

## ABOUT THE PROGRAM

This handbook is a guide to help you become adjusted to your new learning environment.

The regulations outlined are those, which are necessary to affect a harmonious relationship among the students, faculty, the participating dental personnel and dental clients.

The purpose of the regulations is not to curb your personal freedom but to help you to live as well as to work with the utmost consideration for others.

In the event of a conflict between information contained in the student handbook and the Central New Mexico Community College catalog, the *catalog takes precedence*. Students are responsible to know the information contained in the CNM catalog and the student handbook.

The faculty has the right to make additions or deletions to the student handbook as well as their class syllabus. The students must be informed of these changes by oral announcement in class and written notification.

Our program is accredited by the Commission on Dental Accreditation which sets higher standards for our students but not without the benefits. We are committed to those standards and upholding them.

It is a pleasure to have you enter our program.

The Faculty and Director of the

Dental Assistant Program

## Program Description

### **Program Vision, Mission, Goals**

### **Program Officials (PD, coordinators, ITs, etc)**

Melanie Upshaw, RDH, CDA, Program Director

Tammy Whitney, RDH, CDA, Clinical Coordinator

Yolanda Santos, IT Support

### **Program Faculty**

Melanie Upshaw, RDH, CDA, Program Director/FT Faculty

Tammy Whitney, RDH, CDA, Clinical Coordinator/FT Faculty

Rena Coraci, CDA, PT Faculty

Mary Brewster, CDA, PT Faculty

April Mitchell, CDA, PT Faculty

Jennifer Carranza, RDH, CDA, PT Faculty

Nicole Love, RDH, CDA, PT Faculty

Melissa Coose, RDH, PT Faculty

### **Accreditation**

#### Commission on Dental Accreditation

#### Complaints

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

### **Advisory Board**

Members meet twice a year and include:

- Employers
- Practicing Dentists/Dental Hygienists
- Practicing Dental Assistants
- Current Students
- Former Students
- Public Representative
- Faculty and administration from HWPS
- Job Connection Center

## Program Curriculum and course descriptions

### **Program Competency Expectations (Cognitive, Affective, and Psychomotor)**

#### **Exit Competencies**

Upon completion of the CNM DA Program, graduates will be able to demonstrate the ability to:

- Expose and evaluate radiographs, implement quality assurance procedures and radiology regulations, applying the principals of radiation safety for patients and operators and practice infection control standards for equipment, patients and operators.

*Evaluation Method: Final Comprehensive Theory Exam, DANB RHS (radiation health and safety), HESI exam*

- Collect and record clinical data, perform chairside procedures, utilize appropriate chairside assistant ergonomics, prepare, manipulate and apply chairside dental materials, demonstrate an understanding of laboratory procedures and materials, describe patient education and oral health management, provide pre- and post-operative instructions, discuss prevention and management of emergencies, and discuss office operations.

*Evaluation Method: Final Comprehensive Clinical Evaluation, DANB GC (general chairside) exam, HESI exam*

- Demonstrate an understanding of patient and dental healthcare worker education, apply standard/universal precautions and the prevention of disease transmission, demonstrate an understanding of occupational safety, manage infection and hazard control protocol consistent with published professional guidelines.

*Evaluation Method: Final Comprehensive Clinical Evaluation, DANB ICE (infection control exam), HESI exam*

- Exhibit behaviors expected to be successful in securing and maintaining a career in the dental profession to include: punctuality, teamwork, communication skills and appropriate interaction with patients of all ages and backgrounds, respect for personal beliefs without discrimination of patient care.

*Evaluation method: Comprehensive Clinical Evaluation, Professionalism rubric*

- Continual growth and development as a professional committed to the dental industry by participation in professional organizations and educational activities offered to dental auxiliaries while enrolled in the program. Obtaining certification as a professional by taking both national and state examinations immediately upon graduation.

*Evaluation Method: Dental Assisting National Board (DANB), National Association membership, State Licensing Board*

## American Dental Assistant Association (ADAA) Ethics

### Functional Abilities for Program Students (Technical Requirements)

#### **Program completion**

We strongly encourage all Dental Assistant graduates to participate in the CNM commencement ceremony which takes place at the end of the spring term.

#### **Human Subjects Consent**

Student participation in laboratory activities requires the use of human subjects as part of the training. Students in the program perform full mouth radiographs on members of the public who are required to sign a consent form prior to performing the radiographs. A prescription is also required for this procedure.

#### **Program Re-entry Policy**

A student who withdraws and has a passing average in all DA courses may request readmission at the next term the courses are offered, and will be readmitted on a space available basis which includes the availability of clinical sites.

A student who fails a DA course, or is failing a course at the time of withdrawal, may request to be readmitted to the program at the next term the course is offered, and will be readmitted on a space available basis which includes the availability of clinical sites.

A readmitted student who is passing and decides to withdraw from the program for a second time will be placed at the end of the alternate list for the course.

A student who has failed DA courses twice, or has any combination of failures/failing withdrawal twice, will not be readmitted to the program for a third time.

Procedure for readmission:

1. The student must notify the Director of the Program IN WRITING, of his/her desire to re-enter the program. The request should include the date because preference is given by date.
2. Students will be readmitted according to the readmission policy listed above, but faculty may require a success plan with an achievement coach, course review, class audit, and/or clinical orientation prior to the readmission date.
3. Students planning to return to the program should do so within one year of termination. Request for readmission occurring after one year of termination will not be given priority for readmitting.

**Student Age Restrictions:**

Students must be 18 years of age at the time of entry into the program due to state regulations restricting administration of live radiation for people 18 years of age and older.

**CLINICAL POLICIES****Clinical Attendance/Absences/Call off policy**

If a student is going to be absent or tardy, notification of the clinical instructor/coordinator, the clinical site/preceptor and the Program Director prior to the scheduled clinical time is required.

Orientation to the clinical site will be conducted on the first day of the rotation. Because this information is vital to the entire rotation and is difficult to repeat, any absence on this day must fall into an extreme emergency (such as a death in the immediate family).

Clinical rotation is considered a class. You are expected to be on time at the start of class and to stay until the end of that class time. These times are determined by the individual dental office where that student has been assigned. Students are expected to be in clinical on the days and at the times they are assigned. Days or times outside of this parameter will not be counted and students will not be covered under CNM's liability policy.



Dental Assisting National Board, Inc.  
Measuring Dental Assisting Excellence®

# DANB's Code of Professional Conduct

To promote quality and ethical practice and to assist DANB Individuals<sup>\*</sup> in understanding their ethical responsibilities to patients, employers, professional colleagues, including fellow DANB Individuals, the dental assisting profession, and the public, DANB has established DANB's Code of Professional Conduct. DANB's Code of Professional Conduct includes a DANB Individual's responsibilities to patients, employers, colleagues, the profession, the public, and DANB.

All DANB Individuals must abide by DANB's Code of Professional Conduct, and must maintain high standards of ethics and excellence in all areas of professional endeavor.

Violating DANB's Code of Professional Conduct, including but not limited to commission of any act specifically prohibited in *DANB's Disciplinary Policy and Procedures*, may result in disciplinary action and the imposition of sanctions.

## ☞ Individual Autonomy and Respect for Human Beings ☞

*The DANB Individual has a duty to respect each patient's individuality, humanity, and autonomy in decision making.*

## ☞ Health and Well-Being of Patients and Colleagues ☞

*The DANB Individual has a duty to refrain from harming any patient.  
The DANB Individual has a duty to promote each patient's welfare.  
The DANB Individual has a duty to protect the health and well-being of colleagues.*

## ☞ Justice and Fairness ☞

*The DANB Individual has a duty to treat people fairly.*

## ☞ Truth ☞

*The DANB Individual has a duty to communicate truthfully.*

## ☞ Confidentiality ☞

*The DANB Individual has a duty to respect each patient's right to confidentiality.*

## ☞ Responsibility to Profession, Community, Society and DANB ☞

*The DANB Individual has a duty to know the law. The DANB Individual has a duty to act within the law and to report to the proper authorities those who fail to do so.*

\* DANB Individuals is an inclusive term that refers to all DANB examination applicants, DANB examination candidates, DANB certificants (NELDA, CDA, COA, CPFDA, CRFDA, CDPMA, COMSA), and those who hold DANB certificates of knowledge-based competency (RHS, ICE, CP, SE, TA, TF, AMP, IM, TMP, IS). See Definitions section of the unabbreviated document for additional detail.