



College of the Redwoods

Registered Dental Assisting Program Student Handbook

Academic Year: 2025-2026

Welcome

Welcome to the Registered Dental Assistant Program, our faculty and staff are committed to the highly skilled career of dental assisting. As members of our Registered Dental Assistant Program, you are to adhere to protocol and safety guidelines, build on foundational knowledge, competently perform permitted duties, and demonstrate ethical decision making in fulfilling professional responsibilities. employable qualities and ethical aspects demonstrating consistent quality control, safe practice, time optimization, and sound judgement. You are expected to assimilate knowledge from what you hear and read to the lab and clinical setting. Over the next ten-months you should anticipate personal and professional growth as an enrolled student in the Registered Dental Assistant Program at College of the Redwoods.

As a Registered Dental Assistant Program student, you will work directly with patients in a fundamental role of providing oral health care treatment for dental disease in 4- & 6-handed dentistry. College of the Redwoods offers in-person instruction in a state-of-the-art facility teaching to the highest standards mandated by the California Dental Board Practice Act and Commission on Dental Accreditation Standards.

Didactic, laboratory, and clinical instruction are integrated throughout the program to teach to the laboratory and clinical competency level for Dental Assistant and Registered Dental Assistant duties and functions. Students will complete 990 Program Hours, including 330 Clinical Hours, which includes successful completion of the following courses: Radiation Safety (144 hours); Pit and Fissure Sealants (24 hours); Coronal Polishing (24 hours) Infection Control (40 hours); Dental Practice Act (18 hours).

As a student enrolled in the Registered Dental Assisting Program you must be knowledgeable and accountable for all policies, guidelines, and requirements provided in this Handbook regarding College of the Redwoods Registered Dental Assistant Program.

Accreditation and Approval Information

College of the Redwoods is accredited by the Accrediting Commission for Community Colleges of the Western Association of Schools and Colleges, located at 10 Commercial Boulevard, Suite 204 Novato, CA 94949, (415) 506-0234, an instructional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

College of the Redwoods Registered Dental Assistant Program is accredited by the Commission on Dental Accreditation (CODA), located at 211 East Chicago Avenue, Chicago, IL 60611, (312)440-4653, www.ada.org/en/coda, a division of the American Dental Association nationally recognized by the United States Department of Education as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. CODA Accredited Approval Number 0838.

College of the Redwoods Registered Dental Assistant Program is an approved educational program by the California Dental Board (DBC) at 2005 Evergreen Street, Suite 1550 Sacramento, CA 95815, (916) 263-2300, www.dbc.gov. DBC Approval Number CA838.

A copy of the Commission on Dental Accreditation (CODA) Standards, Procedures, and Policies as well as the California Dental Practice Act with Related Statutes and Regulations are available upon request from the Program Coordinator. If you have a complaint or comment pertaining to the established Standards or Regulations set forth by the CODA or DBC as they relate to the current College of the Redwoods Program contact the address(s) provided above.

The next CODA site visit is scheduled for October 2026.

Program Faculty and Staff

Hillary Reed, RDAEF, CDA, COA, CDPMA, CPDA

(707)476-4253

Program Coordinator

Office: AT 102

Graduated from the College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in general dentistry, pediatric dentistry, orthodontics, and oral surgery. Additionally, she has worked in the front office. Hillary has continued her education and received her RDAEF from University of California San Francisco, as well as multiple certificates from Dental Assisting National Board. She earned her BS in Healthcare Management in 2009. Hillary has been part of the College of the Redwoods Dental Assisting Program Team since 2003 and has taught all courses offered in the Dental Assisting Program. Her favorite courses to teach are DA 153, Dental Assisting Science; DA 154, Dental Assisting Materials and Duties; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience; DA 163, Advanced Dental Assisting Science; DA 164, Advanced Dental Assisting Functions in Dental Specialties; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Raynell Tindall, RDA, CDA

(707)476-4250

Associate Faculty

Office: AT 101

Graduated from the College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in both general and pediatric dentistry. During her career she has had hospital privileges assisting with extensive sedation cases. Currently, she works as a clinical assistant in a general dental office. Raynell has continued her education and received additional certifications. She has been part of the College of the Redwoods Dental Assisting Program Team since 2013 and has taught DA 156 Dental Assisting Fundamentals; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience DA 164, Advanced Dental Assisting Functions in Dental Specialties; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Teresa Moore, RDA, CDA

(707)476-4250

Associate Faculty

Office: AT 101

Graduated from the College of the Redwoods Dental Assisting Program. She has worked as a clinical assistant in both general dentistry and endodontics. Teresa worked as a lead clinical assistant in an endodontic practice until Dr. Burke's recent retirement. Teresa continued her education and received additional certifications. She has been part of the College of the Redwoods Dental Assisting Program Team since 1992. She has taught DA 155, Dental Radiography; DA 156 C, Dental Assisting Fundamentals Clinical Laboratory Experience; DA 165, Advanced Dental Radiography; DA 167, Advanced Dental Assisting Functions and Duties (Clinical Experience).

Tammy Hoalton

(707)476-4250

Administrative Office Assistant

Office: AT 101

Has worked in general dentistry as a front office assistant for Dr. Richard Wolven for over 23 years, until his retirement. Tammy enjoys serving patients, facilitating the Clinical Experience, and assisting students in accomplishing their academic goals. Tammy is welcoming, supportive, and always smiling. She has been part of the College of the Redwoods Dental Assisting Program Team since spring of 2022.

Registered Dental Assistant Program Mission

Graduates' success provides economic vitality to our local community. According to the US Bureau of Labor Statistics, Dental Assisting has a projected job growth of 8% (2023-2033) faster than the average for all occupations.

College of the Redwoods Registered Dental Assistant Program provides accessible, innovative, and relevant career readiness in-person instruction to prepare students for high quality living wage jobs. Student success and opportunity is supported through the continual improvement processes and national and State accreditation standards. Additionally, community-based learning experiences and creating workforce community connections through internships lead to high job market demand. Preparing graduates for employable skills, duties, and functions as allowed by the Dental Board of California Dental Practice Act leads to high pass rates on the Registered Dental Assistant (RDA) licensure examination offered through the Dental Board of California and the Certified Dental Assistant (CDA) certification through the Dental Assisting National Board supporting career advancement and economic development in the healthcare pathways of the Redwood Coast region.

Registered Dental Assistant Program Goals

1. Provide accessible, innovative, and relevant career readiness instruction leading to student success.
2. Maintain Commission on Dental Accreditation Standards and Dental Board of California requirements.
3. Prepare graduates for high quality living wage jobs by meeting the needs of the local workforce in the technologically advanced field of dentistry.
4. Qualify and prepare graduates to successfully pass standardized testing offered through the Dental Board of California (DBC) and the Dental Assisting National Board (DANB).

Registered Dental Assistant Program Learning Outcomes

Students will be able to do the following upon successful completion of the Program:

1. Assimilate learned theory and foundational knowledge when demonstrating competence in proper technique in essential dental assisting skills, permitted duties, and advanced functions as allowable by the California Practice Act.
2. Demonstrate employable qualities and ethical aspects such as consistent quality control, safe practices, time optimization, and sound judgment, when completing proficiencies in infection control, dental radiography, patient care management, and basic front office duties in the oral health care setting.
3. Communicate using proper vocabulary and terminology with the ability to follow verbal and written directives when working independently or with a team in patient care with patients, peers, and professionals. Consistently demonstrating pre-operative and post-operative directives during scheduled procedures.
4. Completing at the ***minimum*** 300 clinical hours and 900 program hours in the ten-month program to qualify for Registered Dental Assistant (RDA) licensure examination and to meet Dental Board of California requirements and Commission on Dental Accreditation standards for graduation.

Program Admissions Notification

The process of becoming a student at College of the Redwoods requires that the student apply using the online CCC Apply [Application for Admission to College](#) which is the portal for all California community colleges. Once an application is submitted a student identification number will be issued from the College of the Redwoods. After receiving your identification number, you are eligible to apply to the Registered Dental Assistant Program.

Students applying to the Registered Dental Assistant Program must submit a sperate application to the Registered Dental Assistant Program. Applications can be found at [Dental Assisting Application 2025.pdf](#) . The Registered Dental Assistant Program accepts 24 eligible students per year on a first-come-first-served basis. The application filing period is February 1st – August 1st. The eligible student must submit a complete application each filing period. Eligibility for the program includes the following:

- Must have a valid College of the Redwoods student identification number,
- Must be 18 years or older upon graduation,

- Must have earned a high school diploma or equivalency from an accredited institution,
- Must have a grade point average of 2.0 cumulative academic standing or better at the college, former college, or high school stated on their official transcripts. Additionally, students are strongly advised to meet with the Healthcare Pathways Advisor to devise an Education Plan.

College Catalog Information

A copy of the College of the Redwoods Catalog is available to students at [2025-2026 College Catalog](#) or is available upon request from the Program Coordinator.

Program of Study - Dental Assisting Certificate

Prerequisites: Must Apply to the Dental Assisting Program February 1- August 1

Advisory enrollment Math 301

Requirements: Certificate of Achievement, Dental Assisting		TOTAL UNITS 32.0	
DA 150	Dental Assisting Orientation	0.5 Units	9 Hours
DA 153	Dental Assisting Science	2.0 Units	36 Hours
DA 154	Dental Assisting Materials and Duties	3.0 Units	90 Hours
DA 155	Dental Radiography	2.0 Units	72 Hours
DA 156	Dental Assisting Fundamentals (Chairside)	3.0 Units	90 Hours
DA 156C	Dental Assisting Fundamentals Clinical Laboratory Experience	1.5 Units	81 Hours
DA 163	Advanced Dental Assisting Science	2.0 Units	36 Hours
DA 164	Advanced Dental Assisting Functions in Dental Specialties	3.0 Units	90 Hours
DA 165	Advanced Dental Radiography	2.0 Units	72 Hours
DA 166	Dental Assisting Functions in Dental Practice Management	1.0 Units	18 Hours
DA 167	Advanced Dental Assisting Functions and Duties (Clinical Experience)	6.0 Units	288 Hours
HO 15	Nutrition	3.0 Units	54 Hours
COMM	Communications 1 or 1V or 6 or 7 or 8	3.0 Units	54 Hours

Program of Study - Dental Assisting Degree

Prerequisites: Must Apply to the Dental Assisting Program February 1- August 1

Advisory enrollment Math 301

Requirements: Associate of Science Degree, Dental Assisting		TOTAL UNITS 6.0	
DA 150	Dental Assisting Orientation	0.5 Units	9 Hours
DA 153	Dental Assisting Science	2.0 Units	36 Hours
DA 154	Dental Assisting Materials and Duties	3.0 Units	90 Hours
DA 155	Dental Radiography	2.0 Units	72 Hours
DA 156	Dental Assisting Fundamentals (Chairside)	3.0 Units	90 Hours
DA 156C	Dental Assisting Fundamentals Clinical Laboratory Experience	1.5 Units	81 Hours
DA 163	Advanced Dental Assisting Science	2.0 Units	36 Hours
DA 164	Advanced Dental Assisting Functions in Dental Specialties	3.0 Units	90 Hours
DA 165	Advanced Dental Radiography	2.0 Units	72 Hours
DA 166	Dental Assisting Functions in Dental Practice Management	1.0 Units	18 Hours
DA 167	Advanced Dental Assisting Functions and Duties (Clinical Experience)	6.0 Units	288 Hours
HO 15	Nutrition	3.0 Units	54 Hours
COMM	Communications 1 or 1V or 6 or 7 or 8	3.0 Units	54 Hours
	General Education Requirements Core Courses (Areas A, B, C, D1, D2, D3)	15.0 Units	

Registered Dental Assisting Program Course Transferability Information

College of the Redwoods Associate of Science Degree and the Registered Dental Assistant Program general education requirements, such as (HO 15) Nutrition, and the Communication courses (COMMC1000, COMMC 1004, COMM 6, COMM 8, COMM 2, COMM 4) are transferable to the California State Universities and Universities of California system. Additionally, the degree is transferable to private institutions or other institutions accredited by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

College of the Redwoods Dental Assisting courses are non-transferable and only count as electives when transferring credits. The following Dental Assisting Program courses are not transferable: DA 150, DA 153, DA 154, DA 155, DA 156, DA 156 C, DA 163, DA 164, DA 165, DA 166, DA 167.

Registered Dental Assistant Program Repeatability Information

Readmission to the Program for students failing or withdrawing will be limited to a maximum of one and is contingent upon available space as well as completion of current Program admission requirements.

Students applying for readmission must successfully complete the nutrition and communications requirements prior to readmission. Eligible students must have a cumulative grade point average of 2.0 and not be on Academic Probation or Progress Probation to be readmitted to the Registered Dental Assistant Program.

Students dismissed from the Program for unsafe practices or disruptive behavior and/or dismissed from the College are ineligible for readmission.

Admissions and Records Information

Students that wish to withdraw can do so prior to the census date listed in the catalog or www.redwoods.edu. Students who stop attending a course without officially withdrawing will receive an “F” (Failure) on their academic records. Faculty will drop students for excessive absences.

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Petition to Graduate Information

Submission of a “Petition to Graduate” is required to obtain a degree or certificate from the College of the Redwoods. The Registered Dental Assistant Program students will petition collectively spring semester prior to March 1 deadline. Students completing communication and nutrition requirements in the summer following the Registered Dental Assistant Program of Study will be delayed in graduating. Additionally, this will postpone eligibility for Registered Dental Assistant (RDA) licensure through the Dental Board of California and the Certified Dental Assistant (CDA) certification through the Dental Assisting National Board.

Employment Opportunities

Employment of dental assistants is projected to grow 8% from 2023 to 2033, faster than the average for all occupations according to U.S. Bureau of Labor Statistics. According to the California employment statistics, the projected growth is 15% from 2023 to 2033 with 9,190 annual openings for dental assistants are projected each year. Nationally about 54,900 annual openings for dental assistants are projected each year, on average. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Dental assistants primarily work in private dental practices and in dental clinics, as well as public health, hospitals, and educational facilities. Most dental assistants work full-time, which is considered 32-40 hours per week.

Eligibility for State Licensure and National Certification Information

Graduates are eligible to take the written Dental Board of California examination for State licensure as a Registered Dental Assistant (RDA) and the written Dental Assisting national Board examination for national certification as a Certified Dental Assistant (CDA) upon successful completion with a 75% or better, in all courses listed in the Program of

Study (990 hours within 34 weeks). Please note that these are computerized examinations that require a separate application process, additional fees, and require travel out of the area, not associated with College of the Redwoods.

Graduates are awarded a “Certificate of Achievement,” as well as Dental Board of California Certificate of Completion in the following:

- Radiation Safety (144 hours)
- Pit and Fissure Sealants (24 hours)
- Coronal Polishing (24 hours)
- Infection Control 8-hour course (40 hours)
- Dental Practice Act (18 hours)

To qualify for either exam the candidate must possess a valid social security number, valid driver’s license or identification card, valid CPR card, and will be required to have a Live-Scan transmitted to the California Department of Justice and Federal Bureau of Investigations. The application will be completed during finals week of the spring semester. Paperwork will be provided by the Registered Dental Assistant Program Coordinator.

Both the Commission on Dental Accreditation Standards and the Dental Board of California require that graduates complete a minimum of 900 program hours and 300 clinical hours with a 75% or better, in all courses listed in the Program of Study (990 hours within 34 weeks). Students who do not complete the program of study successfully, including the communications and nutrition course requirements, are not eligible for licensure exams.

To qualify for licensure exams graduates must apply and submit all graduation documentation awarded. Additionally, the candidate must submit valid documentation of a social security number, driver’s license or identification and CPR card. Furthermore, graduates will be required to submit a Live-Scan transmitted to the California Department of Justice and Federal Bureau of Investigations.

Candidates having convictions (in any State or U.S. Territory) including infractions, misdemeanors, felonies, or bench warrants will be allowed to take the exams but may be denied licensure. The Director of Consumer Affairs decides if the applicant is eligible for licensure on a case-by-case basis. It is the responsibility of those with convictions to contact the Dental Board of California for further instruction and clarification.

Scope of Practice

Dental Assistants are part of the dental healthcare team. Dental assistants must work in a fast-paced environment and can work calmly under pressure. Dental assistants are required to follow directions and defined protocols, having good organizational skills, and time management. Strong verbal and nonverbal communications skills are necessary to effectively interact with the dental team when providing support to dentists, assisting with patient care, performing infection control protocols and completing various administrative tasks. Typically, dental assistants do the following:

- **Preparing treatment rooms** includes disinfecting, sterilizing, and basic cleaning.
- **Assisting with procedures** includes passing instruments and materials, keeping a clear field of vision by retracting and suctioning, maintaining a well-organized and safe work area.
- **Managing patients** includes greeting and seating, taking vital signs and updating records, charting, following the daily schedule, and exposing diagnostic radiographs.
- **Providing post operative care** includes providing memorized instructions for each dental procedure and oral hygiene instructions prescribed by the dentist.

Dental assistants are not licensed by the Dental Board of California but can perform basic supportive dental procedures as authorized by Section 1750.1 under general or direct supervision. The supervising licensed dentist shall be responsible for determining the competence of the dental assistant performing basic supportive dental procedures.

Registered Dental Assistants (RDA) are licensed in California by the Dental Board of California and have a greater scope of practice as authorized by Section 1752.4 under general and direct supervision than unlicensed dental assistants. For a detailed list of allowable duties please refer to [Dental Board of California - Table of Permitted Duties](#). Again, the supervising licensed dentist shall be responsible for determining the competence of the dental assistant performing basic supportive dental procedures.

Ethical Principles

The dental assistant is a representative of the dental healthcare team as well as a professional. Upholding all federal, state, and local laws and regulations. Delivering optimum care using professional knowledge, judgement, and skill within the law. The actions and decisions of dental assistants are guided by ethical principles. There are five basic principles of ethics that help guide dental assistants. The dental assistant code of ethics according to the American Dental Association includes autonomy, beneficence, justice, nonmaleficence, and veracity.

Autonomy is based on truth and confidentiality. Dental assistants respect the rights of others and promote informed decision making. This includes providing valid explanations, obtaining informed consent, and respecting choices of other individuals without passing judgement.

Beneficence is based on “doing good” for others as a moral obligation. Dental Assistant strives to be good, providing quality care, promoting oral health, and prioritizing the wellbeing of those they serve.

Justice involves treating people fairly and giving people what they deserve and are entitled to. Dental assistants treat all patients fairly and equitably, avoiding discrimination regardless of socioeconomic status, race, or other factors.

Nonmaleficence emphasizes avoiding harm. Dental assistants must take precautions to prevent harm through negligence, errors, or unethical behavior.

Veracity involves telling the truth and being honest. Dental assistants must provide accurate and quality information, maintain confidentiality and avoiding misleading practices.

Confidentiality

HIPAA, or the Health Insurance Portability and Accountability Act, was enacted in 1996 to establish federal standards is known as the “privacy rule” allowing for protection and confidentiality of health and medical information. Its primary purpose is to ensure patient rights regarding the privacy and security of individuals' health information and to prevent unauthorized disclosure without patient consent. HIPAA includes provisions for the electronic exchange of health information and mandates the protection of Protected Health Information (PHI).

Registered Dental Assistant Program students must follow all HIPAA requirements and safeguards, maintaining strict confidentiality of PHI in the Dental Health Center and assigned office of intern. PHI is considered anything that can individually identify the patient. This is past, present, or in the future and includes health conditions as well as mental health status. Information may be found on treatment plans, schedules, payment information, surveys, or in the case of reporting abuse. No patient information should be discussed outside the clinical setting, internship setting, or electronically transmitted by students. Students compromising safeguards or breaching confidentiality by impermissible use or disclosing will be immediately dismissed from the Program.

Hillary Reed, Program Coordinator is identified as the HIPAA Security Officer for the Dental Assisting Program. All complaints or reports of breeches should be emailed to her at Hillary-reed@redwoods.edu within 2 business days.

- Technical requirements of HIPAA is to provide dental software with a separate server.
- Physical requirements are to shred all disposed treatment plans, schedules, and payment information and to not email this information.
- Administrative requirements are to provide that patients have access to copies of their personal records upon request and that only authorized information will be sent electronically for referrals to specialists or transfer of records.

Dental treatment provided at a public school is exempt from HIPAA because students' medical records are part of their educational records under the Family Educational Rights and Privacy Act (FERPA). As FERPA has more stringent data protection requirements than HIPAA in terms of permissible uses and disclosures, FERPA preempts HIPAA.

Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education 20 U.S.C. § 1232g; 34 CFR Part 99. Family Educational Rights and Privacy Act (FERPA) applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the U.S. Department of Education. A student 18 years of age or attends a postsecondary institution, is an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her educational records, the right to seek to have the records amended, the right to have control over the disclosure of personally

identifiable information from the records, and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Occupational Exposure

The Registered Dental Assistant Program curriculum has the potential for occupational exposure. This is the nature of the occupation, and students participate at their own risk. Students can be exposed to bloodborne pathogens through direct or indirect contact. Risk for droplet infection through per mucosal (contact with mucous membranes, such as mouth, nose, and eyes) or percutaneous infection (through the skin, such as cut, needle stick, and puncture) exists due to the nature of clinical dental assisting.

Students are routinely exposed to blood and saliva and are determined to be Category 1, requiring all Standard Precautions and the use of Personal Protective Equipment or attire. Due to the potential risk of infection, students must have current vaccinations. Please note due to the nature of dental assisting students can be exposed to both bacterial and viral infections such as Covid-19, H1N1 Flu Virus, HIV, Hepatitis A – E, Herpesviruses, Tuberculosis, Legionnaires' Disease, Tetanus, Methicillin-Resistant Staphylococcus Aureus (MRSA), etc.

Additionally, students participating in the curriculum have the potential to encounter hazardous chemicals and radiation exposure.

The Program complies with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standards, OSHA Hazard Communication Program, Environmental Protection Agency (EPA) Waste Management Protocols, California Department of Public Health Radiologic Branch Regulations, and the Dental Board of California Statutes and Regulations. Additionally, guidelines specified by the Center for Disease Control and Prevention are followed.

Specific protocols and written directions are specified in the Clinical Manual. Students are further trained in the policies, procedures, and guidelines in the Dental Assisting Program curriculum.

Exposures must be reported immediately to the instructor, office staff, or Program Coordinator. Forms must be submitted to the College of the Redwoods Personnel Office within 24 hours of the exposure for the student to be covered by the College's Worker's Compensation provider. At the time of exposure, the student will be advised on post-exposure follow-up protocols.

Human Subject

The Dental Assisting Program curriculum requires that peers perform common dental assisting procedures during laboratory and clinical sessions. Students will be assigned partners by the faculty. No students are exempt from this requirement. Students who are not in compliance will be dismissed from the activity and receive an absence.

A Medical Clearance Form Student Health Questionnaire, Medical Provider Clearance Form, and proof of immunities must be on file in the Registered Dental Assistant Program office. Additionally, Dental Clearance is on file. Students may require pre-medication or need additional clearance.

Pre-medication, medical or dental clearance may be required in some circumstances. Students requiring pre-medication or needing medical or dental clearance need to inform the faculty and/or Program Coordinator prior to the scheduled activity. It is the student's responsibility to follow through having the pre-medication prescribed and/or receive medical clearance from their physician and/or receive dental clearance from their dentist.

Physical Requirements & Essential Functions

Students eligible for the Program must possess skills and abilities essential to perform as a clinical dental assistant. Students are required to provide safe, satisfactory, and competent patient care when completing the assigned curriculum with or without reasonable accommodation or modification.

Student's must have Medical Clearance Assessment Form and a Medical Provider Clearance Form signed by their provider as well as a printout from their medical provider confirming their vaccination status for Hep B, MMR, Tdap, Varicella, as well as a current TB test on file in the Registered Dental Assistant Program office prior to beginning laboratory or clinical setting.

Students must have good overall health, controlled health conditions stable behavioral health status, sufficient dynamic balance, hand-eye coordination, reaction time, and dexterity to perform the in the laboratory and clinical setting working with others, dental providers, and the public without creating a hazard. Additionally, students must be free from dizziness, drowsiness, or blurred vision when operating equipment in laboratory and clinical settings.

Cognitive, Critical Thinking & Problem-Solving Abilities: 95%-100% of workday	1. Communicate and comprehend complex situations. 2. Memorize and retain information, adhering to protocol and policies. 3. Manage high stress situations. 4. Use sound judgement and safety precautions. 5. Demonstrate the ability to read and perform arithmetic functions. 6. Function effectively under supervision. 7. Organize and prioritize job tasks.
Communication & Interpersonal Abilities: 95%-100% of workday	1. Communicate effectively verbally and nonverbally. 2. Establishes rapport with peers, dental providers, and patients. 3. Explain treatment procedures and post op instructions. 4. Assume role of dental healthcare team member. 5. Follow verbal and written directions. 6. Read and write with the ability to make chart notes and file.
Physical Activities: 95%-100% of workday	1. Stands, sits, and walks for long periods of time on multiple surfaces. 2. Frequent bending, reaching, positioning with assisting in patient care. 3. Regular tactile dexterity, grasping, holding, hand-wrist movement. 4. Operate dental equipment and handling instruments, carry 50 lbs. 5. Ability to respond to emergency situations in a timely manner.
Auditory (Hearing): 95%-100% of workday	1. Auditory ability sufficient to monitor and assess health needs. 2. Able to tolerate loud noises for long periods of time. 3. Able to auscultate sounds, monitor alarms, and emergency signals. *Assistive devices must correct hearing and be worn during practicums.
Visual and Olfactory (Smell): 95%-100% of workday	1. Visual ability sufficient for observation, assessment, and intervention. 2. Read equipment gauges, normal depth perception, and 20/40 vision. 3. Distinguish color. 4. Differentiate various types of smells and tolerate offensive odor.
Health Hazards 95%-100% of workday	1. Exposure to bloodborne pathogens, communicable infection/disease. 2. Exposure to hazardous chemicals. 3. Exposure to ionizing radiation.

Registered Dental Assistant Program Grade Scale

The Commission on Dental Accreditation and the Dental Board of California require Lecture, lab, and clinical grades must each be 75% or better. Registered Dental Assistant Program courses are sequential and have co-requisites and pre-requisites. Students who are not passing a course(s) cannot continue.

The Commission on Dental Accreditation and the Dental Board of California determine all eligibility requirements for State Licensure and National Certification. If a student does not meet the requirements, the student is ineligible for the RDA and CDA exams application process.

Grade	Percentage	Definition
A	96-100	Outstanding progress
A-	90-95	Outstanding progress
B+	87-89	Above average progress
B	84-86	Above average progress
B-	81-83	Average Progress
C+	78-80	Satisfactory Progress
C	75-77	Lowest acceptable Progress
D	65-74	No progression,
F	<65	Failure
W	N/A	Official Withdrawal

Teaching Philosophy

To prepare students to be successful in the workforce, developing competencies into strong skill sets and healthy work habits are necessary for lasting employment in the local community. Graduates must qualify to successfully pass the Registered Dental Assistant Exam offered through the Dental Board of California and the Certified Dental Assistant exam offered through the Dental Assisting National Board. Student success is put first by providing accessible, relevant career technical education.

The instruction provided is straightforward and usable. The process of learning is more important than the grades. During the challenging ten-month program didactic instruction is delivered to assist in preparation for clinical practice. Learning terms as well as memorizing instruments and basic steps of the procedures is essential in functioning as a dental assistant. Understanding the “why” is important for critical thinking. Instruction will be kept simple, and repetition is used to assist the student in memorization. The ability to notice, recognize patterns, and predict are fundamental in creating solutions to everyday challenges as a dental assistant. Dental assistants must pay attention to the details and acknowledge the unknown elements. Understanding, interpreting, and synthesizing information as well as drawing conclusions from relevant data is important in practice in patient care.

Didactic instruction builds knowledge used in the lab setting where textbook standards are used to develop competency to the pre-clinical level. Preparedness is essential to success. Organization and clear communication are practiced in conjunction with competencies. Clear communication requires sharing and receiving information with others verbally and nonverbally, as well as in written format. Satisfactory organization requires adherence to protocol and following given guidelines. Safety is a given priority, requiring thinking at a high order.

Clinical instruction has a spontaneous component when engaging in the variables of patient care. Preparedness is essential, processing of information, recalling learned theory and pre-clinical competencies is key to developing as a competent dental assistant. Leading by example, swiftness and efficiency are expected. Safety is demanded. Feedback is honest and timely. Ethical principles are emphasized. Accountability is fundamental. Preparing and developing into a successful dental assistant ready for the workforce requires thinking at a higher order.

Classroom Environment

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Respectful behavior allows for student engagement and encourages questions as well as positive classroom interactions. As a Registered Dental Assistant Program student, you are encouraged to ask questions, participate in classroom discussions and activities as part of the clarification and learning process.

Clinical and Internship Assignment

All students will be required to complete tasks and duties to pre-determined pre-clinical or clinical level in addition to the required hours to graduate. These requirements are specified by the accrediting agency Commission on Dental Accreditation (CODA) and Dental Board of California (DBC).

Each clinical session students will be assigned procedures during the clinical day by the Program Coordinator and/or instructors. Students' tasks and duties are tracked. Students are not permitted to change their assignments or trade their patient procedures or share duties with other students. Students engaging in this type of behavior will be dismissed from the clinical session.

Attendance is essential for the clinical sessions. Students must stay present throughout the assigned clinical day. When students are not directly with a patient it is expected that they will assist the sterilization assistant and their peers in completing tasks assigned by the instructors. Students leaving clinical without permission or taking excessive breaks will be dismissed from the clinical session. Students are not permitted to retreat to the locker room once the clinical day has begun without permission from the instructors. Cell phones will be kept in the designated classroom holder. Clinical is designed to prepare for internship and employment. Healthy work habits are essential.

During the spring semester students will be assigned to the internship office by the Dental Assisting Program Coordinator. Students are not allowed to seek out their own internship assignment by soliciting offices or clinics. Students will not dictate internship assignment due to location, transportation issues and/or childcare issues. Students not having personal transportation may be kept in the Dental Health Center. Students with children at the Child Development Center on campus may be kept in the Dental Health Center. Students are not allowed to leave clinical or internship settings early due to bus transportation and/or childcare issues. Attendance hours must be met.

The District must approve the internship site. Internship sites must follow certain requirements set forth by the Commission on Dental Accreditation (CODA) and Dental Board of California (DBC). The Program Coordinator will determine when the internship assignment occurs, specific criteria must be met prior to internship.

Students are not permitted to change their internship assignment or trade with other students in the class. If during the internship a problem occurs with the office in which you are assigned, you need to make an appointment with the Program Coordinator to discuss the issue. Students having problems in internship offices will be required to return to the clinic under direct supervision of the instructors. Additionally, students may have disciplinary action taken for their conduct in internship.

An internship is a learning opportunity. Placement does not guarantee employment with the office you are assigned. Offices and clinics take interns without available positions. Students need to be mindful that they are guests of the business. The objective of the internship is to gain experience in the field to prepare for potential employment in the field upon graduation. Students seeking employment will need to apply and submit a cover letter and resume to employers with available positions independent of the Program.

Student Services and Support Handbook

A copy of the College of the Redwoods Student Services and Support Handbook is available to students. A hard copy can be found in the locker room, or lecture and lab classrooms, or is available upon request from the Program Coordinator. An electronic copy is available at www.redwoods.edu

Technology

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. Original content is encouraged in completing classroom projects and assignments.

Additionally, Tik Tok, Instagram, You Tube, Pinterest, Lemon8, RedNote, Likee, Wikipedia, Reddit, Videostar, and blogs, etc are widely available. However, much of the information on the internet is unreliable and can distract from learning and curtail the development of your critical and creative thinking skills. The internet is full of unreliable resources and can be a distraction taking you away from your study time. When studying for lectures, lab and clinical exams use factual information such as the resources given in class including your notes and textbook reading assignments.

Academic Integrity

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic integrity, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member.

In such cases, where the instructor determines that a student has demonstrated a lack of academic integrity, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2025-2026 College Catalog](#) and [CR Board and Administrative Policies](#).

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior.

In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2025-2026 College Catalog](#) and [CR Board and Administrative Policies](#).

Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, ethnicity, national origin, immigration status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

Any student, employee, intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Professional Dress Code Requirements

- ✓ Uniforms must be properly fitting, clean, buttoned up completely, wrinkle free, and in good repair. No skin should be visible with properly fitting uniform and PPE, except for minimal amounts on head and neck. Pants should not drag the floor, uniform should not have any extra embellishments, or sweatshirts worn underneath or on top of the uniform. This is to exhibit professionalism as well as for safety, cross contamination, and infection control purposes.
- ✓ Hair must be clean, well groomed, neatly arranged and work appropriate. No unusual colors. Disorderly styles, long ponytails, wispy ponytails, layered ponytails, and messy buns are not permitted. Hair must be **tightly** secured off the face and shoulders as a safeguard. Hair falling forward entering the patient's mouth and/or touched with gloved hands is cross contamination. Additionally, hair embellishment or adornments are contaminated during patient care and should be limited to necessary items only. Furthermore, facial hair must be kept neat and trimmed so that it can be contained and protected by a face mask. Hairstyle must be configured prior to entering the lecture, laboratory, or clinical settings. This is to exhibit professionalism as well as for cross contamination and infection protection purposes.
- ✓ Nails must be short and manicured, free from hangnails. No nail polish (including clear) or acrylic nails are allowed. This is a CDC guideline and required because microbes leak through gloves. This is for cross contamination and infection protection purposes.
- ✓ Cosmetics and make-up need to be work appropriate. A clean polished look that is professional is best practice; avoiding false eyelashes, glitter, bright colors, or anything dramatic such as designs or decals. This is to exhibit professionalism as well as for safety, cross contamination, and infection control purposes.
- ✓ Perfumes, colognes, and aftershave should be used in moderation. Strong smells or scents can be considered offensive when working with the public, fellow students, faculty, and staff.
- ✓ All jewelry must be unobtrusive in size, color, and shape, no larger than a quarter. Dangly earrings, multiple earrings, ear cuffs or bars, tragus piercings, bracelets, multiple rings, large rings, or rings with bulky stones are not allowed. Wedding bands are permitted. Necklaces must be completely concealed and under the uniform. This is to exhibit professionalism as well as for cross contamination and infection protection purposes.
- ✓ All oral and facial piercings or adornments, including gauges, are not allowed. This is to exhibit professionalism as well as cross contamination and infection prevention purposes. Additionally, signifying by marking can be considered offensive when working with the public, fellow students, faculty, and staff.
- ✓ All body art, tattoos, and ecchymosis must be concealed and not visible. Signifying by marking can be considered offensive when working with the public, fellow students, faculty, and staff.
- ✓ Hands, wrists, facial surfaces, neck surfaces, and ears must have intact skin free of lesions or oozing sores or rashes. Eyes must be free from any active infection such as conjunctivitis. Any lesion compromising the uniform allowing it to become visibly soiled is prohibited by OSHA. This is for cross contamination and infection protection purposes.
- ✓ Personal and oral hygiene is mandatory. Personal daily cleanliness and brushing of teeth is required when working with others in proximity and promoting a healthy lifestyle. Unsanitary smells or scents are considered offensive and unclean when working with the public, fellow students, faculty, and staff.
- ✓ Pockets **must be empty** in jackets, pants, and scrub tops. These are considered contaminated surfaces and storage of personal electronic devices, food, drink, and cosmetics within the uniform is prohibited by OSHA regulation. This is for cross contamination and infection protection purposes.
- ✓ Black warm-up jackets or teal procedure gowns **must not** be worn to outside break areas or the cafeteria. Eating in contaminated jackets and gowns is prohibited by OSHA regulation. This is for cross contamination and infection protection purposes.

Rules for Classroom, Laboratory, and Clinic Setting

If a student cannot adhere to Program rules, the student is subject to disciplinary act.

1. Always adheres to uniform and dress code requirements.
2. Wears appropriate Personal Protective Attire (PPA) while working in laboratory or clinical sessions.
3. Adheres to safety requirements, equipment instructions and regimented infection prevention protocols always.
4. Arrives on time, pays attention, follows oral and written directions, manages time well, cleans-up in a timely manner, and remains in class and clinical sessions until dismissed by instructor.
5. Refrains from disturbing others by entering late, exiting early, talking out of turn, engaging inside conversations, speaking during an exam, or participating in other distracting behavior.
6. Turns off cell phone or other electronic devices and stores in system provided by instructor or staff in all lectures, clinics, and laboratory sessions. Devices will be returned when class/clinic is dismissed.
7. Attentive during lecture, laboratory, and clinical sessions. Refrains from disrespectful behavior such as lying on desks and lounging in patient chairs. Resting in assistant or operator chairs during laboratory and/or clinical sessions is not allowed. Students need to be attentive, standing when assigned as roving assistant as well as when disinfecting and preparing the operatory as it is required in the field.
8. Courteous to fellow students, staff, faculty, and patients. Addressing dentists by their title such as Dr. Wolven. Addressing fellow students, patients, staff, and faculty by their complete first-name or preference.
9. Prepares for class in advance by reading the relevant assigned materials, reviewing syllabi, completing homework assignments or other assigned activities. Bringing syllabi and textbooks to class.
10. Stays in assigned seat during lecture and laboratory sessions. Stays in clinical and sterilization areas during the entire clinical session, asking for permission to leave clinical area.
11. Attends lecture, assigned laboratory and clinical sessions in the course. Students are held responsible for what transpired in class. All absences are recorded, and no absences are excused. Attending other than assigned laboratory or clinical sessions is not allowed.
12. Stays focused on the task at hand throughout lecture, laboratory, and clinical sessions. Working on other course assignments or activities in class or clinic is prohibited. Taking notes is strongly advised. Utilizing clinical sessions to focus on the patient care experience and/or sterilization is necessary.
13. Functions as a constructive team member participating in A.M., P.M., and Lab Lists, working as a team to accomplish assigned tasks, leaving together as a team for breaks, lunch, or dismissal.
14. Refrains from eating or drinking, including water in lectures, laboratory, and clinical classrooms. The locker room is for storing a bagged lunch but eating and/or drinking is prohibited. Eating and drinking are only permitted outdoors and in the cafeteria during given breaks. Lab /clinical jackets are not to be worn.
15. Refrains from applying cosmetics or brushing hair or other personal grooming procedures in the lecture, laboratory, or clinical classrooms. Students should arrive on time, groomed, and in uniform ready to start the day.
16. Refrains from loud gum chewing or popping. Gum chewing is only allowed when students are responsible and inconspicuous. Students popping gum or not throwing gum in the trash will lose the privilege and will be made to clean-up.
17. Stores personal belongings and lunch in assigned locker room shelf. Assigned drawers are for purchased kit items and gloves only. Shoes should not be stored in your assigned drawer. Instructors and staff can inspect the contents of locker room shelves or drawers at any time. Security will be called to confiscate items not allowed on campus. Refer to the College of the Redwoods Catalog Campus Policies and Regulations for further clarification.

Registered Dental Assistant Program Requirements and Policies

If a student cannot adhere to Program requirements & policies, the student is subject to dismissal.

Supervision Policy:

Faculty and staff supervise and enforce the policies, requirements and rules specified in this handbook and in the catalog. Faculty and staff have the right to identify unsafe, unethical, and unlawful activities. Faculty and/or staff have the right to openly cease all unsafe, unethical, and unlawful activities and dismiss the student(s) from the classroom, clinical, or internship settings. Students compromising safeguards, disregarding safety protocols, statutes, or regulations will be immediately dismissed from the activity and placed on program probation, continuing to compromise safety, safety protocol, statutes, and regulations will result in dismissal from the program.

Faculty and/or staff as well as students have the right to the discipline process for activities jeopardizing the learning environment. Please refer to the College of the Redwoods Catalog “Student Conduct and Disciplinary Procedure” or to the website www.redwoods.edu

Professional Liability Policy:

The College of the Redwoods arranges and provides professional liability insurance coverage at no charge for students while enrolled in the Dental Assisting Program. This covers laboratory, clinical, and internship activities. Faculty and staff supervise students when completing dental assistant duties in the lab or clinical setting to meet the course objective, learning outcomes, and identified skills. Unsafe, unethical, and/or unlawful activities will be immediately stopped. Once stopped, the student will be dismissed from the lab or clinical setting and placed on program probation. Continuing to act unsafe, unethical, or unlawful will result in dismissal from the program.

Compliance Policy:

Non-compliance is a liability and jeopardizes the integrity of the Program. Students must **always** adhere to strict infection prevention policies, protocols, and guidelines. Violations of these policies, protocols, and guidelines jeopardize the health and safety of students, staff, faculty, and patients. Due to the danger of violating OSHA, EPA, FDA, and Waste Management policies and protocols, the student will be dismissed from the lab or clinical setting and placed on immediate program probation. Furthermore, due to the seriousness of violating the policies, protocols, and guidelines upon the second violation, the student will immediately be dismissed from the Program. Please note Program dismissal can occur fall or spring semesters whenever the violation(s) occur. Safety is the priority for the Program.

Additionally, students must always adhere to HIPAA requirements, it is the law. Dental care professionals as well as students must be extremely careful to avoid compromising any personal information about patients in the Dental Health Center or assigned internship office. Respecting a patient’s privacy is a legal and ethical obligation. Students violating HIPAA at College of the Redwoods or any contracted site will be dismissed from the program.

Cardio-Pulmonary Resuscitation (CPR) Requirement:

Students must successfully complete this requirement in DA 150, Dental Assisting Program Orientation to continue in the program. Basic Life support approved by the American Red Cross or American Heart Association at the Healthcare Provider level, including adult, child, and infant CPR is required to participate in any lab, clinical lab, and internship assigned activities as well as to qualify to become a candidate for the Registered Dental Assistant Licensure Exam upon completion of the Program. Those not successfully completing this requirement will be dismissed from the program.

Uniform Dress Code Requirements Policy:

Uniform requirements and professional dress code must be adhered to in all lectures, laboratory, and clinical sessions. Faculty have the authority to determine compliance with the uniform and professional dress code requirements. Appearance needs to reflect professionalism. Students not conforming to the requirements will have “Work Readiness Points” deducted. Continued non-compliance will result in program probation.

Uniform Requirements:

- **Purchase is required by Monday, August 18th.**
- **Uniforms can be purchased online or locally (Picky, Picky, Picky).**
 - 1 **Black** Cherokee Snap Front Warmup Jacket with round neckline and seams.
 - 5 **Black** Cherokee Long Sleeve Under Scrub Knit Tee.

- 5 **Black** Cherokee Scrub Tops.
- 5 **Black** pairs of socks, in good repair with no bright colors.
- 5 **Black** Cherokee Uniform Pants (straight leg).
 - ✓ **No** tight stretchy pants, cargo pants or tight ankle cuffs or colored stitching or embellishments.
- 1 **Black** pair of water-resistant medical type shoes with closed toe and closed heel. Such as On-Cloud, Nurse-Mates, Klogs, Cherokee, Spring Step, Dansko, or Sanita.
 - ✓ **No** prints or patterns, white or brightly colored, **solid black only**.
 - ✓ **No** sneakers or brightly colored running shoes, such as Vans or Hokas.
 - ✓ **No** fabric shoes such as Toms, Bobs, or espadrilles.
 - ✓ **No** boots such as Doc Martens, Wolverine, Danner, or Combat
 - ✓ **No** shoe charms.

Textbook Policy:

The course syllabi provide assigned textbook reading. Required reading is necessary for all courses. Additionally, students are to bring textbooks to lectures, laboratory, and clinical sessions. Textbooks are utilized in lectures and laboratory/ clinical activities.

Students need to read assigned reading prior to class. To prepare for lab, the “Task Analysis” at the end of each chapter must be read and are listed in the syllabi. “Task Analysis” is used as criteria for lab and clinical testing. Students are to purchase the hardbound textbook; electronic versions are not permissible. Students are asked to highlight and make notes in textbooks during lectures and lab. Renting textbooks is not ideal.

Students can purchase “used” textbooks, but only if they are the current edition being used. Content can change drastically from edition to edition and information for laboratory and clinical task analysis may not be available in previous editions. Students who do not have current editions will not be prepared for lecture, laboratory or clinical sessions.

Textbook Requirements:

- **Purchase is required by Thursday, August 28th.**
 - Modern Dental Assisting 14th Edition, Debbie Robison- Hard Cover only!
ISBN: 978—032-382-4408
 - Dental Instruments A Pocket Guide 8th Edition, Linda R. Bartolomucci-Boyd
ISBN: 978-032-387-3901

Dental Supply Policy:

A \$295 fee is collected from students in DA 150, Dental Assisting Program Orientation for additional uniform items and CPR certification. Students failing to provide payment are dismissed from the Dental Assisting Program and are not allowed to continue. Students can pay using a check or money order.

Additionally, students must purchase a complete dental supply kit with gloves through Darby Dental for \$1,908 by **Thursday, August 28th.**

Students are not permitted to purchase previously used kits from past students or share kits. Newly purchased complete kits are required to participate in laboratory and clinical sessions.

Additionally, students will be required to purchase necessary items destroyed, damaged, or inefficiently consumed to participate in laboratory or clinical sessions. Extra expenditure is the responsibility of the student and are costly. Borrowing from others is not permitted. Not participating due to not having requirements will result in dismissal.

Dental Supply Requirements:

Students are to make all purchases within the first 2 weeks of school. Textbooks and uniforms are used immediately. Fees collected for items that are order by the program are required Monday, August 18th. Additionally, students are required to bring their Darby Kit receipt of purchase on Thursday, August 28th. Faculty are made aware of any backorders or delays from the company. Students failing to purchase uniforms, textbooks, program fees, and the Darby Kit purchase will not be able to participate resulting in dismissal from the Program.

Refer to your Dental Assisting Program Student Fees that was sent in acceptance letter packet by Certified mail for all fees associated with Program.

Drawer and Locker Policy:

Students are assigned to drawers and lockers to keep their marked (color-coded) belongings in a designated place. Peers cannot borrow or use others clinical coats, uniforms, shoes, textbooks, binders, notepads, safety glasses, personal protective equipment, or dental supplies. Borrowing of other students' items is not allowed. Neither is borrowing of district items without permission. Those assigned to the same labs or clinical sessions as well as those assigned to the opposite labs or clinical sessions cannot borrow or share. Students are responsible for any damaged or missing items from their assigned drawer or locker. Faculty and staff cannot determine which students have permission and which students do not. Faculty do not tolerate thievery. Students participating in theft will be placed on immediate program probation or dismissal.

Dental Policy:

Students needing urgent care due to abscesses, loose teeth, gross caries, and advanced periodontal disease will be referred to a local dentist and/or clinic. For safety and risk liability issues a student presenting the conditions listed above will not be able to participate in laboratory activities until treatment is sufficient for clearance from the student's dentist. Students' grades are compromised by absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in lectures, laboratory and/or clinical sessions can result in dismissal.

Dental Clearance Requirements:

All students will have an examination by one of the licensed dentists on staff or faculty in the Dental Health Center free of charge. This includes x-rays. Students must have clearance prior to participating in laboratory activities scheduled for mid-fall semester.

Students identified as needing treatment such as cleanings and/or basic restorations are eligible to have treatment completed in the Dental Health Center on a fee-for-service basis at the discretion of the Program Coordinator.

Physical Exam and Immunization Policy:

Students must have all program provided physical forms or waivers completed at orientation, prior to class beginning. Students not in compliance with federal (CODA) and State (DBC) mandates will be dismissed.

Furthermore, students must sign a "Release of Medical Information" form to authorize the program to release immunization and physical exam information to clinical internship or employment agencies as required by HIPAA.

Physical Exam and Immunization Requirements:

The student must submit a completed Medical Clearance Form Student Health Questionnaire. Additionally, the student must review and have their medical provider complete the Medical Clearance Form and Medical Clearance Assessment Form that includes physical requirements and essential functions required by the Registered Dental Assistant Program. Furthermore, the student must submit up-to-date immunization records to participate in laboratory or clinical setting.. Immunization status can affect internship placement.

Due to the risk of communicable disease exposure in dentistry proof of immunity for the following are required:

- Hepatitis B (3 doses or in process or antibodies),
- Measles, Mumps, Rubella-MMR (2 doses or in process or antibodies),
- Tetanus, Diphtheria, Pertussis-Tdap (1 dose),
- Varicella (2 doses or in process or antibodies)

Students will also be required to submit a current Tuberculosis (TB) no more than 6 months prior to the August start date. Additionally, flu shots are recommended but not required.

Medical/ Physical Restriction Policy:

When illness, conditions, limitations and/or restrictions have been identified by a health care provider, students will be asked to obtain medical clearance from a physician, physician's assistant, or family nurse practitioner prior to participation this is for safety of the student as well as others.

Students are **not** given "excused absences" from activities missed due to illness, conditions, limitations and/or restrictions. Students' grades are compromised from absences and can result in failure from missed activities and/or a deficiency in required hours. Not participating in lectures, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Medical Clearance/ Physical Restriction Requirements:

Students are obligated to report any temperature, flu-like symptoms, illness, conditions, or medications that may affect their ability to complete Program requirements or participate in patient care safely. This includes but is not limited to a temperature of 100.4, skin lesions, oozing rashes, contagious illness/infection, conjunctivitis (pink eye), physical injuries (broken bones/ sprained ankle), chest pain, surgery, or pregnancy.

Medical clearance written by a physician, physician's assistant, or family nurse practitioner is required for continued participation. Students will not be permitted to participate without authorized permission. Furthermore, the medical provider must document any physical limitations and/or restrictions to safely participate. Not participating in lectures, laboratory and/or clinical sessions can result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Impaired Policy:

Students observably impaired due to being under the influence of prescribed medications, over the counter medications, alcohol or illicit drugs while participating in Program activities and/or at internship sites will be immediately dismissed from the activity and placed on program probation, continuing to compromise safety from impaired judgement will result in dismissal from the program. Compromising safety is not tolerated.

Please note that internship sites require drug testing prior to assignment and routinely while assigned.

Attendance Policy:

Students are expected to arrive on time and sign-in for each class session. Sign-in includes the date, time, and signature, and is required upon arrival to class.

Student attendance is kept as a requirement of hour verification for the Commission on Dental Accreditation (CODA) and Dental Board of California (DBC). This includes absences, tardiness, and leaving early.

Students must attend both lecture and laboratory sessions on the assigned day. Special permission prior is required to attend the alternate lab session and is dependent on the lab activity planned for the given day.

Students absent more than 5 days will need a physician's clearance. Missing more than 27 hours in the fall semester will be dismissed. Students missing more than 27 hours in the spring semester will be dismissed. Students missing more than 27 hours will be dismissed.

Additionally, students can miss no more than 15 hours of clinical or internship sessions. Clinical absences cannot be made-up during school holidays or breaks. Students assigned to internship offices that are closed are required to return to the clinic to complete the number of hours required to graduate.

Attendance is cumulative semester-to-semester and hours are reported to federal (CODA) and State (DBC) agencies. CODA and DBC have required hourly mandates for student attendance.

Furthermore, students having excessive absences, including tardies or leaving early, at the third week in the semester will be dropped by the faculty at "census". Students having absences after census in the first 8 weeks of the Program will jeopardize participating in the clinical settings. This is because substantial content is covered quickly and referenced in the clinical setting. Numerous hours of one-on-one instruction is not feasible.

Students' grades are compromised by tardiness and absences resulting in failure from missed activities and/or a deficiency in required hours. Not participating in lectures, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Attendance Requirement:

College of the Redwoods is required by the Commission on Dental Accreditation and the Dental Board of California to participate in 990 (900) program hours, including 330 (300) clinical hours. Students need to plan accordingly. Absences are not excused. Hour verification is required by the Commission on Dental Accreditation (CODA) and the Dental Board of California (DBC) for each student to qualify for graduation and licensure exams.

- Appointments, work schedules, interviews, and extra-curricular activities are not excused.
- Absences due to illness, conditions, limitations and/or restrictions are not excused.
- Absences due to transportation issues, pre-scheduled vacations, court, or family affairs are not excused.
- Dependable childcare 5 days a week is required. Student's children are not allowed in the classroom.

Absence Notification Requirement:

Students are responsible for reporting their own absence and must contact the Program Administrative Office Assistant at 707- 476-4250 ½ hour prior to any scheduled class or clinical day. Voice messages are permissible. This allows the student to be notified of what steps need to be taken next for missed hours and/or activities. In addition, prepares students for proper workplace etiquette.

Peers cannot report absences for fellow students. This is to prepare the student for the workforce as a responsible employee. Students are discouraged to report absences by text or e-mail. This is to prepare the student for the workforce as a responsible employee.

Schedule Accommodation Policy:

Special accommodation is reserved for emergency circumstances, unforeseen, unavoidable incidents that occasionally arise during the duration of the Program. Schedule accommodations are **NOT** for habitual absences, pre-paid vacations, weddings/honeymoons, family get togethers, personal holidays, and entertainment events that are poorly scheduled during the academic calendar.

Activities missed are only allowed to be made up at the discretion of the Program Coordinator and instructor dependent on the Program Coordinator's schedule, and "Absence Notification Requirement" as well as the nature of the activity missed. Laboratory and clinical testing are difficult to administer at alternate times and dates because of set-up and scheduling, therefore laboratory and clinical testing are ineligible for make-up. Numerous hours of one-on-one instruction is not feasible. The Program Coordinator and/or faculty reserve the right to determine if the scheduled exams and quizzes are eligible for alternative scheduling accommodations.

Those not contacting prior to class or those frequently needing scheduling accommodations due to poor attendance and/or poor planning and/or poor prioritization are ineligible to take exams or quizzes at alternative times. Students consistently needing alternative accommodations are unprepared for the workforce. Continuously requesting alternative accommodations is perceived as unfair and is additional work for faculty. One-on-one instruction is not feasible in the College environment.

Continuously requesting alternative accommodations is perceived as unfair and is additional work for faculty. Numerous hours of one-on-one instruction is not feasible.

Additionally, students must participate in the lab activities of the assigned lab and cannot do alternative tasks such as radiographs. Radiographs are scheduled in radiography lab or clinical settings with a given appointment.

If students need to meet with the Program Coordinator, they need to make an appointment or use regularly scheduled office hours. This should not take place during laboratory class time.

Break Policy:

Students are given formalized breaks in the classroom, laboratory, and clinical settings determined by the instructor. Breaks will be no longer than 15 minutes over a 3-hour period, lunch will range from 20-30 minutes. Breaks are not required for any class for under 3 hours. Students are to arrive prepared for class ready to participate, eating and using the facilities prior to entering the classroom, laboratory, and clinical settings. Eating, drinking, and applying cosmetics is not permitted throughout the dental facility.

Students will be allowed to check their cellphone only during break and return to the designated cellphone containment device during class time. Students are not allowed to check their cell phones during class time.

If not on a designated break, students needing to use the bathroom facilities will need to ask for permission prior to leaving and cannot take their cell phone with them. Students needing excessive bathroom breaks or excessively needing in the locker room will be asked to leave because of disruption to the learning environment for other students. Additionally, students leaving class for 20 minutes or longer to use the bathroom or take a "time out" will be asked to leave because of disruption to the learning environment for other students. These situations count as an absence, due to preoccupation and not able to focus on learning in the classroom environment.

Healthy work habits are of the upmost importance when training for a career such as dental assisting.

Faculty Communication Policy

E-mail and phone messages are checked daily during the work week. During vacations and breaks email and phone messages are checked on a periodic basis. Questions and clarifications are easily answered through email, but for absences the Program Coordinator prefers phone conversations.

E-mails and phone calls will be returned within two business days by the Program Coordinator. In the event of an emergency the Dental Assisting Program Administrative Assistant or Health Occupations Administrative Assistant can be contacted. Students will need to utilize regularly scheduled office hours or make a prearranged appointment to meet with the Program Coordinator.

Associate faculty prefer to be contacted by phone 707-476-4250 and are typically only available when on campus.

Faculty Availability Policy:

Regularly scheduled office hours are held weekly and are posted. During this time students can “drop-in” for quick questions or assistance. Students wanting to meet with faculty regarding questions or inquiries outside of office hours will need to schedule an appointment through the Administrative Office Assistant or the Program Coordinator. Students are not excused from class, lab, or clinical participation to meet with another faculty member or the Program Coordinator.

Students need to be mindful that faculty have additional responsibilities. Students arriving minutes before class or monopolizing an instructor’s time while preparing for class will be deferred because they did not prearrange an appointment. Students need to prearrange an appointment so that the Program Coordinator and faculty can focus on the issue(s) at hand and can have an informed conversation with the student at a time convenient for everyone.

Student Privacy Policy:

Due to FERPA permission to give academic information, including scheduling information requires a formal request in writing by the student prior to providing agencies, spouses, parents/guardians, landlords, insurance companies, employers, etc. with any academic information.

Students needing forms filled out or letters written need to prearrange an appointment and make a request in writing. Requests will be returned within 5 business days from the day of the initial request for letters or applications for housing, scholarships, employment, insurance, or child-care.

Faculty Modification Policy:

Faculty have the right to modify all Program documents such as but not limited to handbooks, semester schedules, clinical schedules, syllabi, assignments, seating charts, grading criteria rubrics, and clinical evaluations forms at any time during the duration of the Program. Modifications are at the discretion of the instructor and/or Program Coordinator and are at times necessary due to unforeseen circumstances or complications or coordination efforts that arise throughout the duration of the Program.

The Registered Dental Assistant Program reserves the right to amend, modify, or otherwise revise any documents, including the Handbook for reasons such as changes in governing, administrative, and accreditation regulations or CR Board policies. These changes may be made without prior notice and may supersede this publication. New versions will be posted in CANVAS.

Schedule changes may occur to guest speakers, special activities, or exam schedules the syllabi schedule will be modified. Those students unwilling or unable to adapt to schedule changes will not be able to participate in the presentation or special activity.

Please note that the College of the Redwoods has a “Final Exam Schedule” requiring students to arrive at alternative times during the last week of the semester. The “Final Exam Schedule” will be provided on the homepage at www.redwoods.edu and a written schedule listing both practical lab finals and lecture written finals will be provided by the Program Coordinator one week prior to the scheduled finals.

Academic Calendar Policy:

Students are to reference the hard-copy Academic Calendar posted in the lecture, laboratory, and clinical settings, as well as the locker room. The electronic version located at www.redwoods.edu or Webadvisor can be used determine school closures and holidays.

Students are required by the Commission on Dental Accreditation and the Dental Board of California to participate in 990 program hours, including 330 clinical hours.

Registered Dental Assistant Program students start early and the spring semester. Schedules are not the same from semester-to-semester. During the spring semester students are required to attend both Mondays and Wednesdays.

Early Start Fall and Spring Semesters Requirement:

Prior to the fall semester students must complete all DA 150, Dental Assisting orientation requirements. Additionally, approximately two weeks prior to the “official” start of the semester DA 166, Dental Assisting Functions in Dental Practice Management is held in early to mid-January.

Students are expected to attend the early start classes. Students not in attendance will not be able to participate in the spring semester and will be dismissed from the program.

Contact Notification Requirement:

Students must provide a current telephone number where they can be reached directly or by message. Any changes in telephone numbers, e-mail, or address should be reported in writing to the Program Administrative Assistant or Program Coordinator within 24 hours.

Occasionally the Program Coordinator and/or the Program Administrative Office Assistant and/or instructor needs to contact the student by telephone in case of an emergency or unforeseen event. Additionally, current contact information is helpful when employers contact the Dental Assisting Program Coordinator for a list of potential employees.

Cell Phone Policy:

Students must place their cell phone in the designated classroom cell phone containment device at the beginning of class or clinic. If a cell phone is in a visible site, such as in a pocket, or the student is checking or engaging in text messaging, posting, or photographing the student is subject to disciplinary action.

In the event of a family emergency the student should have others utilize the office phone number 707-476-4250. Students in class or clinic will be notified immediately if an emergency occurs. Students can retrieve their cell phones when the lecture, laboratory, or clinical session is dismissed; this is at lunch hour and the end of the day.

Social and Electronic Media Policy:

Students must adhere to current legislation and HIPAA regulations. Students communicating electronically via social networking sites are held responsible for the content posted. Students will not photograph or post any information or images regarding the Program or internship sites. This includes facilities, faculty, staff, patients, procedures, curriculum content (exams), and fellow students, posting comments about faculty, staff, patients, procedures, curriculum content (exams), and fellow students, will result in program probation, continuing to engage in inappropriate social/electronic media communications will result in dismissal from the program.

Additionally, faculty and staff strongly advise limiting content posted to only include modest behavior. Content posted in poor taste, such as vulgarity and destructive behavior can prevent a student from participating in the internship experience or gaining employment. Dental professionals frequently search social media sites and the internet prior to allowing students the opportunity to intern or graduates the opportunity for employment. Be mindful of what you post, what you have posted in the past, and what others post about you, use censorship and good judgment when communicating electronically through all social media sites.

Conversation Policy:

Conversations must be kept suitable for a professional setting and on topic, refraining from HIPAA violations, slanderous talk, slang, and foul language when conversing with peers, patients, faculty, and/or staff. Furthermore, topics on sensitive subjects such as personal pay rate, religion, sex, and politics should be avoided.

Students must use appropriate volume control and tone for the professional office setting when in lectures, lab, or clinical sessions.

Additionally, when participating in patient care students must be respectful to all, mindful of making eye contact, smiling, and using appropriate mannerisms and language when admitting and dismissing patients. Students must be self-reliant and use accuracy when giving instructions, explanations of treatment, and post-op care. Patients must be brought to the front desk for dismissal. Students will communicate what procedures occurred in the clinic and if any necessary follow-up treatment is needed. This is done verbally as well as by submitting a completed Routing Slip. Refer to the Clinic Manual for further detail.

Transportation Policy:

Students must have access to reliable transportation 5 days a week. Absences occurring due to relying on others or unreliable transportation will not be excused. Please inquire about available bus passes if necessary.

Off campus activities such as field trips and clinical placement sites will be required. The location and hours of clinical placement (internship) are not guaranteed. Students are responsible for working with the Program Coordinator to coordinate the internship office assignment and bus schedule if necessary.

Not participating in lectures, laboratory and/or clinical sessions will result in dismissal due to federal (CODA) and State (DBC) mandates not being met.

Grading Policy:

Students must achieve 75% or better, in all lectures, laboratory, and clinical components of a course, earning a “C” or better to progress. Students earning lower than 75% cannot progress. Students earning lower than 75% in the lecture and laboratory exams of a course cannot participate in clinical sessions, this detrimentally affects the required clinical hours, and a remediation plan will be required to continue in the program. Students scoring below 75% in all courses or scoring low enough that 75% is not attainable, or missing more than the allotted hours or clinical hours will be dismissed from the program.

Grades are non-negotiable and based on scores of quizzes, tests, assignments, and activities participated in by the student in lectures, laboratory, and clinical sessions. Students scoring consistently below 75% have the right to fail. Refer to course syllabi for further details on course requirements.

Grades are entered into CANVAS on a weekly basis. Students can track scores on assignments, quizzes, written and practical exams, as well as “Work Readiness Points”. Additionally, the overall course grade is readily available.

Students failing to achieve 75% or better will be dismissed or unable to progress due to federal (CODA) and State (DBC) mandates not being met. Additionally, nutrition and communications courses require a “C” or better. Satisfactorily completing all courses identified in the “Program of Study” is mandated to qualify for licensure and certification exams at the end of the program. This is a CODA and DBC requirement.

Assignment Policy:

Students are required to turn in assignments at the beginning of class or clinic and cannot work on due assignments while in class. Late assignments are not accepted. Fellow students are not permitted to turn in assignments for peers in the event of an absence. Students must be present to turn in assignments or have made previous arrangements to receive credit. Students will receive a “0” for turning in late assignments.

Exam Policy:

Exams are required in both lecture and laboratory components of the program courses. Distracting behavior such as talking is not allowed when taking exams. Students engaging in distracting behavior or disrupting others will receive a “0” and disciplinary action will be taken.

Additionally, cheating and deception during exams is not tolerated. Talking or sharing answers or content will result in the participating students receiving a “0” and disciplinary action will be taken.

Students arriving late once the exam has been administered or missing a pre-determined exam time will not be given extra time to complete the exam. If their pre-determined exam time was completely missed, they will receive a “0” for the exam. Additionally, if the student arrives late and the faculty indicates that allotted time is up, the student must turn in the exam, whether the exam is complete or not. Extra time to finish the exam is not permissible.

Make-up exams are not permitted. Prearranged accommodation must be approved by the instructor and are at the discretion of the instructor. Missed exams result in a “0” and may prevent a student from participating in the clinical experience.

Final Exam Policy:

Students cannot successfully complete part of the full-time curriculum cohort and repeat only portions of the full-time curriculum the following year. To qualify for the final exams, it must be attainable to pass all full-time co-requisites with 75% or better in the same semester. This is a requirement of federal (CODA) and State (DBC) mandates.

Special Exam Accommodation Policy:

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first exam so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see the Program Coordinator or contact Disabled Students Programs and Services. Additionally, students may make requests for alternative media by contacting DSPS.

Students qualifying for special accommodation where a specific skill or duty is required in an allotted amount of time in a practical laboratory or clinical examination may not necessitate special accommodation. Students will be notified prior to the beginning of the exam.

Student Work Return Policy:

Grades are entered in CANVAS weekly. Some practical laboratory exams require two weeks or more to return, depending on the number of students requiring special accommodation.

Student work is kept by the Program Coordinator for assessment and CODA/DBC requirements. If a student wishes to review their work, they need to make an appointment with the Program Coordinator. Due to federal (CODA) and State (DBC) requirements it is not feasible to return student work. Student work is considered “artifacts” and is required to be reviewed during scheduled site visits. Student work is kept for five years as required and then properly destroyed.

Work Readiness Policy:

Students enrolled in the Program are being prepared for employment. To be successful in the workforce, students must develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each class. This includes lecture sessions and lab sessions, where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the final course grade and are available in CANVAS.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early.

Student Evaluation and Competency Level Policy:

Student progress can be defined as the process of development through which learners acquire new knowledge and skills to reach their educational goals. Objective student evaluation methods are utilized to measure all defined course objectives and course learning outcomes in the lecture, laboratory, preclinical and clinical content through summative assessments including quizzes and written and practical examinations. Summative assessments determine individual grades. All summative assessment evaluation criteria are available in the required textbook, Modern Dental Assisting, 14th Edition.

Students receive formative assessments (guiding feedback) verbally and written in the laboratory and pre-clinical, clinical setting utilizing rubrics. Formative assessments provide feedback to improve students' performance.

Quizzes and practice prepare students for written and practical examinations.

Multiple Assessment Attempts Policy:

Students participating in the clinical and/or internship setting must achieve 75% or better in the lecture portion as well as the laboratory portion of all cohort courses. Those achieving at 75% may receive a “Statement of Concern” and meet with the Program Coordinator. Those scoring below 75% on assessments will be required to “remediate” or drop the course if continual remediation is necessary. The Program Coordinator and the student will work together to devise a “Remediation Plan”. Copious hours of one-on-one instruction is not feasible. Students not improving or consistently scoring below 75% after completing the “Remediation Plan” will be unable to participate in the clinical and/or internship setting. Students will be reassessed after the “remediation Plan” is complete. After re-assessment students will be

allowed to participate in the clinical session, if successfully passing the assessment with a 75% or better, but grades will not be modified. Those students not participating in a “Remediation Plan” or unsuccessful in re-assessment will be unable to participate in clinical sessions and will result in Program dismissal.

Chairside Dental Assisting Functions Policy

Curriculum content includes didactic and laboratory preclinical objectives in the following dental assisting skills and functions. Prior to performing these skills and/ functions in a clinical setting, students must demonstrate knowledge of, and or laboratory/preclinical competence in the program facility:

- Assist with and/or apply topical anesthetic and desensitizing agents
- Assist with and/ or place and remove rubber dam
- Assist with and/or apply fluoride agents
- Assist with and/or apply liners, bases, and bonding agents
- Assist with and/or place and remove matrix retainers, matrix bands and wedges
- Assist with and/or remove excess cement or bonding agents
- Assist with a direct restoration and memorize the steps of the procedure
- Take preliminary impressions
- Fabricate temporary crowns and custom trays such as bleaching trays
- Clean removable dental appliances

Curriculum content must include didactic and laboratory preclinical objectives for the additional dental assisting skills and functions. Students must demonstrate laboratory/preclinical competence in performing these skills in the program facility prior to clinical practice. In the following:

- Performing coronal polishing of coronal surfaces of the teeth
- Performing pit and fissure sealant application
- Performing and monitoring and/or administration of Nitrous Oxide-Oxygen analgesia
- Remove sutures
- Perform pulp vitality tests
- Place and remove periodontal dressing
- Perform orthodontic functions

Prior to exposing dental images during extra-mural clinical assignments, students must demonstrate competence under direct faculty supervision, in exposing diagnostically acceptable full mouth dental image surveys on a minimum of two patients in the Program (Dental Health Center).

Internship Assignment Policy:

The Dental Assisting Program Coordinator assigns students to intern in local dental offices and clinics in the spring semester, typically beginning in February. Assignments are determined after the students have met all clinical assignment requirements supervised by instructors in the Dental Health Center during the fall semester and early spring semester (February/ March).

Students are assigned at will by the coordinator, and general dentistry is emphasized. Clinical days are Mondays and Wednesdays. Typically, one clinical day the student will be assigned to the Dental Health Center and the other to the internship site. Internship sites are contracted with the College of the Redwoods Community College District and are required to meet set standards and requirements. The Program Coordinator works closely with the internship site, checking in weekly and visits every 4 weeks. Students are required to complete and turn in weekly time sheets and are evaluated in the internship setting. The Program Coordinator reserves the right to retain authority and responsibility for the student and remove a student from the internship site assignment if deemed necessary.

Internship site assignment is contingent on the student meeting the following academic requirements:

- Achieving a 75% or better in the lecture and laboratory components of the cohort courses
- Achieving a 75% or better on all RDA Skills Tests, or successfully completing the remediation plan
- Achieving satisfactory performances by “competently meeting the stated criteria without assistance” on MDA 14th Edition Competency Sheets or successfully completing the remediation plan.

Internship site assignment is contingent on the student meeting the following clinical assignments:

- Performing 6 vital sign assessments on Dental Health Center patients
- Performing 4 coronal polishes on Dental Health Center patients
- Performing 2 Full Mouth X-ray (FMX) surveys on Dental Health Center patients
- Performing 1 fluoride treatment on Dental Health Center patients
- Performing 2 topical placements on Dental Health Center patient
- Assisting in 2 restorative procedures on Dental Health Center patients
- Functioning as Sterilization Technician
- Completion of the pit and fissure portion of the program.

Student Remediation Policy:

Students that score a 74% or lower on an RDA Skills Test or that are unable to meet the minimum competency level for the stated criteria without assistance when evaluated using the Modern Dental Assisting, 14th Edition textbook procedures outlined in the back of each chapter with the correlating Modern Dental Assisting, 14th Edition workbook competency sheet must remediate to perform the dental assisting skill in the clinical setting. This is a Commission on Dental Accreditation (CODA) and Dental Board of California (DBC) requirement. Students are notified immediately or within the next regularly scheduled lab session that remediation is required to perform the skill in the clinical setting.

The course instructor notifies the students that they will meet with the Program Coordinator for the required remediation and remediation contract which outlines a plan for remediation. The Program Coordinator issues the “Registered Dental Assistant Program Remediation Contract” within three academic days of the student being notified. Students have one week to remediate after they have signed the document. The Program Coordinator then re-evaluates the student’s performance. If the student’s performance does not improve, they progress to probation, then dismissal.

Remediation and re-evaluation do not change the initial earned grade but allows the student to continue in the Program and practice the skill in the clinical setting. Remediation for each skill is only allowed once. Those requiring remediation more than three times will be placed on probation. Additionally, students’ grades are compromised from missed activities due to required remediation and/or a deficiency in required hours from activities missed.

Student Referral Policy

Students may be referred to student services throughout the program. Students’ needs should be discussed with the Program Coordinator.

Additionally, students will be referred to the Behavior Intervention Team (BIT). The Behavior Intervention Team (BIT) provides prevention, intervention and resources for students to address student behavioral issues and promote academic success and safety through appropriate and timely responses. This is to assist the student and provide prevention, intervention and resources for students to address student behavioral issues and promote academic success.

Unforeseen Circumstance Accommodation Policy

College of the Redwoods Dental Assisting program may require mandatory shutdown during the academic year. Please note that CODA and the DBC have strict attendance and requirement fulfillment mandates for graduates to qualify for graduation as well as become a candidate for the Registered Dental Assistant licensure exam. As a result of lost class time students may be required to have an extended semester(s) or program. It is possible that the program may have to continue throughout the winter, spring, and summer breaks. Notification of this occurrence will be given in the event of an emergency type of circumstances such as an earthquake or tsunami.

Registered Dental Assistant Program Remediation Contract

Student Name: _____

Date: _____

Course: _____

Instructor: _____

RDA Skills Test score below 75% or assessment requiring instructor's assistance to meet the criteria:

Modern Dental Assisting, 14th Edition Textbook Procedure Competency Sheet (s) requiring review for the student prior to re-assessment:

Remediation requirement plan for memorization, skill improvement and competency level increase:

Reevaluation Date: _____

To be filled out by the Program Coordinator at reevaluation date:

Above remediation requirements fully met:

☐ Yes

☐ No

Competency clearance to proceed into the clinical setting:

☐ Yes

☐ No

I understand that I have been officially required to remediate due to incompetent and/or unsafe practice. I understand that remediation is required by the Commission on Dental Accreditation (CODA), the Dental Board of California (DBC), and College of the Redwoods Dental Assisting Program to remain in the Program as well as participate in the clinical and/or internship setting. Furthermore, I understand that clinical and/or internship participation is a requirement of the Program and by not participating in the clinical setting I will be dismissed from the Program.

I received information on remediation during orientation and signed a verification prior to the first day of the academic year. I further understand that at reevaluation if the skill(s) is not performed competently and/or I continue to practice incompetently and in an unsafe manner I will be dismissed from the Program.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Original: Student File

Copy: Student

Disciplinary Action

Student Actions Not Allowed:

Students engaging in the behaviors listed below risk dismissal from the Program and College. Dismissal and/or other consequences will be determined on a case-by-case basis by the Program Coordinator and the Dean of Nursing and Healthcare Pathways.

The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Please note the following are not tolerated:

1. Cheating, copying, or falsifying.
2. Striking or restraining others.
3. Misusing, altering, damaging, or defacing property.
4. Displaying unruly conduct by disrupting or impeding instruction and/or patient care.
5. Harassing, threatening, and/or bullying.
6. Displaying incivility by yelling or using vulgarity impeding instruction and/or patient care.
7. Stealing, taking others property, or participating in unauthorized use.
8. Disregarding safety by endangering the well-being of yourself and/or others.
9. Arriving intoxicated or under the influence compromising safety and ability to function.
10. Attempting activities outside of the scope of dental assisting or without proper supervision.
11. Slandering or breaching confidentiality (HIPPA/FERPA) or procuring unauthorized files or documents.
12. Selling or distributing drugs, alcohol, or controlled substance on campus or during Program activities.

Work Readiness Points:

Work readiness points are deducted in CANVAS and the instructor documents the reason for the points that were deducted. This gives the student an opportunity to improve soft skills for employment.

Written Warning:

Students continuing to not meet requirements or follow program policies are given written warning requiring their signature and the faculty or Program Coordinator's signature. Students' offences are kept track in a "student file". Faculty documents each disciplinary action taken. Disciplinary actions are cumulative, and program probation can be initiated by any faculty when recurrent patterns are identified. This document is kept in their student file and a copy is provided to the student. Work Readiness Points are not rewarded for the class(s) the occurrence transpired in. It is expected that the student will adhere to the requirements and policies in the future.

Statement of Concern:

Students continuing to not meet requirements or policies, will be issued an Area of Concern by the Program Coordinator. This document is reviewed and then signed by the student and Program Coordinator and kept in the student file, and a copy is forwarded to the Dean of Nursing and Healthcare Pathways.

Additionally, if the Program Coordinator and Dean deem it appropriate the Behavioral Intervention Team (BIT) will be contacted.

Program Probation Contract:

Students violating safety protocol or having multiple absences or disregarding requirements/policies will be required to sign a contract to continue in the Program. The student may be dismissed for the day. The student will be ineligible to make up exams, assignments, or hours missed due to dismissal. The Program Probation Contract is kept in the student's file and a copy is forwarded to the Dean of Nursing and Healthcare Pathways. A copy is also given to the student.

Program Dismissal:

Students continuing to violate safety protocol or continuing to be absent or continues to disregard requirements /policies are dismissed from the Program. The student is then required to meet with the Program Coordinator, Hillary Reed, and Dean of Nursing and Healthcare Pathways, Jessica Howard to fill out paperwork and gather their belongings. Program fees are nonrefundable. Program repeatability may be compromised due to the nature of the offenses committed.

Disciplinary Action Forms

Registered Dental Assistant Program Written Warning

Student Name: _____

Date: _____

Offense: (Briefly describe who, what, when, and where)

Points Deducted from Work Readiness Grade and Course Number: _____

I understand that I have been officially warned and that I have not complied with a Program policy or requirement stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I further understand that the next offense will result in further disciplinary action.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Original: Student File

Copy: Student

Statement of Concern
College of the Redwoods
Department of Nursing and Healthcare Pathways
Statement of Concern

Student Name:_____ **Date:**_____

Program: X DENTAL ASSISTING ___ LVN PARAMEDIC/LVN-RN ___ LVN ___ RN

Instructor:

Date(s) of occurrence:

1. Area(s) of Concern:

___ Skills Competency

___ Clinical Competency

___ Theoretical Knowledge

___ Other (Work Readiness/ Employability)

2. Faculty Observation:

3. Faculty Recommendations:

4. Student Comments:

Student Signature:_____ **Date:**_____

Faculty Signature:_____ **Date:**_____

Registered Dental Assistant Program Probation

Student Name: _____

Date: _____

Current Offense: (Briefly describe who, what, when, and where)

Previous Warnings:

Day of Dismissal and Activities Missed: (briefly describe who, what, when, and where)

Points Deducted from Work Readiness Grade and Course Numbers:

Meeting Date, Time, and Attendees:

I understand that I have continued to not comply after sufficient warnings, with Program policies and requirements stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I further understand that I am on Program Probation and all Work Readiness points have been deducted for the week. I understand if I have another offense it will result in immediate Program dismissal.

Student Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Dean's Signature: _____

Date: _____

Original: Student File

Copy: Dean of Nursing and Healthcare Pathways

Copy: Student

Registered Dental Assistant Program Dismissal

Student Name: _____

Date: _____

Current Offenses: (Briefly describe who, what, when, and where)

Brief Summary of Previous Offenses:

Collection of Personal Belonging Date and Time:

I understand that I have repeatedly not complied after three warnings, and a probation period with Program policies and requirements stated in the Program Handbook which I received during orientation and signed a verification prior to the first day of the academic year. I understand that due to my continued actions I am now dismissed from the Program.

Student Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Dean Signature: _____

Date: _____

A copy of this document and contents of student file will be forwarded on to Academic Affairs.

Original: Student File

Copy: Dean of Nursing and Healthcare Pathways

Copy: Student

Registered Dental Assistant Program Verification

This form requires student signature and information. It must be completed and turned in on the second day of orientation, Wednesday, August 20th.

Student's Legal Name (Printed): _____

Student's ID Number: _____

Student's Social Security Number: _____

Student's Birthdate: _____

Emergency Contact Name and Number: _____

Student's Phone Number: _____

Student's Current Address:

If your name, address, or phone number changes throughout the academic school year you are required to notify the Dental Assisting Program Administrative Office Assistant in AT 101.

I, as a Dental Assisting Program student, understand the information provided in the Program Handbook, including notifications, requirements and policies, as well as disciplinary actions. I further understand that I am responsible for knowing all the information provided and agree to abide by the Handbook in its entirety. I understand non-compliance can result in deregistration from the Dental Assisting Program courses, or Program Probation, and/or dismissal from the Dental Assisting Program at College of the Redwoods.

Student Signature: _____

Date: _____

