



4. **Make an Academic Advising Appointment to develop your My Academic Plan (MAP)**
  - If you have never taken a credit course at Sinclair Community College, make an appointment with an Academic Advisor at (937)512-3700.
  - If you are a current student at the College, make an appointment with the Academic Advisor. For more information call (937) 512-3700.
  - For those who have Disability Services questions, call (937) 512-5113.
5. **Go online and take the Sinclair Community College Distance Learning course. You must take this prior to being accepted into the program.**
6. **Have an overall 2.0 GPA.**

We look forward to your continued interest in Sinclair Community College's Dental Assisting

Sincerely,

*Sue Raffee*

Chairperson  
Dental Health Sciences

## EXAMINATIONS AND IMMUNIZATION

To qualify for Dental Assisting Program (DAS) enrollment/restricted courses you will be required to have the following Examinations and Immunizations:

EXAMINATIONS:
<b>ALL OF THESE RECORDS MUST BE TURNED IN WITH YOUR APPLICATION <u>BEFORE</u> YOU WILL BE ACCEPTED INTO THE PROGRAM.</b> ONLY LAB REPORTS ACCEPTED.
<b>General physical examination</b> by your medical doctor. Must be completed within the year preceding your first day of starting DAS courses.
IMMUNIZATIONS:
<b>Hepatitis B:</b> vaccination or positive antibody titer (Anti-HBs): The first injection must be on or prior to the first day of starting DAS courses. The second injection is due 30 days after the first injection and the third is due five months after the second injection was completed. <b>If you have already had the three injection series, please send in proof. If the injection was 10 years ago or more, you will need to have an antibody titer (Anti-HBs) completed.</b> If any injections were significantly beyond the specified time frame, a titer is also recommended. <b>If a titer is negative or the student waives the titer recommendation, evidence of physician counseling is required.</b>
<b>Measles-Mumps-Rubella (MMR):</b> vaccination or positive antibody titers
<b>Varicella (chicken pox):</b> history of disease, positive antibody titer, or vaccination is required.
<b>PPD Skin Test:</b> completed within twelve months prior to starting DEH limited-enrollment courses. A positive reaction requires documentation of physician evaluation.
<b>Tetanus:</b> within the past 10 years      CPR: BLS Card: Only HealthCare for Providers accepted.

**NOTE:** All exam/immunization information and web site for submission will be included with your notification of cohort eligibility to start limited-enrollment courses. Please note the time restrictions on the examinations and immunizations. If they are done too early, you will be required to repeat.

## Dental Health Sciences

### Dental Assisting Program STC. (Short term Certificate) Faculty

The Dental Assisting Program faculty is comprised of highly skilled professionals all devoted to student success. The faculty not only brings expertise from the field to the classroom and clinic, but real-world experience, making the learning environment a balance of hands-on academic education. In the preclinical and clinical setting, there is a low faculty-to- student ratio.

#### Administration:

Susanne Raffee, RDH, MSA  
Professor/Chairperson Dental Health Sciences  
Email: [sue.raffee@sinclair.edu](mailto:sue.raffee@sinclair.edu)

Elizabeth Atchley, RDH, MS  
Dental Assisting Program Coordinator/ Lead Instructor  
Email: [elizabeth.atchley@sinclair.edu](mailto:elizabeth.atchley@sinclair.edu)

Adjunct faculty will assist the lead instructor in labs.

Stephany Elworth  
Administrative Assistant, Dental Health Sciences  
Phone: 937 512-2779 (leave a message for any tardiness or absences)  
Email: [stephany.elworth@sinclair.edu](mailto:stephany.elworth@sinclair.edu)

**HEALTH SCIENCES DIVISION**  
**DEPARTMENT OF DENTAL HEALTH SCIENCES**  
**Dental Assisting STC**

**Progression Criteria**

**Required Curriculum Sequence**

Dental Assisting courses must be taken in a designated sequence of the curriculum plan. All required non-dental assisting courses can be taken prior to or during the dental assisting specific curriculum plan.

<b>TECHNICAL COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>PRE- &amp; CO-REQUISITES</b>	
<b>Spring Semester</b>				
ALH 1130	Basic Life Support Training	1		On Campus
COM 2206	Interpersonal Communication	3	ACCUPLACER, ACT, SAT. Compass, DEVs	On Campus or Online
DAS 1102	Introduction to Dental Assisting Terminology	1		Online
DAS 1104	Dental Assisting Techniques & Materials I	4		Online
DAS 1105	Lab for Dental Assisting Techniques & Materials I	0	DAS 1104 Co-Req.	On Campus
<b>Summer Semester</b>				
DAS 1204	Dental Assisting Techniques & Materials II	4		Online
DAS 1205	Lab for Dental Assisting Techniques & Materials II	0	DAS 1204 Co-Req.	On Campus
DAS 1108	Dental Assisting Office Management	2		Online
DAS 1206	Dental Assisting Radiography	2		Online
DAS 1207	Lab for Dental Assisting Radiography	0	DAS 1206 Co-Req.	On Campus
	<b>Total</b>	<b>17</b>		

**You must present your CPR card to your Academic Advisor to get credit for the course in order to receive certification. You will NOT graduate from this course without either taking and passing ALH 1130 or providing current proof of a BLS / Health Care Provider card to your Academic Advisor.**





**5. Computer Literacy: The ethical and appropriate use of computers, terminology, computer hardware, and computer software to complete tasks appropriate for the degree field at a level considered satisfactory to industry standards.**

- Use a computer and its hardware to complete tasks appropriate for the degree field at a level considered satisfactory by industry standards.
- Use a computer and its software to complete tasks appropriate for the degree field at a level considered satisfactory by industry standards.
- Exhibit knowledge of ethical behavior in the use of a computer, computer hardware and computer software.

**6. Cultural Diversity & Global Citizenship: Apply knowledge of cultural diversity to real world context by acknowledging, understanding, and engaging constructively within the contemporary world.**

- Cultural Diversity Self-Awareness (Introduce)
- Describe one's own cultural values, attitudes, beliefs, and behaviors.
- Demonstrate awareness of one's preconceived notions and biases.
- Acknowledge how others view one's own culture.
- Recognize personal and social responsibility to community.
- Demonstrate knowledge of the dimensions of diversity within college, local, regional, and global communities.
- Recognize distinctive patterns of thought and behaviour that contribute to the formation of a worldview different from one's own.
- Cultural Diversity in Context (Refine)
- Explain the impact of culture within disciplines.
- Examine the values, beliefs, and ethics of others.
- Recognize the changing dimensions of diversity that influence cultural development.
- Recognize the role of language use in creating positive personal and discipline-specific interactions.
- Applications of Cultural Diversity (Master)
- Participate in diverse communities as an informed, committed and productive individual.
- Demonstrate the ability to respect and empathize with divergent worldviews.
- Engage in ethical personal and professional interactions.
- Engage constructively and positively with cultural differences and conflicts.



## DENTAL ASSISTING PROGRAM PURPOSE AND PHILOSOPHY

### Dental Assisting Program Purpose

The Dental Assisting Program is designed to prepare students to provide basic, adjunctive and supportive dental services alongside licensed dental professionals. The program prepares its graduates to become eligible for the certificate in dental assisting through the Commission on Ohio Dental Assistants. In addition, upon successful completion of the dental assisting radiology course, students can apply for the dental assistant radiographer certificate. The program provides an environment for learning the knowledge, skills and behaviors necessary for professional practice.

### Dental Assisting Program Philosophy

The Dental Assisting Program will prepare students to demonstrate knowledge and clinical skills essential for the delivery of supportive dental services. Graduates will understand the role of the dental assistant as well as that of all other members of the dental health team and will be prepared to adapt to the changing demands of the oral health care profession.

The Program at Sinclair Community College seeks to develop dental assistants who view their profession with confidence and pride; those who understand its territory and scope of practice and are able to influence the factors that affect the advancement of the profession.

### Dental Assisting Programs Goals

1. Perform clinical assisting functions in accordance with the State Dental Practice Act.
2. Assess, plan, implement, and evaluate an oral health program within the community.
3. Seek opportunities for continuing personal professional development.

### Dental Assisting Program Outcomes

1. Demonstrate the ability to effectively communicate with patients, healthcare providers and the public regarding the significance of dental care and overall health.
2. Demonstrate professionalism in all aspects of dental assisting care, including the ability to make ethical decisions and apply critical thinking skills.
3. Demonstrate competence in the provision of contemporary dental assisting services.

## PROGRAM PLANNING AND SEQUENCE

### Dental Assisting Short Term Certificate (STC.)

Sinclair Community College dental assisting enhancement program consists of 10 courses/labs for the short term certificate. The certificate will be earned within two semesters of academic coursework and hands-on learning experiences in the classroom, laboratory, and clinic. It is a **hybrid program**. A hybrid program merges the face-to-face interactions of traditional courses with the flexibility of online courses. Your lab courses DAS 1105, 1205, and 1207 will meet via traditional face to face contact. ALH 1130 will also meet in a traditional format. Com 2206 can be met either via a traditional format or online. DAS 1102, 1104, 1108 and 1206 required course content and activities will be accessed online via a computer with an Internet connection using Sinclair's eLearn course management system. The following items include:

- Syllabus
- Announcements
- Resources and Web-links
- Lecture Notes & Handouts
- Course calendar
- Course email
- Discussion forums
- Assignments
- Assessments
- Virtual Office Hours
- Various Multimedia Contents



### Estimated Expenses for Dental Assisting Certificate Excluding Tuition

Text books	\$200.00
Physical Exam with immunizations	C o n s u l t   y o u r   p h y s i c i a
Scrubs/Lab jackets	\$100.00
Shoes	\$ 50-100.00
S t a t e   R a d i o g r a p h e r ' s	
State CDA Certification Exam	\$ 25.00
Lab Kit includes goggles, typodont, name tag, and miscellaneous other materials.	\$365.00

#### Continuation and Promotion

I n o r d e r t o c o n t i n u e i n t h e d e n t a l a s s i s t i n g p r o g r a m ALL dental assisting courses. If a student earns a grade below a 'C' they assisting program on a space available basis the next year when the course is offered. Students will need to apply for reinstatement.

In addition, students must meet all criteria required for successful course completion outlined in each dental assisting course syllabus – as first semester dental assisting courses is a prerequisite for second semester courses.

#### Course Content

The lead instructor of a particular course reserves the right to modify the class content and requirements as deemed necessary for effective teaching of the class. Adjustments may be made in content covered, date of coverage, order of coverage, date of exams, assignments, and the amount of work assigned.

Specific requirements for each course will be provided in the syllabi at the onset of each course. These standards may differ slightly from this handbook, but should conflict with specific departmental policies.

Y o u c a n a p p l y t h e c r e d i t s e a r n e d f r o m t h e D e n t a l i n H e a l t h S c i e n c e s . T h i s i s o p t i o n a l . B e l o w i s a l i n k t o w a r d s t h e c o u r s e w o r k .

#### Optional: Health Sciences - Associate of Applied Science

The associate of applied science degree in Health Sciences provides students with a general degree in the health science field. Students with technical certificates or college credits in allied health courses can apply their credits toward the AAS. Graduates will be able to enter a health-related field, or continue their education toward a Bachelor's of Science degree at a four-year university.

See the link below for more information.

<http://www.sinclair.edu/program/params/programCode/HS-S-AAS/>

*This Dental Assisting Handbook is designed to assist you in learning and understanding the mission, philosophy and goal of the program in which you have enrolled. The policies and procedures that will affect your retention, progression and graduation from the program are described. The Handbook also services to be a resource of information and guide to support you and help you successfully navigate the program.*

*You are expected to read this information and to comply with the policies and procedures of the program and department. For the most current College Policies and Procedures please visit [Student Judicial Affairs Code of Conduct Handbook \(PDF\)](#) . These policies complement this Handbook and contain policies and procedures related to your enrollment as a Sinclair Community College dental assisting student within the Department of Health Sciences. In specific situations, dental assisting program policies and procedures supersede College policies and procedures; these situations will be identified.*

## **Dental Assisting Handbook**

### **AMERICAN DENTAL ASSISTANTS ASSOCIATION (ADAA) POLICY ON PRINCIPLES OF ETHICS AND CODE OF PROFESSIONAL CONDUCT**

#### **FOREWORD:**

As an organization charged with representing a part of the profession involved in the practice of dentistry, the American Dental Assistants Association has delineated the Principles of Ethics and the Code of Professional Conduct for members, officers and trustees. The Principles of Ethics are general goals to which each member should aspire and are not intended to be enforceable as rules of conduct for dental assistants. The Code of Professional Conduct is intended for use as a guide for the evaluation of elected officials and members.

#### **AMERICAN DENTAL ASSISTANTS ASSOCIATION PRINCIPLES OF ETHICS**

Each individual involved in the practice of dentistry assumes the obligation of maintaining and enriching the profession. Each member may choose to meet this obligation according to the dictates of personal conscience based on the needs of the human beings the profession of dentistry is committed to serve. The spirit of the Golden Rule is the basic guiding principle of this concept. The member must strive to at all times maintain confidentiality, and exhibit respect for the dentist/employer. The member shall refrain from performing any professional service which is prohibited by state law and had the obligation to prove competence prior to providing services to any patient. The member shall constantly strive to upgrade and expand technical skills for the benefit of the employer and the consumer public. The member should additionally seek to sustain and improve the Local Organization, State Associate, and the American Dental Assistants Association by active participation and personal commitment,

#### **CODE OF PROFESSIONAL CONDUCT**

As a member of the American Assistants Association, I pledge to:

- Abide by the Bylaws of the Association;
- Maintain loyalty to the Association;
- Pursue the objectives of Association;
- Hold in confidence the information entrusted to me by the Association;
- Serve all members of the Association in an impartial manner;

- Recognize and follow all laws and regulations relating to activities of the Association;
- Maintain respect for the members and the employees of the Association;
- Exercise and insist on sound business principles in the conduct of the affairs of the association;
- Use legal and ethical means to influence legislation or regulation affecting members of the Association;
- Issue no false or misleading statements to fellow members or to the public;
- Refrain from disseminating malicious information concerning the Association or any member or employee of the American Dental Assistants Association;
- Maintain high standards of personal conduct and integrity;
- To not imply Association endorsement of personal opinions or positions;
- Cooperate in a reasonable and proper manner with staff and members;
- Accept no personal compensation from fellow members, except as approved by the Association;
- Promote and maintain the highest standards of performance in service to the Association;
- Assure public confidence in integrity and service of the Association.

## **The Dental Assistants 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 friendless rather than one of fault-finding 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.

T o b e r e s p e c t f u l o f t h e o t h e r p e r s o n ' s v i e w p o

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

**ADAA American Dental Assistants Association**

## **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

**ADAA American Dental Assistants Association**

## Dental Assisting Program Expectations

Dental assisting is quickly growing, and is rewarding in a number of different ways. The dental assisting program prepares students for professional careers within the dental office or clinic setting. Becoming a dental assistant requires preparation for an array of different duties and responsibility which you are sure to encounter. Our goal is to educate and instruct you for entry into the respected dental profession.

Before you initiate this journey into this program and exciting field, it is of course important to get a good sense of what you can expect from the program and your instructors. Student experiences will include close physical contact and touch with other students and faculty. This will occur under the supervision of faculty to promote learning of dental assisting skills. All activities will require participation from each student.

Other critical requirements of the program include but are not limited to:

Professionalism, Ethics and Conduct:

- Present yourself with the highest degree of professionalism and integrity
- Show respect for all people
- Accept responsibility for actions and behaviors
- Conduct must adhere to **all** of the guidelines set forth in your class syllabus

Skills of Observation:

- Participation, practice and demonstrating competency in all skills learned is mandatory for success in this program

Cognitive Functioning:

- Demonstrate the willingness to formulate questions and answers
- Show the ability to problem solve and critical think independently
- Show the ability to create new ideas independently
- Show the willingness and ability to follow directions and requests
- Expand and incorporate new skills learned

Communication:

- Conduct appropriate and effective written, oral and non-verbal communications
- Be mindful of all individuals cultural and economic differences
- Display the ability to receive and appropriately respond to constructive criticism

Time Management:

- Establish effective time management to allow dedication to course load, this in turn will reduce stress level.

Reasonable accommodations can be made for any student that has a documented condition, as long as it does not impede the learning environment to the program, faculty, or other students. It is the responsibility of the student to request accommodations as early as possible. Students who need assistance must notify Disability Services. If an accommodation plan can be established, the student must contact the Dental Assisting Coordinator and Instructor to discuss the plan.

Any change in your personal health that may cause extended absenteeism must be reported in writing to the Program Coordinator.

I have read and understand the Dental Assisting Program Expectations, I agree to conduct myself in a professional manner at all times.



# DENTAL HEALTH SCIENCES DEPARTMENT PROFESSIONS POLICIES

## Dental Department Professional Guidelines

Students who engage in or exhibit inappropriate behavior (including disruptive, unethical and/or illegal) unsafe dental practices, excessive inconvenience to the patient, lack of measurable progress (see definitions below) and/or any violation of the SCC College Policies as outlined in the Student Handbook and Planner will be removed from the classroom, lab or clinical site (campus or external) immediately.

### A. Inappropriate Behavior

The following are types of inappropriate behavior but are not to be considered inclusive.

1. Any form of violence.
2. Abusive or offensive language or gestures
3. Throwing or slamming articles.
4. Shouting at instructors, patients, staff member or peers.
5. Challenging instructor decisions in a confrontations manger in front of patient.
6. Gross neglect of personal hygiene (Refer to the Dental Program Clinic Dress and Appearance Policy)
7. Other behaviors as described in college policies/procedures documents.

### B. Unsafe Dental Practice

The following are types of unsafe practices but are not to be considered inclusive.

1. Gross violation of infections control practices
2. Gross deficiencies in clinical skill with the potential to harm a student partner.
3. Gross neglect of medical/legal record keeping practices.
4. Lack of awareness of the major steps in emergency protocol.
5. Non continuance of CPR certification.

### C. Lack of Measurable Progress

The following would suggest a lack of measurable progress but are not to be considered inclusive:

1. Lack of a noticeable improvement after remediation activities, course repeats, etc.
2. Lack of obvious progress toward resolving deficiencies in requirements and/or achievements of minimal competency levels in a reasonable time frame.

## DENTAL DEPARTMENT CLINIC DRESS AND APPEARANCE POLICY

Students must present with a professional appearance at all times. Students are expected to adhere to the following dress and appearance when participating in a lab experiences. If the following guidelines are not met, students may be asked to leave until they remedy the situation. Continued occurrences may result in more severe consequences including dismissal from the program.

The policy for student dress and appearance is as follows:

- 1) Student must appear neat, clean, and professional at all times.
- 2) Personal hygiene must be impeccable.
- 3) Oral hygiene must be impeccable. Dental needs should be addressed.
- 4) If tobacco is used, all evidence must be absent from the person, clothing, and belongings.
- 5) Gun chewing is not permitted. If student is in an active tobacco cessation program, he/she may be permitted to use nicotine replacement products such as lozenges and/or gum, by request in advance.
- 6) Hair must be clean, neat, and worn short or confined away from the face. Hair must be of a naturally occurring color. Hair holders must be of a material that can be disinfected, Cloth type hair holder must be washable and clean.
- 7) Perfume and cologne should not be used.
- 8) If used, cosmetics must be conservative in amount and color.
- 9) Fingernails must be clean and short. Only clear or neutral color nail polish is allowable. Only natural nails are allowed. Acrylic finishes are not permitted.
- 10) Jewelry shall not be worn on hands or arms during patient treatment. If necklaces are worn they must be placed inside the lab coat. A wristwatch may be worn. A smooth band and face design is recommended. Rings should not be worn. Earrings must be small, of inconspicuous design and are limited to only one per ear.
- 11) With the exception of a small single earring, visible body piercing (including tongue, lip, nose, neck, etc.) are not permitted.
- 12) Tattoos or body art should not be visible and must be concealed and/or covered.
- 13) Clean, black, low heeled rubber soled shoes without colored stripes or ornamentation must be worn. These can be professional clinic shoes or athletic shoes that meet specification.
- 14) Plain white/black socks must be worn when in uniform (scrubs). Socks should be long enough so that skin does not show when sitting down. Shoe laces should be white with no ornamentation.
- 15) Undergarments must be concealed by clinic attire in standing, seating or bending positions.
- 16) Properly fitting, appropriately sized uniforms (scrubs) as selected by the program must be worn. All clothing must be clean, reasonably stain free, and wrinkle free.
- 17) Personal protective equipment must be worn per program guideline.
- 18) Students not participating in a clinical session may be present in the clinic but must dress professionally.

### **Dental Department Incomplete Grade Policy**

Students may be given an "I" if their work has not been completed. The students must contact their instructor and request an "I" grade. If the instructor agrees, the students and instructor must sign the "Incomplete Grade Contract." When the required work is completed within 30 calendar days after the beginning of the next term, a grade will be submitted for the "I" grade. If this is not removed within this time, the "I" becomes an "F".

If the student fails to contact the instructor to arrange an incomplete grade, the instructor is required to assign an "F" instead of an "I" for the term's work. For cases in which hardships are involved, the student may make up the work which could change the "F" to the grade otherwise deserved. The instructor's permission is required.

### **Dental Department Attendance Policy**

Because of the fast paced curriculum and standards for completing of each course, attendance in all Dental Health Sciences professions department courses is vital to student performance and success. For that reason, regular and punctual attendance in all Dental Health Sciences Department DAS courses is mandatory.

If a student is or anticipates being absent, late or needing to leave early from any DAS course, the student should contact the Instructor, as soon as possible, prior to the start of the class period. For an absence to be considered excused by the course instructor, students must present documentations to validate circumstances immediately upon return. Students may make up missed work, quizzes, etc. at the discretion of the course instructor and is further clarified in your course syllabi.

For further questions or assistance regarding the Open Enrollment procedures for Dental Assisting programs, please contact Academic Advising at (937) 512-3700 or the Dental Health Sciences Department at (937) 512-2779.



**PLEASE BRING THIS MANUAL/DOCUMENT WITH YOU TO ORIENTATION FOR REVIEW AND SIGNATURE AT THAT TIME. DO NOT RETURN IT WITH YOUR APPLICATION FORM. DO NOT MAIL IT WITH YOUR APPLICATION AND MEDICAL DOCUMENTATION. YOU WILL HAVE TO DO IT AGAIN THE FIRST DAY OF CLASS.**

Your signature indicates that you:

1. Read this Handbook in its entirety and are familiar with its contents.
2. Clarified any questions regarding any part of this Handbook.
3. Understand that it is your responsibility to review appropriate sections of this Handbook as they are presented throughout the program.
4. Understand you may receive revisions to this Handbook and that if and when received you will review the changes and add them to your handbook.
5. May request an additional copy of this Handbook, in writing, if you lose or damage your original copy (a fee may be charged.)
6. Are aware that a copy of this page will be kept in your permanent file in the Dental Health Sciences Office.

I have received a copy of the *Dental Assisting Handbook*. I have read and I understand the *Dental Assisting Handbook* and program expectations. By signing this document, I agree to conduct myself in a professional manner at all times. I understand the statements above, and acknowledge that I was offered the opportunity to ask for clarification regarding the contents of the Handbook and expectations before signing my name.

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S t u d e n t ' s P r i n t e d N a m e

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S t u d e n t ' s S i g n a t u r e

Date

Faculty Initials: \_\_\_\_\_

