



# Dental Assistant Training Centers

*Knowledge Shared*

## Graham Campus

150 West Crescent Square Drive

Graham, NC 27253

336.223.6080

[www.datcinc.com](http://www.datcinc.com)

[info@datcinc.com](mailto:info@datcinc.com)

Volume 13

Issue One

July 1, 2021

# Table of Contents

Program Description and Objectives .....	3-6
Introduction .....	3-5
The Program .....	5-6
Faculty .....	7-8
Facility .....	9
Course Schedule .....	10
DAII Disclosure Statement.....	6 and 11
Syllabus .....	12-14
Telecommunication Requirement.....	15
Admissions .....	16
Application Requirement .....	16
Notification of Acceptance .....	16
Standards of Progress .....	16-17
Grading System .....	16
Remediation .....	17
Dismissal .....	17
Granting Credit/ Previous Educational Training.....	17
Tuition and Fees .....	18
Course Materials .....	18
Remediation Fee .....	18
Refunds .....	19
Policy Rules and Regulations .....	20-24
Holidays .....	20
Severe Weather .....	20
Changes in Personal Data .....	20
Dress Code .....	20
Smoking .....	21
Food and Drink .....	21
Cell Phone and Texting .....	21

Attendance and Punctuality .....	21
Standards of Conduct .....	22-25
Substance Abuse .....	22
Sexual Harassment .....	23
Safety .....	23-24
Honor Code .....	25
Concealed Weapons .....	25
Violence .....	25

# Program Description and Objectives

The mission of the Dental Assistant Training Centers, Inc. is to provide students seeking entry into the field an opportunity to develop the knowledge and skills required of an entry level dental assistant through a relatively short, yet thorough and rigorous weekend program.

## **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 suction hoses and other 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 suction hoses, matrix bands, 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 followup 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, 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 medication and hand them to the dentist when needed. Dental assistants must wear gloves, masks, 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 are highly experienced Dental Assistants with specialties in each of these areas. The DATC staff is available upon request to assist with job placement. Services include individual assessment to help determine areas within the dental assisting field where the student may be best suited, résumé review, and advice about various local dental practices.

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 28, 2021**).

## **The Program**

Dental Assistant Training Centers, Inc. is a Sub-Chapter S corporation registered with the North Carolina Secretary of State. It is a Proprietary School licensed through the North Carolina State Board of Proprietary Schools, a division of the North Carolina Community College System. The North Carolina State Board of Community Colleges is not an Accrediting Agency.

The program consists of a comprehensive schedule of didactic (lecture), clinical and laboratory modules. It is presented in 12 sections, on consecutive Fridays OR 12 consecutive Saturdays with the exception of Fridays/Saturdays that fall within a holiday weekend. Instruction emphasizes the application of basic and fundamental concepts and principles of chair-side dental assisting. It includes 96 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 Certification as per guidelines of the North Carolina Board of Dental Examiners

3. CPR Certification
4. OSHA/ Infection Control
5. Dental Office Emergencies

Upon completing the program, students will also have met the North Carolina 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 certification.

Ultimately, DATC'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 North Carolina. 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) 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 Training Course. CPR Expires 2 years after certification date.

## FACULTY

### **Dr. Karen Barwick, DDS - Program Director**

Dr. Barwick is a graduate of UNC School of Dentistry and has been in private practice since 1987. The DATC is located within her dental facility. 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)).

### **Shelly Belton, DA II – Lab Assistant, Associate Instructor**

Shelly is a 1988 graduate of Alamance Community College's Dental Assisting Program (DA II). She has been a chairside dental assistant since that time. She has been employed in the office of Dr. Sandra Fuller in Greensboro, NC since 1999.

### **Mona Conklin, CDA, DA II – Instructor**

Ms. Conklin graduated with honors from the Technical College of Alamance earning a diploma in Dental Assisting in 1972. She has been a Certified Dental Assistant (CDA) for more than 30 years.

### **Michelle Day, CDA, DA II – Instructor**

Ms. Day received a diploma in Dental Assisting (CDA II) from Alamance Community College, where she graduated with Honors in 1991. She worked as a CDA for 14 years and is currently the appointment coordinator and Front Office Administrator for Dr. Barwick.

### **Margaret Hooper, CDA Emeritus, DA II – Instructor**

Ms. Hooper is a 1962 graduate of Alamance Community College with a diploma in Dental Assisting. She served as Chairman of the Department of Dental Assisting of Alamance Community College from 1975 until 2003 when she retired. Ms. Hooper also received an Associate of Applied Sciences Degree in Business Administration in 1986. She is President of Hooper's Dental Consulting/ Continuing Education. Ms. Hooper teaches Dental Office Emergencies and 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)).

### **Tracey Thompson, RDH – Instructor**

Ms. Thompson is a Registered Dental Hygienist. She holds a 1996 Associate's Degree in Applied Sciences and Dental Hygiene from Guilford Technical Community College. She has been practicing her profession since that time.

Additionally, Ms. Thompson 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).

### **Cassidy Spake Stadler, CDA, Instructor**

Mrs. Stadler is a 2016 graduate from DATC. She achieved her DA II status in the fall of 2018 and CDA in 2019. She is employed as a CDA in the office of Dr. Barwick.

**Lindsay Mountford, DA II, Administrative and Lab Assistant**

Ms. Mountford is a DAII who graduated from DATC in 2017. She is employed as a DA II in the office of Dr. Barwick,

**Lori W. Wilson, DA II, Instructor**

Ms. Welch is a 1989 graduate of Alamance Community College and has been a Dental Assistant since that time.

**Dawn P. Coleman, CDA, Instructor**

Ms. Coleman is a 1991 graduate of Alamance Community College and has been a Dental Assistant since that time.

**Dr. Chris Berry – DDS, Instructor**

Dr, Berry is a 2018 graduate of the UNC School of Dentistry.  
He is a General Dentist practicing in the office of Dr. Karen Barwick.

## FACILITY

DATC is located in the office of Karen D. Barwick, DDS, PA. Continuous upgrades to this facility, which was built in 1994, enables students to train on state-of-the art and more conventional equipment. For example, students learn both digital and film radiography.

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

Operatories (treatment rooms)	8
IntraOral X-ray heads with film and digital capabilities	8
High and low speed handpiece hookups	22
Electric handpiece hookups	2
Darkroom with X-ray processor and safelight	1
Day Loader Processor	1
Manikins for radiology module	4
View boxes	12
Sterilization Area	1
Steam Autoclaves	2
Ultrasonic cleaner	1
Dental laboratory with a lathe, model trimmer, a stone and plaster bin, Triad machine, and dental materials vibrator	1
Zoom™ Bleaching Unit	1
-Multiple-procedure instrumentation set-ups	
YSGG Laser Handpiece	1
Planmeca <b>ProMax Pan 3D 8x8 w/ SmartPan w/o Dimax 3 Pan Sensor</b>	1
rios Digital Scanner	1

DATC provides a lounge for student use. Students may bring food and drink and store it in this area. There is a refrigerator and microwave as well as a small table.



## Dental Assistant I and Dental Assistant II

In North Carolina, there are two classifications for Dental Assistants (DAI and DAII.) North Carolina 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 North Carolina 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.

# Syllabus

## Orientation

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

The syllabus below breaks down by weekly modules the 96 hours of instruction by lecture and laboratory and includes Cardiopulmonary Resuscitation certification. In addition, there are 30 hours of Clinical Rotation in an approved dental office required to successfully complete this course.

\*\*\*\* Modules may not be taught in numerical order\*\*\*\*

## Module I

Introduction to Dentistry 3 hours live virtual lecture

**Text and Workbook Chapters Due:** 1,2, 3, 17

OSHA/Infection Control 3 hours live virtual lecture

**Text and Workbook Chapters Due:-** 5, 6, 7, 8

Dental Office Emergencies 3 hours live virtual lecture

**Text and Workbook Chapters Due** 13 and handouts

8 hour Clinical Demonstration and Competency Development

**Module I Exam and Turn in completed workbooks Chapters 1,2,3,5,6,7,8,13,17 @ 8am**

## **Module II**

Dental Anatomy 3 hours live virtual lecture

**Text and Workbook Chapters Due: 4**

Moisture Control 3 hours live virtual lecture

**Text and workbook Chapters Due 10**

Intro to Clinical Dentistry 3 hours live virtual lecture  
(instrumentation, the operatory, the Dental Office)

**Text and workbook Chapters Due 11,12**

8 hour Clinical Demonstration and Competency Development

**Module II Exam and Turn in completed workbooks Chapters 4,10,11,12**

## **Module III**

Pain and Anxiety Control 3 hours live virtual lecture

**Text and workbook Chapters Due 14**

Restorative Dentistry 3 hours live virtual lecture

**Text and workbook Chapters Due 19,20,21**

Impressions 3 hours live virtual lecture

**Text and workbook Chapters Due 22**

Prosthodontics and Implant Dentistry 3-hour live virtual lecture

**Text and workbook Chapters Due 23**

8 hour Clinical Demonstration and Competency Development

**Midterm Exam and Turn in completed workbooks Chapters 14, 19, 20,21,22,23**

## **Module IV**

The Job Search 3-hour live virtual lecture.

### **Text and workbook Chapters Due 29**

Specialty Dentistry 3-hour live virtual lecture

### **Text and workbook Chapters Due 24,25,26,27,28**

- Endo
- Oral Surgery
- Periodontics

Specialty Dentistry 3-hour live virtual lecture

- Pediatric Dentistry
- Orthodontics
- Implant Dentistry

8 hour Clinical Review and Competency Development

### **Text and workbook Chapters Due 24,25,26,27,28,29**

**Resume and Cover Letter due at 8am**

## **Module V**

16 hours Lecture, Clinical Demonstration and Competency Development

### **Text and workbook Chapters Due 15,16 and Handouts**

**Day 1 Radiology Pretest at 8am**

**Day 2 Radiology Final at 8am**

8 hour Radiology Competency Development and Live Patient

## **Module VI**

16 hours Review and Competency Development

## **Telecommunication/ Distance Education**

DATC, Inc is a hybrid Program for training Dental Assistant I.

The Program is divided into 6 Modules which will be taught live virtually and live on site.

The program will meet live 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 live, on site at the DATC Graham Campus.

The Program will use 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.

# Admission

## Admission Requirements

Students seeking admission must have a high school diploma or GED. DATC 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"
- \$50.00 **non-refundable** application fee

## Notification of Acceptance

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

# STANDARDS of PROGRESS

## Grading System

Students will be evaluated weekly on didactic (instructional) and clinical (hands-on) skills. Students must receive a minimum score of 76 percent on didactic exercise (with a minimum average of 78 on all exams) 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 78 percent on the didactic portion as defined by the North Carolina State Board of Dental Examiners radiology course requirements. Students' grades are maintained on file and may be accessed at the conclusion of each week's class.

Students will receive two grades each week; one resulting from a written exam covering that week's material, and one based on an evaluation of clinical competencies.

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

Didactic (Homework and weekly tests, Midterm and Final Exams)	45 percent
Clinical Competencies	50 percent
Professionalism	5 percent

**Students receive a separate grade in radiology.**

### **Progress Records/ Transcripts**

Student grades, including homework, tests competencies and professionalism will be recorded and available weekly 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 for username and password reset by emailing [noreply@datcinc.com](mailto: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 Weeks 10 and 11. 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 limited. 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 and other actions at the discretion of the Program Director.

### **Granting Credit/ Previous Educational Training**

DATC will grant credit for persons already licensed in a North Carolina State Board of Dental Examiners approved Radiology course in the amount of \$225.00. The student must still be present on the 2 dates of radiology instruction and work on other skills and competencies.

## Tuition and Fees

**Tuition** \$3195

Includes all certifications, models, lab materials, and full mouth radiograph.<sup>2</sup>

**Course Materials**

**ESSENTIALS OF DENTAL ASSISTING Sixth EDITION AND WORKBOOK** **\$130**

by Debbie S. Robinson and Doni L. Bird, Saunders Elsevier Copyright 2017, 2007, 2001, 1996, 1992

**DENTAL INSTRUMENTS: A POCKET GUIDE Sixth EDITION** **\$15**

by Linda R. Bartholomucci, Saunders Elsevier 2019

**CPR for the Professional Rescuer** **\$15**

**TOTAL TUITION, Supplies, Books and Fees** **\$3355.00**

**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 \$.50.00

Ages 13 and Above \$8.00

**Payment**

Following acceptance, students must place a deposit of \$1,000 to secure a position.

An additional \$680.00 is due on or before Orientation and the remaining balance (\$1675.00) must be paid in full on the first day of the Session or may be divided into 6 payments of \$280.00 due at 8am on Weeks 1-6. Failure to make payments on time as agreed may result in suspension or removal from the Program.

**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.

---

<sup>2</sup> Students may select a patient with a prescription from a dentist

## Refunds 2A SBCCC 400.12 Student Refunds

Refunds of tuition for students who officially withdraw are calculated according to the chart below.

<b>If official withdrawal occurs</b>	<b>Tuition Refunded</b>
• Prior to Session 1	100 percent
• Prior to End of Session 3	75 percent
• Prior to End of Session 6	50 percent
• Following Session 6	0 percent

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.

DATC refunds 100 percent of tuition in the following cases:

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

## Application/ Deposit and Tuition Payments

A student must still submit a COMPLETED APPLICATION along with a \$50.00 **Non-Refundable** Application fee. Upon acceptance to the program, students must pay and deposit of \$1000.00 with a total of 1/2 of tuition due ON OR BEFORE Orientation (\$1680.00). The balance of the tuition is due ON OR BEFORE 8am on the first day of class OR the remainder may be divided into 6 payments. Payments 1 through 6 will be due at the beginning of class on Weeks 1 through 6 of the 12 week Intensive Training Program for a Dental Assistant I Certificate. Each payment for weeks 1-5 will be \$280.00. Payment in week 6 will be \$275.00. Students who opt for this payment plan will receive refunds in consideration of payments made. Failure to remit payment as agreed will result in immediate dismissal from the program.

An essential part of the DATC program is radiography, which is harmful to pregnant women. If a student becomes pregnant during the session, DATC 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 Saturday when the following holidays fall on a weekend:

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

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

## Severe Weather

Students are notified of weather-related disruption to normal operating hours no later than 7:30 a.m. preceding the normal start of class. Students may also call the DATC business line (336.223.6080) 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. 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 shoes. Additionally, PPE (personal protective equipment) including lab jackets, protective eyewear, mask and gloves are required in clinical areas. Students are expected to arrive for each class with:

- Clinic uniform (scrubs)
- Laboratory jacket (provided by DATC)
- Closed-toe / closed heel shoes
- Safety Glasses
- Masks (provided by DATC)
- Gloves (provided by DATC)

**Smoking**

Smoking is not permitted on the Campus of DATC.

**Food and Drink**

Food and drink are not allowed into the classroom, laboratory or clinic. Students are prohibited from using chewing gum in clinic. 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 \$20 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 by the North Carolina State Board of Dental Examiners. Students will not receive a Dental Assisting I Certificate until they are completed. The courses will be made available during the next DATC session. Course fees will be as follows:

Dental Office Emergencies (3 hours) \$95.00

Radiology (16 hours) \$400.00

CPR (4 hours) \$35.00

OSHA and Infection Control (5 hours) \$95.00

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..**

## STANDARDS of CONDUCT

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

## 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 of any patient 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.<sup>3</sup>

### **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, 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 at school, no matter how slightly.
- Refrain from using, adjusting or repairing machines and equipment. Inform the DATC 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.

<sup>3</sup> Patient includes student peers with a prescription from their Dental Home or from Dr. Karen Barwick, if the student does not have a regular dentist..

**Honor Code**

Honesty, integrity and ethical behavior are required of DATC 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 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.