need to complete the **evaluation portion ONE TIME**). You must return the completed forms to DATC-Va. STUDENT DROPBOX in the DATC OFFICE at your **NEXT** onsite class session. (This is a part of your Professionalism Grade).

You may find MORE FORMS in the bin in the DATC-Va. office. It is your responsibility to take these forms with you to each office and return them to the appropriate place each week. **(DO NOT GIVE THESE FORMS TO INSTRUCTORS)**.

DATC requires that 15 of your clinical rotation hours be completed prior Module IV Clinical Demonstration and Competency Development meeting. Additionally, AT LEAST 4 of these initial 15 hours must be completed in an approved Specialty Practice. A total of 15 of the 30 REQUIRED HOURS must be in a SPECIALTY PRACTICE (Pediatric Dentistry, Oral Surgery, Orthodontics, Endodontics, Periodontics), and 15 hours of general dentistry.

All rotation hours must be completed and turned by 8 am on the beginning of the first date of Competency Review.

Student Complaints

When approaching DATC-Va. with a concern or complaint, students should provide detailed information about the nature of the complaint, including dates, times, and full names of all involved, as well as the policy or procedure violated (if known). Students may be asked to include supporting material that substantiates their complaint.

If a student has exhausted the avenues provided by DATC-Va. and the complaint has not been resolved internally, the student can submit a "Student Complaint Form" to SCHEV. Upon receiving a completed form, SCHEV will open an investigation if the matter being disputed falls within its authority. If preliminary findings indicate a violation of SCHEV regulations by the institution, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation.

Please note that SCHEV has no authority or role regarding issues of employment law, claims of discrimination, or instances of suspected consumer fraud.

Students will not be subject to unfair actions as a result of submitting a complaint.

Students may contact SCHEV staff as a last resort if DATC-Va. does not resolve the complaint to the student's satisfaction.

Before submitting complaint forms to SCHEV, the student must verify that:

- **Student has exhausted all available grievance procedures established by the institution; and**
- **Student is not satisfied with the resolution provided by the institution and are contacting SCHEV as a last resort in the grievance process.**

Complaint forms may be found at:

[http:// https://schev.edu/index/students-and-parents/resources/student-complaints](http://https://schev.edu/index/students-and-parents/resources/student-complaints)

STANDARDS of CONDUCT

Students are expected to abide by DATC-Va. general policies and follow the standard of conduct policies stated below. Violating DATC-Va. policy may result in disciplinary actions ranging from verbal and written warnings, probation, and suspension, to dismissal. No refunds are issued for suspension or dismissal resulting from violation to DATC-Va. policy.

In addition to violations of policy described in detail throughout this section of the handbook, students are subject to disciplinary actions for the following offenses:

- insubordination.
- unauthorized possession, use or sale of weapons, firearms or explosives on work premises;
- theft or dishonesty.
- physical harassment.
- disrespect toward fellow students, faculty, visitors or other members of the public.
- poor attendance or poor performance.
- Other actions which violate reasonable standards of conduct or professionalism

Substance Abuse

Students are prohibited from engaging in any school related activity while under the influence of or having used alcohol, illegal or unauthorized drugs.

Students are prohibited from engaging in the unlawful or unauthorized use, manufacture, distribution, sale or possession of illegal drugs and alcohol on the campus.

If students use prescribed medications, the prescribing physician must submit to the Program Director prior to the beginning of class a certificate stating that the medication has no adverse or debilitating affect. The identity of the substance need not be disclosed.

Sexual Harassment

Sexual harassment of any student or staff member by another student, staff member or a third party is strictly forbidden. Sexual harassment of third parties by students is also prohibited.

Proscribed behaviors under this policy include but are not limited to:

- unwelcome sexual advance
- requests for sexual favors
- verbal or physical conduct of a sexual nature including, but not limited to, drawings, pictures, jokes, teasing, uninvited touching or other sexually related comments.

Reporting Sexual Harassment

Students may report to Program Director, either in person or in writing, cases in which they were the victims of sexual harassment. Such cases will be promptly and discreetly investigated and appropriate disciplinary action taken where sexual harassment is presumed to have occurred. DATC-Va. will vigorously protect students reporting or cooperating with investigations of sexual harassment against reprisals. However, students who knowingly and falsely report sexual harassment are subject to disciplinary action.

Honor Code

Honesty, integrity, and ethical behavior are required of DATC-Va. students. Academic dishonesty is subject to any of the aforementioned disciplinary actions and is subject to result in the student receiving a zero grade without a remediation option.

Concealed Weapons

Possession, use or sale of weapons, firearms or explosives on or about the DATC-Va. premises is prohibited unless authorized specifically by the Program Director to students who are engaged in law enforcement or a similar activity requiring them to be armed.

Violence

Violence will not be tolerated. The purpose of this policy is to minimize the risk of personal injuries to students, staff and guests and to reduce the possibility of damage to school property.

Students are asked to report immediately all suspect or threatening communication to the Instructor or the Program Director. Students should attempt to avoid direct confrontation with the source of this communication.

Safety

Blood borne Pathogens Standard

Overview

The United States Occupational Safety and Health Administration (OSHA) creates and enforces safety standards for workplaces. The **Occupational Exposure to Bloodborne Pathogens Standard (the Standard)** was designed to eliminate or minimize employees' exposure to human blood and **other potentially infectious materials (OPIM)** in the workplace. Students must adhere to prescribed safety measures that will be included in the course work:

- All students must routinely use appropriate barrier protection to prevent skin and mucous-membrane exposure when contact with blood/saliva is anticipated. Gloves must be worn for touching blood/saliva, mucous membranes or non-intact skin of all patients and for handling items or surfaces soiled with blood/saliva. Gloves must be changed after contact with each patient. Masks and protective eyewear or face shields must be worn during procedures that are likely to generate splashes of blood/saliva.
- Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood/saliva. Hands must be washed immediately after removing gloves.
- All students must take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles must not be recapped, purposely bent or broken, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items must be placed in a puncture-resistant container. The puncture-resistant containers are located in each treatment room and also in each operatory.
- All students who have open lesions or weeping dermatitis must refrain from all direct patient care and from handling patient-care supplies and equipment until the condition resolves.
- Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health care workers/students must be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.³

Disclaimer

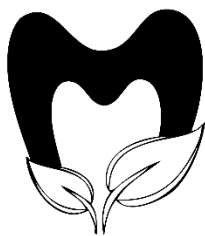
Students must adhere to prescribed safety measures and Bloodborne Pathogen Standards when

working in off-campus and on-campus settings. Faculty does not assume responsibility for assigning students to work with patients that are free from communicable diseases such as AIDS or hepatitis. It is the responsibility of the student to work safely and use proper precautions so as not to cause cross-contamination. DATC-Va., its faculty, and/or clinical facilities are not liable for accidents, injuries, or infections incurred by students during their course of study.

In addition to the foregoing, students are expected to:

- Notify the Program Director when injured or sick onsite, no matter how slightly.
- Refrain from using, adjusting or repairing machines and equipment. Inform the DATC-Va. staff immediately of malfunctioning equipment.
- Avoid lifting or pushing heavy objects.
- Learn locations, contents and use of first aid and firefighting equipment.
- Comply with OSHA standards.

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Dental Assistant Training Centers

Knowledge Shared

Application for Admission

Date: _____

Legal Name _____
Last First Middle Preferred

Birth Date _____ Place of Birth _____
mm/dd/yyyy City State Country

How did you hear about our program? _____

Preferred method of communication
(Circle ONE) Text Email Phone

Email Address _____

Day phone _____ Cell phone _____

Permanent Home Address _____
Number and Street Apartment #
City/Town State/Province Country Zip/Postal Code

Current Mailing Address _____
Number and Street Apartment #
City/Town State/Province Country Zip/Postal Code

Enrollment Dates

Session 1 TBD

ACADEMICS

Secondary Schools

Current or most recent secondary school attended _____

Entry Date _____
mm/dd/yyyy

Graduation Date _____
mm/dd/yyyy

Address _____
City/Town State/Province Country Zip/Postal Code

GED _____
mm/dd/yyyy

Personal Information

List skills, honors, or traits you believe would be beneficial as a dental assistant (If additional space is needed, separate sheet)

Please submit this completed application along with official sealed transcripts, a \$100.00 non-refundable application fee and a short essay explaining “Why Dental Assisting and what I can bring to the Profession” to:

DATC-Va., LLC.
609 Jefferson Davis Highway
Fredericksburg, Virginia 22401

DAII Disclosure Statement – A student completing all requirements of this program will be classified as Dental Assistant I in Virginia. Dental Assistant II classification requires successful completion of:

1) Full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist;

****a) a 3-hour course in sterilization and infection control;

****b) a 3-hour course in dental office emergencies;

****c) clinical radiology training consistent with G.S. 90-29(s)(12); and

****d) current certification in CPR; or

2) Successful completion of the certification examination administered by the Dental Assisting National Board, and current certification in CPR.

**** **These courses are all included in the DATC-Va. Program. CPR Expires 2 years after certification date.**

Dental Assistant I and Dental Assistant II

In Virginia, there are two classifications for Dental Assistants (DAI and DAII.) Virginia does NOT certify assistants. Classification is based on experience and/or training as listed below. It is up to the employer to verify an assistant's qualifications and determine if he/she is a DAI or DAII.

Education and Training Requirements

To be classified as a Dental Assistant II, an assistant shall meet one of the following criteria:

(1) completion of:

- (a) an ADA-accredited dental assisting program and current certification in CPR; or
- (b) one academic year or longer in an ADA-accredited dental hygiene program, and current certification in CPR; or

(2) completion of the Dental Assistant certification examination(s) administered by the Dental Assisting National Board and current certification in CPR; or

(3) completion of:

- (a) a 3-hour course in sterilization and infection control;
- (b) a 3-hour course in dental office emergencies; and
- (c) current certification in CPR.
- (d) after completing Sub-Items (3)(b), (c), and (d) of this Rule, dental assistants may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist, except as listed in Sub-Item 3(e) of this Rule.
- (e) dental assistants may take radiographs after completing radiology training consistent with G.S. 90-29(c)(12).
- (f) full-time employment and experience as a chairside assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist.

Radiography Requirements

A certified dental assistant [(one who successfully completes the DANB exam (see (3) above)] or an assistant who completes an ADA-accredited dental assisting or dental hygiene program may take radiographs without further examination. All others, including those who move to Virginia from out-of-state, must successfully pass an equivalency exam. This exam may be challenged after completing "seven hours of instruction in the production and use of dental x-rays and an education program of not less than seven hours in clinical dental radiology." You must be able to prove that you have the minimal amount of training to be eligible to take the radiology equivalency exam, or you may take a course prior to taking the exam. Any Board approved radiography course is acceptable and any approved course's final examination is recognized as the equivalency exam.