



DENTAL ASSISTING PROGRAM



STUDENT HANDBOOK

2025-2026

4000 Lancaster Drive NE
PO Box 14007
Salem, Oregon 97309-7070
www.chemeketa.edu

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities, tobacco usage during work hours, whistle blowing, victim of domestic violence and genetic information in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192

This Handbook is also available on the Chemeketa Community College Dental Assisting Program public website.

TABLE OF CONTENTS

WELCOME LETTER	1
DENTAL ASSISTANT'S PLEDGE	2
DENTAL ASSISTANT'S CREED	2
CHEMEKETA'S MISSION, VISION, CORE THEMES AND VALUES	3
PROGRAM GOALS AND OUTCOMES	4
CURRICULUM	5
STUDENT INFORMATION	6
ATTENDANCE	8
SCHOOL CLOSURE OR LATE OPENING POLICY	9
STUDENT ACCESSIBILITY SERVICES	10
ACADEMIC INTEGRITY	10
IMMUNIZATIONS	11
STATEMENT OF INSURANCE	11
OFF-CAMPUS EXPERIENCES	11
TRANSPORTATION	11
PRACTICUM	12
CLASS INFORMATION	12
GRADING POLICIES	13
PROBLEM SOLVING RECORD (PSR)	14
PROBATION (PR)	14
DISMISSAL	15
RE-ADMISSION POLICY	16
GRADE APPEALS	16
HARASSMENT/DISCRIMINATION POLICY	16
GRADUATION	17
UNIFORM POLICY	17
POST-EXPOSURE EVALUATION AND FOLLOW-UP GUIDELINES	19
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT GUIDELINES (HIPAA)	20
CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY	20
HIPPA AND CONFIDENTIALITY	20
PROCEDURE TO FILE COMPLAINTS WITH CODA	21
TECHNICAL STANDARDS	21
STUDENT HANDBOOK RECEIPT	24

WELCOME TO CHEMEKETA COMMUNITY COLLEGE

We are pleased you have chosen Chemeketa as your college, and we wish to welcome you especially to our Dental Assisting program.

Our curriculum is fully accredited by the American Dental Association Commission on Dental Education (CODA). It is based on the Commission's criteria and is the product of continuing developmental efforts by the program staff and advisory committee.

The Dental Assisting Program is concentrated into one academic year and requires a great deal of time and effort for satisfactory completion. You will be responsible for your learning, and your instructors will serve as a resource to assist you throughout this process. To accomplish your objectives for the program, you must participate in lectures, group discussion, laboratory sessions, and clinical assignments.

All of the instructors in the program are available to you in the event you need to discuss problems that may arise. In addition, Chemeketa offers Advising and Counseling Services in Building 2. Please do not hesitate to ask for assistance if you are having difficulty.

Upon satisfactory completion of the requirements in the Dental Assisting program, you will be awarded a Certificate of Completion from the college. You will also be eligible to take the Dental Assisting National Board Certification Examination and apply for the following:

- Certified Dental Assisting Certificate
- Expanded Functions Dental Assisting Certificate
- Expanded Functions Orthodontic Dental Assisting Certificate
- Oregon Radiology Proficiency Certificate
- Oregon Soft Reline Certificate
- Pit and Fissure Sealant Certificate
- Retraction Cord Certificate

As the dental assisting faculty, we look forward to working with you in the coming year.

Dental Assisting Faculty:

Kara Radu, CDA, EFDA, BS, Program Chair, Instructor
Jill Lomax, CDA, EFDA-RF, EdM, Instructor
Barbara Sigurdson, CDA, EFDA, EPDH, Instructor
Melissa Gutierrez, CDA, EFDA, BA, Instructor
Cassie Gilbert, CDA, EFDA, Clinic Instructor
Itzel Hernandez, CDA, EFDA, Clinic Instructor

The Dental Assistants Pledge

I solemnly pledge that, in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner whom I serve.

I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, and to be studious.

I hereby pledge to devote my best energies to the service of humanity in that relationship of life to which I consecrated myself when I elected to become a Dental Assistant.

Dr. C. N. Johnson

The Dental Assistant's Creed

To be loyal to my employer, my calling and myself.

To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them.

To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling.

To be a co-worker – creating a spirit of cooperation and friendliness rather than one of fault-finding and criticism.

To be enthusiastic – for therein lies the easiest way to accomplishment.

To be generous, not alone of my name but of my praise and my time.

To be tolerant with my associates, for at times I too make mistakes.

To be friendly, realizing that friendship bestows and receives happiness.

To be respectful of the other person's viewpoint and condition.

To be systematic, believing that system makes for efficiency.

To know the value of time for both my employer and myself.

To safeguard my health, for good health is necessary for the achievement of a successful career.

To be tactful – always doing the right thing at the right time.

To be courteous – for this is the badge of good breeding.

To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows.

To keep smiling always.

Juliette A. Southard

Dental Assisting Program subscribes to the College's Mission, Vision, Core Themes and Values in philosophy and in planning:

Mission (Our purpose)

- Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.

Vision (What is accomplished by carrying out our mission)

- Chemeketa will be a catalyst for individuals, businesses, and communities to excel in diverse and changing environments.

Core Themes (Manifests essential elements of the mission and collectively encompass the mission)

- **Academic Quality** – Quality programs, instruction, and support services are provided to students.
- **Access** – A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.
- **Community Collaborations** – Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.
- **Student Success** – Students' progress and complete their educational goals.

Values (How we carry out our work: desired culture: our beliefs)

- **Collaboration** - We collaborate to ensure purposeful, effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.
- **Diversity** - We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.
- **Equity** - We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, aiming to identify and eliminate barriers that have prevented the full participation of some groups.
- **Innovation** - We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.
- **Stewardship** - We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

DENTAL ASSISTING PROGRAM GOALS AND OUTCOMES

The Dental Assisting Program goals and outcomes are consistent with Chemeketa's mission, vision, and values.

The program goals are for each student to:

- Successfully complete the program
- Obtain his/her professional credentials
- Find satisfying employment in dentistry

The program outcomes for the Dental Assisting Program at Chemeketa Community College are:

1. To perform basic and expanded chairside functions to facilitate completion of restorative and advanced operative procedures;
2. To manipulate dental materials to support chairside and laboratory procedures;
3. To perform basic office procedures necessary to assist in managing a dental practice;
4. To demonstrate proficiency in exposing, processing and mounting dental images;
5. To practice professional behaviors as applied to the workplace environment; and,
6. To manage asepsis, infection control and hazard control protocol to promote a safe work environment.

Through these goals and outcomes, graduates are comprehensively prepared as competent dental assistants.

DENTAL ASSISTING CURRICULUM

Course Number	Course Title	Credit Hours
<u>Term 1</u>		
DEN150	Dental Sciences	3
DEN151	Introductory Concepts in Dental Assisting	3
DEN153	Dental Materials 1	3
DEN156	Dental Anatomy	4
DEN165	Dental Office Emergency Management	2
<u>Term 2</u>		
DEN160	Dental Specialties	3
DEN161	Dental Assisting Practicum 1	3
DEN162	Intermediate Clinical Skills	2
DEN163	Dental Materials 2	3
DEN164	Dental Radiology 1	3
DEN170	Dental Office Management	2
<u>Term 3</u>		
DEN171	Dental Assisting Practicum 2	9
DEN172	Expanded Functions	3
DEN174	Dental Radiology 2	2

STUDENT INFORMATION

The Dental Assisting Program is designed to prepare students for employment in a dental office or clinic setting. The following policies have been established to simulate an employment situation, and the student will be required to adhere to these policies throughout the duration of the program.

1. **Change in Demographics-** A change of name, address or phone number must be reported to the office of the Dental Assisting Program Chair **and** the Registrar.
2. **Pregnancy-** The student should report pregnancy or other major medical conditions while enrolled in the program as there may be potential health risks in various dental settings.
3. **Criminal Background Check and Urinalysis-** The student will be required to pass a criminal background check and a 10-panel urinalysis drug screening which fulfills the requirements of the program. If a student does not pass the criminal background check or the drug screening, program registration will not be possible. If a student is arrested during the time he/she is enrolled in the program, he/she must notify the Program Chair of the Dental Assisting Program of the arrest. The student's status in the program will be reviewed by the Dental Assisting Program Chair and the Health Sciences Dean's Office, and a possible outcome of the review may be the student's inability to continue in the program.

Students may also need to submit to a ten-panel drug screen urinalysis (UA) and/or an additional criminal background check prior to practicum placement as requested by practicum sites. If the student tests positive, continuation in the program may not be possible. The Dean of Health Sciences will make a determination whether the student may continue in the program on a case-by-case basis. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) at any time during the program or as requested by practicum sites.

4. **HIPAA-** The student must maintain confidentiality of all patient information, both on and off campus in verbal and written communication as required by the HIPAA Standard.
5. **Injury-** Any injury sustained during clinic, class, lab or practicum on campus or off campus must be reported to the instructor and the site supervisor immediately. Incident forms must be filled out within 24 hours of the incident.
6. **Recording Devices-** Recording devices are not allowed without previous authorization by the instructor or Student Accessibility Services
7. **Employment While Enrolled In the Program-** The Dental Assisting faculty **STRONGLY RECOMMENDS** that the student does not work during the course of this program. If the student plans to work during the program, he/she should be aware that the curriculum is **VERY DEMANDING** and working too many hours may make it more difficult to successfully complete the program. If employment interferes with meeting the requirements of the Dental Assisting program, faculty may recommend that other

arrangements be considered to resolve the problem. For safety reasons, students may not work a night/graveyard shift before a clinical or practicum rotation.

- 8. Children and Pets-** Children and pets are not allowed in classrooms, labs, and clinic settings for any reason. Service animals are the only exception.
- 9. Tutoring-** Campus tutors are available in the Campus Tutoring Center in Building 2. It is the student's responsibility to seek tutorial services if he/she is having academic difficulty, or when recommended by an instructor.
- 10. Controlled Substance Use-** A student must not enter the clinic, lab, or practicum site while on a controlled substance from drug category I, II or III. This includes heavy painkillers like Vicodin and other strong sedatives.
- 11. Professionalism-** The student will be expected to demonstrate professional behavior in the classroom, lab, clinic, and practicum sites. The experiences should be viewed as preparation for future employment. The student is expected to be at school just as an employee would be in a job. The grade in each course will be affected by lack of professionalism. See technical standard and individual course syllabi for more information.
- 12. Cell Phones-** Cell phones must be **silenced** prior to entry into all classrooms, labs, and clinical settings. Cell phones shall be kept with personal items (i.e. purse, locker) during practicum rotations.
- 13. Laptop Use-** Unless authorized by Student Accessibility Services, laptops or tablets may be used for lecture note taking **only**. Use of a laptops/tablets for any other reason (i.e. social media, email, internet surfing, games) is strictly prohibited and may result in a PSR and/or losing laptop privileges. A cell phone does not suffice as a laptop or tablet and cannot be used for note taking or PowerPoint review during lecture.
- 14. Food/Drink-** Food, drink, and gum are not permitted in the dental lab and clinic. The student will be dismissed from those areas if he/she is eating, drinking, or chewing gum.
- 15. Classroom disruptions-** All students have the right to learn without interference from others. Classroom misconduct is any behavior which disrupts or interferes with the learning experience of others. Examples include but are not limited to: Creating distractions and disturbances by talking in class while the faculty member or other students are speaking, holding side conversations irrelevant to the subject matter, using offensive language, sleeping, reading unrelated materials, using cell phone or other electronic device to view or interact with unrelated content, sending/receiving communications unrelated to the class activity, entering the classroom late or leaving the classroom prior to the end of class, and any misconduct that is disrespectful towards another student or faculty member.

ATTENDANCE

Attendance and participation are an integral part of the education process and directly correlate to students' success in the dental assisting program and in the field of dentistry. Therefore, students are expected to not only attend all classes, but be punctual.

Class length- College classes vary in length. Classes may be scheduled for the entire day. Time may range anywhere from 7:30am to 8:00pm. All students must be prepared to remain in class for the entire length of the scheduled class time.

Tardiness or absence – What to do: In the event of tardiness or absence, the student must email each respective instructor **by 7:00 a.m. and specify reason** for tardiness/absence.

Clinical Site: If it is not possible to be on time or present at an assigned clinical site, the student **must** notify instructor by **7:00 a.m.** The student must also notify the practicum site by 7:00am (leave a message) and then call the practicum site when it opens that day to speak with the office manager. Failure to do so will result in the initiation of a Problem Solving Record (PSR).

Tardiness or Absence – Consequence Policy:

The following policy will be applicable for lecture, lab, clinic, and practicum and hereafter referred to as class.

Tardiness or early departure from class will result in a 1% deduction from the final course grade for each occurrence. Absences, regardless of the nature, will result in a 3% deduction from the final course grade for each occurrence.

- *Tardiness Definition = Not being seated at the start of class. If a student arrives within the first 5 minutes of class starting, it will be counted as tardiness*
- *Early Departure = Leaving before the instructor dismisses class (or before the practicum offices closes). Leaving more than 5 minutes before dismissal will be counted as an absence.*
- *Absence = Not being present for a scheduled class session. If a student arrives more than 5 minutes late to class, it will be counted as an absence.*

Attendance PSR: Any student who has two (2) absences or (4) tardies per term will be put on a Problem Solving Record and must meet with the course instructor and Program Chair; may result in program dismissal.

PTO Cards: Every student will be given one (1) "Paid Time Off" (PTO) card per class per term to use for one absence, tardy, or leaving class early. If the card is used on a day when an in-class assignment is due in class, the assignment will not be marked down for being late, **with the exception of an exam/test (-10%) or the exception of a clinic/lab check off (-25%)**. The card must be turned in to the instructor within 7 days of the absence/tardy.

Late Assignments: Late assignments may be accepted at a maximum of 75% credit and must be submitted one week from the due date.

Emergencies: Every effort should be made to schedule appointments with dentists, physicians, or other personal appointments during open time in the student's schedule. These appointments **should not** interfere with class or clinical time unless they are of an emergency nature.

Emergency definition: Unforeseen circumstances that require immediate attention. Examples include hospitalization, death in family, life-threatening illness/injury, or recovery from accident or surgery. Verification may be requested.

If a student is absent from class, lab, clinic, or practicum because of health reasons, it is the prerogative of the instructor to require the student to obtain a written health clearance from the student's health care practitioner.

Missed Lab/Clinic: Arrangements for missed or late laboratory or clinical assignments/check-offs may be made with course instructors prior to the next scheduled lab or clinic session. It is the student's responsibility to contact the instructor.

Late Check-offs: may be made up for a maximum of 75% credit.

Late Exams: Any exam taken outside of scheduled time (before or after) must be made by appointment with your instructor for a maximum of 90% credit. If exam is taken after scheduled exam time, the exam must be completed prior to the next scheduled class period. No hats allowed during exams.

Reference Request: Because employers place a high value on dependable attendance and timeliness in submitting assignments, faculty reserve the right to report absences and repeated late submissions of required assignments in any evaluation report or letter of reference requested by students/graduates for any prospective employers. It is required for you to email your instructor if you would like to list them as a reference.

SCHOOL CLOSURE OR LATE OPENING POLICY

If the college closes or opens late due to snow or inclement weather, notification is made within minutes. Students are encouraged to sign up for Chemeketa's free emergency notification system. Chemeketa uses this system to quickly notify students of emergency information, including school closures. Go to your MyChemeketa account under services, click on notifications then click emergency notifications and register.

If a college closure or late opening occurs on a scheduled practicum day, practicum will be cancelled. Note: If practicum is already in progress when Chemeketa closes due to inclement weather, it is the decision of the Dean of Health Sciences and the practicum instructor as to whether clinical continues. If a late opening occurs on a lecture and/or lab/clinic day, the phone tree will be activated to inform you when classes/lab/clinic will begin. Students need to exercise good judgment regarding their own safety before deciding to drive to or from practicum or campus when the weather is bad.

STUDENT ACCESSIBILITY SERVICES

Chemeketa offers support services for students with disabilities. If you have a documented disability, including learning, psychiatric, sensory, orthopedic, or other, please know that support services are available for you. Student Accessibility Services (SAS) is located in Bldg. 2, Rm. 174. They provide information about academic accommodations for coursework and testing, access to facilities, digital media formats, sign language interpreters, and campus resources. Students are encouraged to contact the SAS early in the academic process to ensure materials and services are provided in a timely manner. They can discuss College processes and help you advocate for your specific needs.

If you need accessibility-related accommodations for classes or college events, please contact Student Accessibility Services at 503.399.5192 voice or studentaccess@chemeketa.edu.

ACADEMIC INTEGRITY

Academic honesty is an important building block of any learning community. Students and instructors demonstrate academic honesty when they participate truthfully, fairly, and respectfully. Being dishonest in your academic work not only interferes with your personal growth as a learner, it has a negative impact on your class community.

Chemeketa takes academic dishonesty seriously. If you are found in violation of Chemeketa's academic honesty policy (POL 5020), you may be subject to the disciplinary process as reflected in Chemeketa's academic honesty procedure (PRO 5020) and the Student Rights and Responsibilities. Violations of academic honesty include but are not limited to:

- Plagiarism
- Cheating
- Falsification
- Tampering
- Getting inappropriate assistance
- Using any form of generative artificial intelligence (such as text, image, or code generators like ChatGPT or Bing Chat) to complete your assignments or exams for this class, unless the instructor specifically allows it.

Student's work may be submitted to AI or plagiarism detection tools to ensure all work is human-created and original.

Chemeketa Community College takes incidents of academic dishonesty very seriously. If a student is found to violate academic dishonesty, or is suspected of academic dishonesty, the violation will be documented via an Academic Honesty Concern Report form. The report will remain on file with the college for a period of 2 years.

To learn more about academic honesty, visit the Academic Honesty webpage:
<https://www.chemeketa.edu/students/student-rights-responsibilities/academic-honesty/>.

Two of the main reasons students choose to cheat are pressure to do well and feeling overwhelmed. If you are experiencing anxiety and are overwhelmed to a degree that you are tempted to cheat, please communicate with an instructor, a counselor, or a tutor to get help.

IMMUNIZATIONS

As part of the Oregon Health Authority requirements and Chemeketa's Dental Assisting policies on infectious diseases, all students are required to provide proof of immunizations as indicated in the Dental Assisting Program Admissions Letter. Each student must have received his/her first Hepatitis B injection by August 3rd. The second injection is due by September 8th, and the third injection is due February 2nd (See acceptance letter). The recommended timeframe between the second and third injection is five (5) months. Students who have not completed their immunizations as indicated above or signed a declination form will not be allowed to participate in practicum.

Oregon Health Authority's Temporary Administrative Order 333-019-1010 from PH 38-2021 requires health care personnel and healthcare staff who work or volunteer in healthcare settings to be vaccinated against COVID-19 or request a medical or religious exception.

Medical/Religious Exemptions: Students who request a medical or religious exception should be aware that many of our clinical partners **are** requiring the COVID vaccine and other required vaccinations as outlined to participate in clinical partner experiences (e.g. rotations). These rotations are required as part of your coursework. **Exclusion from our clinical partner experiences (e.g. hands-on internship or rotations) would result in the failure of the course and therefore denial of your certificate or degree. We will try to accommodate students with exceptions to find clinical partner experiences that will accept; however, Chemeketa cannot guarantee such a placement. You will be required to sign off in your program's source document that you acknowledge and understand the vaccination requirement and exclusion impact.**

STATEMENT OF INSURANCE

Students are not covered by health and accident insurance by the college. The college does provide workers' compensation coverage for student illnesses or injuries that result directly from activities required by course objectives at off-campus clinical sites. This coverage is not available for on-campus laboratory or clinic activities.

OFF- CAMPUS EXPERIENCES & TRANSPORTATION

Students in the Dental Assisting program are provided off-campus experiences at practicum office and clinics, and special off-campus assignments.

Transportation to all off campus assignments is the sole responsibility of each student, unless otherwise arranged.

PRACTICUM

The student will complete a minimum number of clinical days in order to meet graduation and accreditation requirements.

Winter = 10 days (1 day per week)

Spring = 30 days (3 days per week)

See attendance policy.

If the student does not complete the specified days per term, he/she may be given an "incomplete" and will be responsible for arranging make-up practicum days. The student may not continue into the second practicum assignment until all days in the first assignment are complete. Make-up time for missed practicum days cannot occur during regularly scheduled class time or during the weekend. The student will not graduate unless all practicum days are completed. Students may be required to submit to a 10-panel drug screen urinalysis (UA) at any time during the program or as requested by practicum sites.

CLASS INFORMATION

Information and Advising Session- When scheduled, attendance is mandatory. (See Attendance Policy).

In-class assignments or activities- There is no make-up opportunity.

Check-offs- If a student fails a check off, the student will be placed on a PSR, offered remediation and must repeat the check off to show competency before the next scheduled check off. The student will have a maximum of two attempts; however, the initial score will be recorded in the gradebook. All check offs must be completed to earn a grade in the course.

Essential Skills- Essential Skills (those skills identified by an asterisk on the check-off sheets) are areas to which particular attention should be paid during clinical practice. They must be demonstrated in a proficient and safe manner during each check-off and Capstone activity in order to successfully complete the program.

Quizzes- Scheduled and pop quizzes must be completed within the designated time frame. Individuals arriving late, yet within quiz time frame, may take quiz, but must finish within time allowed. If student arrives after quiz is over, there will be no make-up opportunity.

Fall Capstone Final: Pass or No Pass

Eligibility: Student must be passing (see Grading Policy) all fall term courses, both lecture and lab or clinic, to be eligible to take the Capstone Final. Students who do not meet eligibility will be awarded the course grade earned up to the Capstone Final in DEN 151.

Passing: Student must pass Capstone Final to continue on to winter term. A student who does not pass on the first attempt, will be

allowed a second attempt (if eligible, see grading policy). If the second attempt occurs after faculty submits fall term grades, the student will earn an incomplete in DEN 151 and the second attempt will occur during winter term, prior to student participating in Practicum 1 clinic.

Second Attempt Grade: Student must pass on second attempt to continue in the program. Once the second attempt is completed, DEN 151 grade will be changed from incomplete to final grade earned. See the grading policy. If the student does not pass on the second attempt, the student will earn a “D” grade in DEN 151 and will not continue on in the program.

Fall Capstone Grading Policy- A student who does not pass on the first attempt will lose 5% off of the final course grade in DEN 151. If a student’s final grade is 79% or less, the student is only eligible for one (1) attempt, due to the 5% percentage deduction. If the student does not pass on the second attempt, the student will earn a “D” grade in DEN 151 and will not continue on in the program.

GRADING POLICIES

The following is the grading scale for all Dental Assisting courses:

92 – 100% = A	75 – 83% = C	Below 68% = F
84 – 91% = B	68 – 74% = D	

The grading system for Dental Assisting is based on a letter grade. The grades include didactic, laboratory, and clinical performance. All students must pass didactic, laboratory, clinical aspects of all dental assisting courses individually at 75% (“C”) or higher and pass Fall Capstone Final. If any portion (didactic, laboratory, clinic or Fall Capstone Final) is not above 75% the highest possible grade earned will be a “D” and the student will not continue on in the program.

Tracking Grades- Students are responsible for tracking their grades throughout each term. If you are experiencing difficulty in a class or if your grade average drops below 75% (C), you must meet with your instructor of the particular class(es) to determine how grade improvements can be made. You are responsible to take appropriate measures to improve your learning and/or testing skills, and instructors will be glad to refer you to various on-campus agencies and counselors who are experienced in the area in which you need assistance. Students are encouraged to use the “what if” feature in Canvas to project final grades.

Evaluations and Conferences- Evaluations and conferences with program staff may be conducted to review individual student progress. Instructors maintain office hours for the purpose of discussing your progress and answering questions pertaining to course content. Students must schedule appointments with instructors during designated office hours. Students will prepare their questions and materials prior to the appointment.

Incomplete Grade- Per college policy, when an incomplete is given, a student may not earn an A grade.

Course Withdrawal- If withdrawing from any DEN course, student must withdraw from all DEN courses.

Grievance Procedures/Conflict Resolution- When a difference of opinion, values, or treatment exists, members of the Chemeketa community are encouraged to seek resolution directly with the individual. If the conflict is with an instructor, discuss the problem with the instructor outside of the classroom. When the conflict is with a service area of the college, resolution should be sought first in that area or with its supervisor.

When resolution cannot be reached by talking with the individual (or when contact with the individual would not be appropriate) contact the Academic Coordinator (Building 8/114B; 503 399-3907). Unbiased investigation will be used in the informal processes in an attempt to resolve issues.

If the conflict occurs between students in the program and they cannot resolve the conflict, they may request assistance from a faculty member in the program. A meeting will then be arranged with the students and the designated faculty member or members. The purpose of the meeting will be to constructively resolve the conflict and reach an agreement between parties.

If resolution does not occur informally, the Conflict Resolution Policy contained in the Student Rights and Responsibilities Policy will then be followed.

<https://www.chemeketa.edu/students/student-rights-responsibilities/>

PROBLEM SOLVING RECORD (PSR) AND PROBATION

The Dental Assisting faculty are committed to promoting student success. Students will meet with their faculty advisor for evaluation purposes. If problems are detected, faculty will inform students and assist them to develop a plan that identifies goals and actions for improved performance. Students are responsible for implementing the plan, including following up on referrals for help and arranging additional conferences with their advisor as needed to follow up on problems.

Faculty advisors inform students and document problems according to the following procedure:

Problem-Solving Record (PSR): A PSR is intended to call attention, as early as possible to a situation that, if uncorrected, could lead to academic failure or dismissal from the program. A PSR documents the problem identified by an instructor, a plan to remedy the problem, and the student-instructor conference to discuss the problem and plan. Students receive a copy of the PSR. Failure to follow the PSR plan will result in probation, or in severe cases, dismissal from the program.

- **Non-Practicum PSR**—Faculty advisor meets with a student whose classroom-related performance indicates a need for problem-solving. Examples of such performance include but are not limited to: a cumulative grade average below 75%, a pattern of submitting assigned work late, and repeatedly missing or arriving late for tests.
- **Practicum Performance PSR**—Faculty advisor meets with a student whose practicum performance indicates a need for problem solving. Some examples of such performance are: unsafe practice, missed practicum time, and noncompliance with practicum rules.

Probation (PR): The Dental Assisting Program faculty may place a student on probation at any time for failure to follow a PSR plan, unsatisfactory scholastic record, academic dishonesty, failure

to maintain safety, failure to maintain patient confidentiality as outlined by the HIPAA Standard, or demonstration of unprofessional or unethical behavior. Probation is notice to a student that immediate changes are needed in some behavior(s) to prevent either failure or dismissal from the program. *Subsequent occurrences of problem behavior during a probationary period will result in disciplinary action, which may include dismissal from the program.* The instructor identifying the problem behavior informs the student and schedules a three-way conference among the student, the instructor(s), and the Dean. The PR document includes the identified problem and a plan to remedy the problem; specifies the conditions for retention and progression in the program; and documents the three-way conference. Students receive a copy of the PR.

The Dental Assisting Program faculty may place a student on probation at any time for failure to follow a PSR plan, unsatisfactory scholastic record, academic dishonesty, failure to maintain safety, failure to maintain patient confidentiality as outlined by the HIPAA Standard, or demonstration of unprofessional or unethical behavior.

DISMISSAL

Students will be dismissed from the Dental Assisting Program for the following:

1. A grade below "C" in any enrolled program course during the program.
 - a. A grade below "C" in any didactic section of any program course during the program. This will result in the highest course grade earned of a "D".
 - b. A grade below a "C" in a lab or clinic section for any program course during the program. This will result in the highest course grade earned of a "D".
 - c. A "No Pass" on the Fall Capstone Final in DEN 151. (*See Fall Capstone Final under Class Information and Grading Policy.*) This will result in the highest course grade earned of a "D".
1. Failure to comply with probationary, or possibly PSR requirements.
2. Illegal acts as defined by the Oregon Board of Dentistry, in the classroom, lab, clinic, or practicum site.
3. Failure to comply with patient confidentiality as outlined in the HIPAA Standard.
4. The program faculty, in consultation with a practicum site dentist and staff, determine the student has demonstrated unsafe practices, unprofessional and/or inappropriate behaviors, or fails to comply with responsibilities as outlined in the Practicum Handbook.
5. If a student is arrested during the time he/she is enrolled in the program, he/she must notify the Dental Assisting Program Chair. The student's status will be reviewed and may result in dismissal.
6. Dismissal may occur at any time during the program academic year; PSR or Probation may not precede dismissal. For more information, refer to the Student Rights and Responsibilities document in the college catalog.

RE-ADMISSION POLICY

Any student who is not both academically and clinically successful in any course that is part of the Dental Assisting Program may choose to re-apply to enter the Dental Assisting Program. The option to re-apply for entry into the Dental Assisting Program is offered only once.

Students begin fall term and will be required to enroll for credit in all courses to attain and demonstrate satisfactory academic and clinical skills. Students may not audit any courses.

Any student who selects the option to re-apply to the program for any reason must meet application procedures and program requirements in effect at the time of re-entry.

GRADE APPEALS FOR HEALTH SCIENCES STUDENTS

Students wishing to appeal a progression decision made by the faculty should submit a online form stating their concerns and proposed resolution to the Dean of Health Sciences within 10 business days. Please note, the appeal process for Health Sciences students is shorter than other Chemeketa students due to the need to begin practicum/clinical rotations at the beginning of the following term. Students who appeal the faculty's decision regarding their continuation in the program are allowed to attend theory class until the appeal is concluded. A follow up appointment should be scheduled with the Dean of Health Sciences. The Dean of Health Science's decision shall be final. Students may not attend practicum/clinical experiences while their appeal is pending.

The grade appeal form can be found online at https://cm.maxient.com/reportingform.php?ChemeketaCC&layout_id=5

HARRASSMENT/DISCRIMINATION POLICY

Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age gender, gender identity, sexual orientation, pregnancy, whistle blowing, or any other status protected by federal, state, or local law in any area, activity or operation of the college. The college also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under college policies, equal opportunity for employment, admission, and participation in the college's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other college effects designed for that purpose.

See Student Rights & Responsibilities document at <https://www.chemeketa.edu/students/student-rights-responsibilities/>

Persons having questions or concerns about **Title IX**, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking; contact the Title IX coordinator at 503.399.8111, 4000 Lancaster Dr. NE, Salem, OR 97305, or <https://www.chemeketa.edu/complaints-and-concerns/report/>. Individuals may also contact the

U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600. Equal Employment Opportunity or Affirmative action should contact the Affirmative Action Office at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

GRADUATION

All students in the Dental Assisting program must apply for graduation through the Registrar's Office, in January (no later than the fourth week of Winter term). All students successfully completing spring term may participate in graduation ceremonies. Graduation Services will contact students regarding fees for caps and gowns.

UNIFORM POLICY

In accordance with CDC and OSHA guidelines as well as the Dental Assisting Policies on infectious diseases, all students utilizing the dental lab, clinic, and practicum sites will adhere to the program's uniform policies.

Unless student is wearing a full-length gown/lab jacket, the student must change into and out of uniform (pants, tops, jackets and shoes) at clinic/lab location unless otherwise directed.

The student is responsible for complying with all uniform policies.

Clinic and Lab Uniforms – to be worn for all activities in 8/103 & 8/106, practicum assignments, and other off-campus activities:

- Mask, protective glasses and gloves
- Protective glass lens must be clear and frames must be white, black, or clear (no patterns).
- Scrubs: Scrub style pants in a solid uniform color with either elastic or drawstring waist and a short sleeve scrub style shirt. Pants should fit at the natural waistline. Pants should hang no longer than the top of the shoes, should not drag on the ground, and should not be rolled up or pushed up. Scrubs must be laundered and kept in good repair.
- Clothes worn under scrubs must be completely concealed when lab coat/gown is worn.
- A long-sleeve solid lab coat/gown must be worn over scrub style top. Lab coats/gowns must be routinely laundered and kept in good repair.
- For warmth, students may wear a plain, black, long-sleeved shirt under the scrub style top. Sleeve length must not go beyond wrist.
- Personal Chemeketa student name badge **must** be worn and visible when in a clinical/lab setting
- Solid black leather shoes with black non-marking soles and closed toe and heel. Clinic shoes must be kept clean and polished. No boots or Mary Jane style shoes.
- Plain black cotton socks will be worn and must cover the entire foot, including the heel and ankle. When seated, no skin may show on ankle or leg.

Hair- When in uniform, hair color must be of a natural hue and of low color contrast. All students utilizing the dental lab, clinic, and practicum sites will contain their hair away from their face and off their shoulders. Hair must be secured in a manner that looks **professional and does not allow hair to swing forward** in front of the shoulder or hang loosely when leaning forward or

turning side to side (i.e. long ponytails, long bangs). **Long hair** must be braided or secured in a bun. **Long bangs** must be secured with hair clips. Hair tucked into jacket or top is not considered secure or acceptable. Students who do not have their hair secured in a safe and professional manner will not be able to participate in lab/clinic/practicum activities, equipment use or direct patient care. Facial hair must be closely trimmed and not interfere with wearing personal protective equipment.

Hair Covers & Hair Bands- Cultural hair covers, head bands, barrettes, and clips must be in neutral, solid colors of tan, brown or black, with no emblem or logos. Exception: Cultural hair covers can be of the same solid color as the scrubs. No hats are allowed.

Fingernails - All students utilizing the dental lab, clinic, and practicum sites will keep their fingernails clean and trimmed short, not to extend beyond the pad of the finger.

- Artificial nails, fingernail polish, and fingernail ornamentation are prohibited.
- Any person who cannot safely manipulate instruments, equipment, or safely provide patient care because of excessive nail length will not be allowed to participate in equipment use or direct patient care.

Jewelry - All students utilizing the dental lab, clinic, and practicum sites will keep jewelry to a minimum and of neutral color/design.

- **Rings** are limited to one per hand and should be secure at the base of the finger. No fingertip rings are allowed.
- **Rings** must not cause any undue hazard (i.e., large that can tear glove or be in the way when passing instruments, performing a procedure, or utilizing equipment).
- **Necklaces** will not be worn in the dental lab, clinic, or practicum sites.
- **Watches** and **Wrist bracelets** will not be worn in the dental lab, clinic, or practicum sites.
- **Earrings** must be small in size. Only two pair of earrings may be worn at any time (two earrings per ear). Earrings cannot exceed the size of a pea. No ear bars, gauges, or dangles are permitted. Hoops must be closed-looped and cannot exceed the size of a pea.
- **Facial/Oral jewelry** will not be worn in the dental lab, clinic, or practicum sites. See instructor for possible exception for nose piercing.
- **Ankle bracelets** must be concealed beneath socks.

Cosmetics - Cosmetics may be worn to enhance a professional appearance. Lip color, eye color, cheek color should be limited to natural/neutral shades and must not be excessive. False eyelashes must be limited to natural length and volume. Pimple patches must be neutral.

Tattoos - Whether your lab jacket is on or off, arm tattoos must be concealed with skin toned coverage or a long sleeved black shirt prior to entering lab or clinic. Neck, wrist, hand, facial tattoos may stay uncovered if they are small and not offensive.

Personal Hygiene - All students should maintain standard personal hygiene including daily bathing, the use of deodorant, clean clothing, clean hair, clean nails, clean teeth, fresh breath and no visible signs of intimacy (i.e. hickies).

Allergens - Many persons are allergic to perfumes, colognes, body sprays, hairspray, scented lotions and cigarette (or other psychoactive material) smoke. Prior to entering the dental lab, clinic, and practicum sites, students must refrain from using these products.

Radiation Badges - Radiation monitoring is required to assess potential exposure to ionizing radiation. The college provides area monitoring in the dental clinic during winter and spring terms. A student who is pregnant may receive a monitoring badge provided by the college. Radiation monitoring badge service is available to all students at a cost of approximately \$260.00 for two terms. The badges must be ordered in December so that it is effective at the beginning of winter term. Students are totally responsible for the cost and care of these badges.

POST-EXPOSURE EVALUATION AND FOLLOW-UP GUIDELINES

Updated: 8-1-24

If you have sustained any injury or BBP exposure incident, these steps should be followed:

Step 1: Report the exposure immediately to your supervisor and/or instructor.

Step 2: Begin the post-exposure procedure:

- a) Identify source individual (if known) so that facility can follow-up with source individual protocol (obtaining consent, blood draw)
- b) Go to appropriate healthcare facility for blood draw and follow-up procedures

Step 3: Fill out [Chemeketa Injury or Time-Loss Google Form](#) and any other necessary paperwork with an instructor **within 24 hours**. Emergency and Risk Management staff will discuss future follow-up procedures with you and complete the necessary workers' compensation documentation.

If you are in your **winter or spring term practicum rotation**, you will report to your supervisor and Chemeketa instructor. If your office has post-exposure facilities (i.e. Kaiser Permanente), you will be escorted to the medical facility for the post-exposure procedure. If your office does not have post-exposure facilities, you should go as soon as reasonably possible (within two weeks) to the nearest post-exposure facility in your area.

In Salem:

Salem Occupational Health Clinic
4049 Market St NE
Salem, Oregon 97301
(503) 362-5242 Hours: Monday-Friday, 8:00 am – 5:00 pm
(Outside of the above hours, you may go to the nearest emergency room)

Outside Salem: Nearest hospital or clinic

You need to advise the clinic that you are a Student Worker of the college and that you sustained an exposure incident. A claim will be filed on your behalf with the college's Workers Compensation carrier SAIF.

HIPAA (Health Insurance Portability & Accountability Act) GUIDELINES

A general guiding principle for having and using any clinical data is that no person should be able to link the information that is recorded on a piece of paper with an actual patient. Specific implementation of the guidelines may vary, as the school must abide by the rules of a particular clinical facility, and the more stringent standard must always be followed. Each college shall reinforce the policy that no portion of the patient's medical record should ever be photocopied/photographed. Do not use a patient's name, medical record number, or social security number on any student-kept notes or homework.

1. Guidelines for student having and using patient information in clinical:
 - a. Written information with identifying patient information should remain in a secure area or not be left unattended.
 - b. Written data that contains any patient identifying information should be shredded, not disposed of in a general trash container.
 - c. The student should not remove anything from the patient's chart.
2. Violations of HIPAA regulations:

Violations of patient confidentiality and HIPAA guidelines will result in the student being placed on probation or possible dismissal from the program. Students placed on probation for HIPAA violations will remain on probation for the remainder of their enrollment in the Dental Assisting program, whether enrollment is consecutive or interrupted by time out of the program. A second occurrence of HIPAA violations will result in dismissal from the program.

CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY

All information about patients, including the nature of the patient's disease, diagnosis and treatment, is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as a private or sensitive nature is also included in the category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.

HIPAA AND CONFIDENTIALITY

This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared in order to prevent unauthorized access to confidential information. No portion of a patient's record is to be photographed or photocopied to any electronic device or removed from the facility.

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or shared in communication via email outside of the

password protected Chemeketa email system. Chemeketa password protected email communication and eLearn communication of de-identified patient information should be for clinical education purposes only.

Each student needs to be mindful of displaying professional behavior and making appropriate decisions in both their professional and personal life. Be aware of your association with Chemeketa Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on the college's or program's behalf, unless you are authorized to do so in writing.

HIPPA Violation Consequences:

1. Violations of patient's privacy with an electronic device will be subject to HIPAA procedures/ guidelines and consequences.
2. Student who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
3. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 401 North Michigan Avenue, Chicago, IL 60611-2678 or by calling 800.232.6108.

DENTAL ASSISTING APPLICATION TECHNICAL STANDARDS

Introduction

Certain functional abilities are essential for the delivery of safe, effective dental assisting care. These abilities are essential in the sense that they constitute core components of a dental practice. There is a high probability that negative consequences will result for patients and/or co-workers of the dental assistant who fails to demonstrate these abilities. A program preparing students for the profession of dental assisting must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Dental Assisting Program at Chemeketa Community College identifies the functional abilities deemed by the dental assisting faculty to be essential to the practice of dental assisting. Reference materials used in the development of these standards include Division 42 of the Oregon Administrative Rules of the Oregon Board of Dentistry, the Oregon Health Division, the American Dental Association Commission on Dental Accreditation, OSHA Standards, and the Centers for Disease Control and Prevention guidelines. The Technical Standards are reflected in the Dental Assisting Program's Performance-based Outcomes, which are the basis for teaching and evaluating all dental assisting students.

Students with accessibility concerns who think they may require accommodation in meeting the Technical Standards of the Dental Assisting Program should contact Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (email: studentaccess@chemeketa.edu). Students should seek accommodation advising as soon as possible after admission to the Dental Assisting Program so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission into the dental assisting program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with the Student Accessibility Services Office. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of dental assisting practice for all students. Students who would like to dispute their approved accommodations or file a complaint should follow the process outlined on the website <https://www.chemeketa.edu/students/student-services/student-accessibility-services/student-resources/> or call 503.399.5192 and schedule a time to meet with the Director.

Standards

The practice of Dental Assisting requires the following functional abilities with or without reasonable accommodations:

Fine Motor Skills

A dental assisting student must be able to perform all required activities needed for laboratory procedures, clinical practice, patient care and emergency procedures. The ability to safely, accurately and effectively manipulate all instruments, equipment, and materials utilized in the dental assisting process is essential.

Sensory Skills

A dental assisting student must have adequate control of all sensory functions so that the student, patients, peers, and instructors/operators will be able to work and respond in ways that contribute to a safe environment and provide sound evaluation and treatment services. Must have sufficient abilities to receive directions or instructions and safely participate in the laboratory and/or clinical procedures.

Communication Skills

A dental assisting student must be able to communicate information effectively, accurately, reliably and intelligibly with individuals, groups and all members of the healthcare team using the English language. The dental assisting student must be able to provide inclusive, clear, and legible chart notations and descriptions of clinical findings as dictated by the operator. A dental assisting student is expected to participate and communicate effectively in teams during the many opportunities in the Dental Assisting Program.

Cognitive Skills

A dental assisting student must be able to collect, analyze, synthesize, integrate and recall information and knowledge to participate safely and effectively in laboratory and chairside procedures.

Physical Endurance, Strength and Mobility

A dental assisting student must be able to tolerate physically taxing workloads that include but are not limited to sitting or standing for long periods of time in one position, or lifting at least 25 pounds with or without accommodations, to meet clinical requirements. Must also safely manipulate instruments, equipment, containers, and dental materials.

Behavioral/Professionalism Skills

A dental assisting student must be able to work effectively under stress and adapt to changing situations. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. A dental assisting student must be able to use tactful, congenial and personal mannerisms while interacting with others. The dental assisting student must work with the dental team and patients in such a way as not to alienate or antagonize anyone. A dental assisting student is expected to be prepared for all classes, clinic lab and practicum and to be prepared to accept reasonable, instructive, and professional criticism, and to respond with a professional attitude and appropriate modification of behavior. A dental assisting student is expected to abide by The Creed and The Pledge of the American Dental Assistants Association as well as the regulations in the Dental Assisting Program Student Handbook.

**Chemeketa Community College
Dental Assisting program**

**STUDENT HANDBOOK RECEIPT
2025-2026**

I have received and read the handbook for the Chemeketa Dental Assisting Department.

The handbook was explained to me and I have asked program staff to clarify any questions concerning policies and regulations found within this handbook.

I understand that it is my responsibility to keep the handbook in my possession for future reference.

I have had ample time to review the handbook.

I understand, and agree to abide by, the Dental Assistant Handbook policies and regulations.

Name (Please print)

Signature

Date

***Please print this page and bring with you to Fall Induction on
Wednesday, September 24th, 2025***