



**PALOMAR COLLEGE**  
**DENTAL ASSISTING PROGRAM**  
**(RDA/CDA)**

**INFORMATION**  
**&**  
**POLICY MANUAL**

**2012-2013**

Policies and procedures are subject to change. It is the responsibility of the student to be aware of the changes that may affect completion of the Dental Assisting Program, and requirements for achieving Registered Dental Assistant (RDA) and Certified Dental Assistant (CDA) status.

## INTRODUCTION

Welcome to the Palomar College Dental Assisting Program. This policy manual was prepared in order to assist you in understanding what you can expect as students and instructors in the Registered Dental Assisting Program. Please feel free to ask for clarification of any of the material found in this manual.

Policies and procedures are subject to change, therefore, it is the responsibility of the reader to be aware of the changes that may affect completion of the Registered Dental Assisting Program and requirements for achieving Registered Dental Assistant (RDA) status and/or Certified Dental Assistant (CDA) status. Every effort has been made to obtain the most up-to-date information regarding National Certification (CDA) and State Board of Dental Examiners Registration (RDA).

### PHILOSOPHY:

In addition to the philosophy of Palomar College, the purpose of the Registered Dental Assisting Program is to provide the community with Registered Dental Assistants who are capable of working with the dental team to attain the shared goal of providing the best possible care for their patients and abide by ethical principles of the Dental Assisting profession. The Registered Dental Assisting Program is committed to giving students opportunities to gain knowledge and develop skills while utilizing critical thinking as an integral part of the process as well.

### PROGRAM GOALS:

1. Prepare the dental assisting student for employment as a dental health care professional.
2. Prepare the dental assistant to be a safe and competent dental health care professional, by being in compliance with both Federal and California state standards and regulations.
3. Prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations.
4. Provide curriculum that will offer opportunities for the dental assisting student to develop competency in basic practice management procedures.
5. Certify students for performing radiography procedures within the State of California.
6. Provide curriculum that will give the dental assisting student the knowledge and understanding of the laws, professional duties, and ethical behaviors of the California Registered Dental Assistant.

## STANDARDS FOR PROGRAM RETENTION

Standard for retention in the Dental Assisting Program requires that the student:

1. Display suitable attitudes toward staff and students.

No cursing, rude or abusive language toward an instructor or fellow student. Please be respectful of others religious, cultural and political views. Please refrain from gossip. During lecture classes please refrain from talking your classmates.

2. Show satisfactory performance of all dental assisting skills, as evidenced in laboratory and class work, and clinical rotation.

ALL evaluations in all of the laboratory and clinical classes must be passed in order to achieve a passing grade for each course. This means that a student could receive a substandard grade for a class, **even though their academic grades are passing.**

If a student does not pass all required laboratory and clinical evaluations in DA 85, DA 83 and DA 71 they will not be allowed to continue in the DA 90 Clinical Rotation or Registered Dental Assisting program, to ensure the safety of themselves and the dental community.

If they choose to return the following year to retake a course (upon space availability) they may re-enroll in all other courses at that time.

On the rare occasion that the faculty must remove a student from DA 90 Clinical Rotation they may not continue in any of the other Registered Dental Assisting courses. They will not be readmitted to the Registered Dental Assisting Program.

4. Maintain physical, mental and emotional health necessary for the performance of duties in the Dental Assisting Program.
5. Follow through on written and/or verbal instructions.
6. Maintain professional appearance and good grooming at all times.
7. Meet attendance requirements of each course.
8. Maintain a grade of "C" or better in each dental assisting course. This includes DA 50.

If a student receives a final grade lower than a "C" or non-credit in any dental assisting course in the first semester the student will not continue in the program. The student may re-enter the program only once within 2 years and will be admitted on a space available basis. If a student receives a final grade lower than a "C" or non-credit in any dental assisting course in the second semester the student may return within 2 years to retake the course and finish the program. This includes DA 50 for students that are enrolled in the dental assisting program.

9. If a student receives a grade lower than a "C" or non-credit in two (2) or more courses, the student will not continue in the program and cannot re-enter the program. This includes all dental assisting courses including DA 50.
10. A student may be removed from the Dental Assisting Program before completion of the Clinical Rotation (DA 90) or any clinical course (DA 83, 71), if the student's skills are not progressing at a rate that is acceptable for delivering patient care; or if the student at any time

has put a patient's health at risk by their behavior, or lack of appropriate dental assisting skills. This includes exhibiting behavior that shows violation of infection control guidelines taught in the Palomar College Dental Assisting Program and the textbook, *Modern Dental Assisting*.

In addition, a student may be removed from the clinical rotation or clinical course if they cannot put "theory into practice" in the clinical situation, even though their academic grades are passing. If the faculty views behavior that shows the student or a patient is at any time in an unsafe situation due to the student not being able to "put theory into practice" the student will be removed from the DA 90 Clinical Rotation or clinical course immediately.

11. To assure the material studied and practiced is relevant to current dental procedures and practices, a student who is enrolled in the program and decides to drop out may be re-admitted into the program once more. For credit of previous courses the student must be readmitted within a two year period; otherwise they must repeat any courses.
  
12. Whenever possible, a student will receive a probationary notice before disqualification. This is referred to as a "Learning Contract."

## STUDENT COMPUTER REQUIREMENTS

Palomar College has many computers and printers available to students on campus at many locations and hours.

1. All students are expected to have access to a computer with the ability to word process and print homework and papers.
2. All students and instructors are expected to set up a Palomar e-mail account and check it at regularly.
3. All students are expected to e-mail instructors with questions and problems that arise. All fulltime instructors are required to check their e-mail at least once a day during the work week. Many also decide to check e-mail on the weekends, although this is not required.

As instructors are usually teaching in the classroom except during their office hours, you may not always be able to reach them by calling their phone extensions. The most efficient method for correspondence with your instructors for simple matters is by e-mail. For complex problems or detailed questions, set an appointment to meet with your instructor during scheduled office hours.

4. All students are expected to be able use the Internet to do research assignments. Students are also responsible to regularly check Blackboard for assignments and announcements. Grades will be posted on Blackboard as well.

## **EXAMINATION AND GRADING POLICY**

The following grading systems have been established in the Dental Assisting Program:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60%

Laboratory and clinical evaluations are graded as Pass/Fail.

Final grades in each class will also be affected by attendance. See each course syllabus for specifics in each class.

Students must maintain a grade of “C” for better in all courses required for the major. This includes DA 50 and English classes.

Instructors are required to issue to students on the first day of class a syllabus which includes:

1. Course outline of topics
2. Methods of instruction
3. Evaluation and exam schedule (dates and type)
4. Specific instructional objectives for each topic presented
5. Attendance/tardiness policy for the class
6. Student learning outcomes expected.
7. Schedule of topics to be covered.



## Grading Procedures in Laboratory Classes

Evaluation forms are used in dental laboratory and clinical classes to measure the ability for the student to adequately perform the duties of the California Registered Dental Assistant. All evaluations and procedures are allowable duties for the RDA and for the dental assisting intern, while under the supervision of an instructor or licensed dentist.

All of the evaluations must be passed with 75% percent efficiency. There are two types of grading systems used depending on the type of procedure is being evaluated.

### THE POINT SYSTEM

**Grading criteria when using the Point system:**

**2= Student meets stated criteria without assistance**

**1= Student meets most of the criteria without assistance**

**0= Student requires assistance to meet stated criteria or student did not prepare accordingly for the stated criteria, or did not do this step at all**

If the Point System is utilized to grade the evaluation a final score of 75% must be achieved by the student, in order to receive a passing grade for the procedure **with the exception of the critical errors, which are marked with an asterisk\***. **Tasks identified by this symbol\* are critical to the procedure and must be completed to score of 2 “Student meets stated criteria without assistance” score to earn a passing score for the entire procedure. It is therefore possible to receive a final score of 75% on a procedure, but fail the procedure due to a critical error.** If this occurs the procedure must be repeated and count as one of the three attempts for passing the evaluation. If the final points score was less than 75% the student must repeat the procedure until 75% or more points are achieved. The student will have three chances (attempts) to do the procedure and pass the evaluation. All lab evaluations are allowed 3 attempts; no exceptions.

### THE CLINICAL GRADING SYSTEM:

**Grading criteria when using the Clinical grading system**

**2 = Textbook perfect:** no clinical errors, student meets all criteria without assistance

**1 = Clinically acceptable:** the outcome of the item had non-critical errors, but would not have to be remade; or with some assistance stated criteria could be met, and made clinically acceptable without redoing the item, or procedure.

**0 = Clinically unacceptable:** the student did not perform according to the stated criteria and the procedure/restoration would not be acceptable. Critical errors were present that made it impossible to be corrected to clinically acceptable, even with assistance. The procedure must be repeated or the restoration removed or discarded.

If the Clinical Grading System is utilized to grade the evaluation, a final score of 75% must be achieved by the student, in order to receive a passing grade for the procedure **with the exception of the critical errors, which are marked with an asterisk\***. **Tasks identified by this symbol\* are critical to the procedure and must be completed to score of 2 Textbook Perfect or 1 Clinically Acceptable score to earn a passing score for the entire procedure.** It is therefore possible to receive a final score of 75% on a procedure, but fail the procedure due to a critical error. If this occurs the procedure must be repeated and count as one of the three attempts for passing the evaluation. The student will have three chances (attempts) to do the procedure and pass the evaluation. All lab evaluations are allowed 3 attempts; no exceptions.

I have read and I completely understand the grading policies of the Dental Assisting Laboratory classes. I have agreed to comply with the grading policies and have decided to remain enrolled in the Palomar College Dental Assisting Program. I know that all lab evaluations are allowed only three attempts without exception, and that if I miss a laboratory class without a documented emergency, I will fail the laboratory class in which I was absent.

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_



## Grading Procedures in Laboratory Classes

Student Copy, please retain this for your records

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STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

## **DRESS CODE – GROOMING**

Our standards have been established in accordance with generally accepted standards of the dental profession as well as standards for infection control. It must be clearly understood that all regulations regarding appearance of dental assisting students apply at all times that the uniform is being worn. Should a student be found lacking proper uniform and grooming requirements the student will be asked to leave class until corrections have been made. There will not be arrangements made for “make up” work if this occurs (Please also see “Infection Control Protocol”)

### **Uniform**

A standard uniform is required for this class. Students start wearing uniforms after the second week of classes. All students must be in uniform after the second week of class

The uniform includes:

1. 2 White lab coats (will be worn during laboratory and clinical courses) with Palomar logo.  
Lab coat is to be taken home at the end of the week and washed. You will need a lab coat for the spring semester to wear to your intern offices.
2. Uniform scrub pants that match Palomar scrub top
3. Mostly white leather uniform or gym shoes that cover the full foot and all white socks  
Shoes must be kept clean and in good condition.
4. Scrub top
5. Name tags (will be ordered in class)

### **Hair, Make-up, and Jewelry**

Hair must be clean and off the face and shoulders.

Hands must be clean and well groomed with nails at an acceptable working length. Nail polish is not acceptable. If a student has acrylic nails, they must be removed because they harbor bacteria. Jewelry must be kept to a minimum. It is suggested that a watch, wedding band (if applicable) and one small stud earring per ear. Large earrings, rings, chains, etc. are not considered appropriate or safe in a professional dental atmosphere.

### **Body Piercing**

All visible body piercing will be jewelry free the second week of class. Only 1 stud earring per ear is allowed to be worn to an intern site, even if the office allows their employees to have facial piercings. This includes tongue piercing, nose, eyebrow, and anything else that can be seen.

## **Personal Hygiene**

Attention to personal hygiene is essential for all persons in the health care fields. A daily shower, deodorants, and fresh or undergarments are absolutely essential. Odor of tobacco on hair, clothing, hand, or breath is not acceptable. It is expected that dental assisting students will maintain good dental health care. If you smoke during the daytime and it is noticeable you may not be able to be placed in the majority of clinical sites. If the smell is noticeable to fellow classmates while practicing on/with you, it may be necessary for you to work harder to alleviate this problem. Smoking for a dental assistant while on the job is unacceptable. ALL students are required to be a “dental patient” for their fellow students; it is not an option to decline having the experience of being a patient.

# INFECTION CONTROL

## GOALS AND REGULATIONS STATEMENT

### Purpose

This infection control manual has been developed to ensure that each student involved with direct patient care shall be aware of the possibility of cross-contamination from patient contact, and have formalized training of infection control that includes:

- Barrier techniques
- Vaccinations
- Cleaning
- Disinfection, and sterilization of instruments, work surfaces, and equipment
- Handling and disposal of hazardous waste products

### Goals

The goals of infection control are to:

- Reduce the number of available pathogenic microbes to the level where normal host resistance mechanisms may prevent infection.
- Treat every patient as though he/she is infected with emerging disease (Universal Precaution).
- Provide a safe working environment for all involved in direct patient care.
- Provide a guideline for Stand Operations procedures.
- Break the chain of infection and eliminate cross-contamination.

### Regulations

1. It is the policy of the Program to maintain a safe level of practice for the protection of the patient, staff, and student from possible contamination from infection which may be encountered during clinical rotations off campus.
2. It is also the policy of the Program that all students/patients be treated equally as though infected with emerging diseases and that there is no discrimination of any person(s).
3. It is also the policy of the Program, that standard operational procedures for sterilization, disinfection, and decontamination meet or exceed standards set by OSHA/CDC and OSAP and comply with Palomar College general policies on safety control.
4. Each student involved with direct patient care shall have formalized training on measures to protect the patient, staff, and students from the hazards of possible infection. The instructor of record shall be responsible for enforcing infection control policies described in the Program Infection Control Manual (included in this Policy Manual).
5. The contents of this manual shall be reviewed annually by the class instructors, Program Director, and be updated for the following school year.

## **Infection Control**

A strict program of infection control will be adhered to in the Dental Assisting Program. All students and instructors will be required to use personal protective equipment (PPE). PPE includes:

- Protective lenses (safety glasses)
- Face masks
- Exam Gloves and Sterilization Gloves
- Lab coats
- Scrubs/Disposable Gowns.

Hair and clothing will be confined so as not to make contact with sterile and/or protective barriers. **HAIR must be kept from falling into your face.** You will only be asked to do this one time before being placed on probation.

Personal belongings, books, handbags, extra clothing, and backpacks are not to be carried into the clinic area. They are to be kept in your locker. **NO FOOD or DRINKS** are permitted in the laboratory at any time. If you bring your lunch, it must be in a sealed container and removed at the end of each day from your locker so that food is not left in the locker overnight. Bottled water is acceptable in lab. No open containers.

Surface disinfectants and disposable barriers, headrest covers, tray covers, light handle covers will be used.

Sterilizable instruments will be pre-soaked and cleaned in the ultra-sonic cleaner prior to being bagged, dated, initialed, and sterilized.

Medical solid waste (used disposable items) will be placed in trash bags provided at each dental station, and will be disposed of at the end of the clinic session by placing them in trash containers. Biohazardous waste (fluid blood and saliva products) will be placed in a red bag. Also included are sharps which will be placed in a sharps container.

The infection control policy will be reviewed on a regular basis. Students will be instructed in infection control procedures prior to being assigned work in the clinic area.

## **Student Training**

Each person involved with patient/student care shall have training and utilize measures which protect the patient, staff, and student from hazards of infection. This infection control and safety training including CPR, will occur prior to students being assigned to any outside clinical facility or to Palomar College clinical courses.

## **PROGRAM SAFETY**

### **Laboratory Rules and Regulations**

In the laboratory, as in a dental office, orderliness, cleanliness, and safety must be the guiding rules. A laboratory where these cardinal rules are absent results in complete chaos and is a hazardous area in which to work. **NO FOOD or DRINKS** are permitted in the laboratory at any time.

Laboratory equipment, such as engines, lathes, model trimmers, gas torches, Bunsen burners, and electrical equipment present a potential hazard if not handled with care.

### **Lab and Clinical Safety**

Students will receive instruction in lab safety and the rules that apply in the Dental Assisting Program, prior to being assigned to laboratory/clinical procedures. A written safety test will be administered, and students will be required to pass it with 100% accuracy. Students will also be required to sign an “Acknowledgment Form” indicating awareness of safety rules.

The following are a set of safety rules that apply to the dental assisting lab:

1. Equipment is to be used only after instruction from the instructor. Equipment is **NOT** to be used after class hours.
2. A laboratory coat and/or other protective covering is to be worn when working around equipment that may splatter.
3. Hair must be pulled back off the face and shoulders and protected from engine belts and open flames.
4. Protective glasses **MUST** be worn when working with rotating equipment such as engines, lathes, model trimmers, and dental materials and chemicals and as a part of PPE for patient care.
5. Electrical plugs must be removed from electrical outlets with dry hands gripping the plug, not the cord.
6. Water or wax spills on the floor must be wiped up **immediately**.
7. Malfunctioning equipment must be reported to the instructor.
8. Knowledge of exit routes and location of fire extinguishers and blanket are necessary to avoid panic in case of fire. Discretion must be used and the exhaust system kept on.
9. Noise must be kept to a minimum. Therefore limited numbers of students should be in the laboratory area at one time. **No more than 14 students may be in the lab.**
10. When working with wax, a piece of paper or discarded poster paper must be on the work bench to catch chips or spills. Wax must not be allowed to drip on the bench or floor.
11. Counter tops and walkways are to be kept cleared of books and unnecessary articles.
12. Personal belongings and books are to be kept in the lockers provided.

13. A vibrator in use is to be protected by a paper towel or plastic sheet. Any gypsum spills on the vibrator must be wiped off before it hardens.
14. Gypsum and all impression materials are to be emptied from bowls into trash container using a spatula and a paper towel before washing the bowl, using plenty of water. **Plaster and impression materials must not be allowed to go down the sink** as it will harden in the trap.
15. Rubber bowls or model forms must be thoroughly scrubbed clean from gypsum or other materials upon instructor approval before returning to the storage area.
16. Glass slabs and spatulas are to be washed and dried upon instructor approval before being put away.
17. Students will clean up after themselves and their work areas are to be spotless and always covered with paper before starting a project.
18. Students will also be assigned specific duties on a rotational basis. These will be posted on the bulletin board. Performance on assigned duties is figured into the grade for the clinical/lab portion of the class.
19. Students will provide proof of current C.P.R. Certification and Hepatitis B vaccine **prior** to any Clinical Practice.

### **C.P.R. Certification**

Instructors and students are required to maintain current C.P.R. Certification. A first-aid kit and oxygen will be readily accessible during all laboratory and clinical sessions.

### **Accident Reports**

All accidents, no matter how small, are to be reported to the instructor and Program Director. The Program Director will report the accident on an Accident/Incident Report form. The instructor and Program Director will also make note of the accident in the student's file in the Dental Assisting Program office.

### **Palomar Emergency Procedures**

This information is posted on the lab bulletin boards and is available online at the following link.

<http://www.palomar.edu/facilities/LeftNav/EHS/Emergency/EmergencyGuideSM.html>

It required that all students access and read this information before returning to class on day two.

## EMPLOYMENT

Many students receive offers of employment as a direct result of their activities in the Palomar College Registered Dental Assisting externship program. In addition, employers contact the department office for help in locating qualified and reliable employees.

Employers are seeking individuals who possess qualities of: Loyalty, dependability, neatness, ability to follow instructions, and attention to detail. Advancement is dependent upon the individual's aptitudes and ability to assume additional responsibilities.

## CERTIFICATION AVAILABLE

Upon completion of all requirements, graduates of the Palomar College Dental Assisting Program are eligible to apply for **Registered Dental Assistant (RDA)** certification.

Completion of the Program will be verified by the Program Director and the College. Application for licensure will be made to the State Board of Dental Examiners, Committee on Dental Auxiliaries. Applicants are required to take a written and a practical examination administered by the State Board.

## RDA EXAMINATION

The California Dental Board administers the RDA Practical and Written Examinations, and the Law and Ethics exam. Once you file your application for the practical examination, you will be sent information on how to separately pay for and schedule the required computerized written examinations. You will then be able to schedule the written examinations at your convenience.

### **RDA Written Examination**

An applicant for licensure as an RDA shall complete a written, task-oriented examination encompassing all duties assignable to RDA's and the settings in which they may be performed. Such examination may also include any or all of the following subjects:

Nutrition, preventive dentistry, dental materials, oral anatomy and physiology, oral pathology, pharmacology, morphology, microbiology, infection control, dental assisting procedures in general and special dentistry, principles of business and practice management, legal/ethical aspects of dentistry, patient-dental personnel psychology, four-handed chair-side dental assisting, X-ray, sterilization, laboratory and office emergency procedures.

## **RDA Practical Examination\***

Three procedures will be tested during the exam. You will be given 1 ½ hours to complete the exam. However, the entire examination process, including registration, grading, and clean-up will take approximately 5 hours.

The general grading criteria used by Examiners to determine each candidate's minimal competence for licensure as an RDA is as follows:

### **1. Fabrication of a Temporary Crown**

An appropriate temporary crown on tooth #8 has been directly fabricated that recreates proximal contact and proper occlusion, but does not extend beyond the margin of the crown preparation. Candidates may either bring an impression to the examination, or may take an impression(s) during their test time. No additional time will be given to make the impression during their 1 ½ hour test time and no water will be available in the exam room.

The Dental Board will provide the prepared tooth at the exam; candidates must present a typodont with an unprepared typodont tooth #8.

### **2. Cementation of a Temporary Crown**

Cement temporary crown on tooth #8.

### **3. Placement of a Temporary Restoration**

Placement of a temporary restoration on tooth #19 DO or tooth #30 MOD. The appropriate material is smooth, has sealed margins, and recreates the occlusal anatomy and proximal contact areas of the natural tooth/teeth. Candidates must present a typodont with a Board-approved prepared tooth inserted for tooth #19 DO and/or tooth #30 MOD. If you perform restorations on both tooth #19 and #30 you will fail that procedure.

## **X-Ray Certificate**

Certification is available through the Dental Assisting Program upon completion of the Dental Assisting Radiology courses and Dental Assisting courses.

All reports are sent to the Dental Board of CA by the Program Director. Records are maintained for a minimum of five years in the Dental Assisting Program office.

Student must keep their certificate for proof of coursework taken. DBC may request a copy of it at any time.

## **Coronal Polishing License**

A class on Coronal Polishing is offered as part of the Dental Assisting Program. Upon satisfactory completion of the Dental Assisting program and the RDA examination, students must obtain verification of completion of the Program from the Program Director. The student must keep this certificate on file in case the DBC requests proof of completion.

Graduates of the RDA Program are not permitted to perform coronal polishing or place pit and fissure sealants until the DBC has issued the individual an RDA license with a Coronal Polishing and Pit and Fissure Sealant license.

**Infection Control Certification:**

After completing the first semester of the Dental Assisting program, the student will have met of the requirements for infection control in the state of California. If the student must complete the entire first semester, and a certificate of completion will be issued.

**Pit and fissure Sealants Certification:** All students that complete the Dental Assisting program and pass the RDA state examination will have met the requirements for certification for the placement of pit and fissure sealants in the State of California after becoming a licensed RDA.

**Certified Dental Assistant (CDA)**

Students who complete this Program are also eligible to sit for the national certification exam (DANB) Certification is recognized in all fifty states and Canada.



**PALOMAR COLLEGE  
REGISTERED DENTAL ASSISTING PROGRAM  
STUDENT ACKNOWLEDGEMENT OF PROGRAM POLICY**

I have read the Program Policy Manual for the Palomar College Registered Dental Assisting Program and will comply with the requirements contained in it.

I understand and will comply with “standards for retention” and the academic requirements of the program.

I understand and will comply with “disqualification policy” as stated in the Program Policy Manual.

I understand and will comply with the “grading policies” as stated in the Program Policy Manual  
I further acknowledge that I have been informed of measures for infection control .

Student Name (Print)\_\_\_\_\_

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

Return this form to the Health Program Specialist  
Palomar College Registered Dental Assisting Dept.



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REGISTERED DENTAL ASSISTING PROGRAM  
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Student Name (Print)\_\_\_\_\_

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

Return this form to the Health Program Specialist  
Palomar College Registered Dental Assisting Dept.



## Palomar College Dental Assisting Program

### *Student Acknowledgement*

I, \_\_\_\_\_ ID Number: \_\_\_\_\_  
(Please print your full name)

Acknowledge that I am enrolled in the Dental Assisting Program at Palomar College, and I am aware that as a health professional, I have a responsibility to look after my own health, my co-workers'/students' health and safety as well as my patient's health. As a part of this program, I agree to follow all safety rules, directions, and safety suggestions given to me by instructors of this program and staff members of this college.

I acknowledge that I have been made aware of the Dental Assisting Department and Campus protocols for the following emergency situations:

1. Palomar College Emergency Evacuation Plan
2. Dental Assisting Emergency Procedures for:
  - Medical Emergencies
  - Fire and Earthquake Procedures
  - Handling Hazardous Materials
  - Laboratory Procedures for Infectious Control
3. I am aware of the location of the MSDS Manual and that it is available for my review.

I further agree to make known to the instructors of this Dental Assisting Program any unsanitary, unhealthful, or dangerous conditions that may come to my attention while engaging in student activities; this includes both on-campus and off-campus instructional media. The reports of unsafe or unhealthful conditions shall be made by contacting one of the department instructors. I agree to put in writing any unhealthy or unsafe incident reports if asked to do so by the Dental Assisting Program's Director. I signify by my signature placed hereon that I have read and understand this acknowledgement and I agree to abide by its conditions.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Student)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Instructor)



## Palomar College Dental Assisting Program

### ***Student Acknowledgement student copy***

I, \_\_\_\_\_ ID Number: \_\_\_\_\_  
(Please print your full name)

Acknowledge that I am enrolled in the Dental Assisting Program at Palomar College, and I am aware that as a health professional, I have a responsibility to look after my own health, my co-workers'/students' health and safety as well as my patient's health. As a part of this program, I agree to follow all safety rules, directions, and safety suggestions given to me by instructors of this program and staff members of this college.

I acknowledge that I have been made aware of the Dental Assisting Department and Campus protocols for the following emergency situations:

1. Palomar College Emergency Evacuation Plan
2. Dental Assisting Emergency Procedures for:  
Medical Emergencies  
Fire and Earthquake Procedures  
Handling Hazardous Materials  
Laboratory Procedures for Infectious Control
3. I am aware of the location of the MSDS Manual and that it is available for my review.

I further agree to make known to the instructors of this Dental Assisting Program any unsanitary, unhealthful, or dangerous conditions that may come to my attention while engaging in student activities; this includes both on-campus and off-campus instructional media. The reports of unsafe or unhealthful conditions shall be made by contacting one of the department instructors. I agree to put in writing any unhealthy or unsafe incident reports if asked to do so by the Dental Assisting Program's Director. I signify by my signature placed hereon that I have read and understand this acknowledgement and I agree to abide by its conditions.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Student)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Instructor)



Dear Palomar College Student,

As Director of the Palomar College Dental Assisting program, I would like to inform you that you have the ability to file complaints with the Commission on Dental Accreditation.

According to the Evaluations, Policies and Procedures manual, "A complaint is defined by the Commission on Dental Accreditation as one that a Commission-accredited educational program or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures."

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 the procedure for submission of complaints may be obtained by calling the Commission at 1-800-621-8099 ext. 4653.

Any complaints will be reviewed, investigated, reported, and kept on file in a logbook.

Please contact me if you have any questions.

Regards,

Denise Rudy  
Director, Dental Assisting  
Palomar College

**Blood Borne Pathogens and Infectious Diseases**  
**Policies and Procedures**

## PALOMAR COLLEGE

Health Career Programs

1140 West Mission Road

San Marcos, CA 92069

### **PROCEDURE FOR CLINICAL ACCIDENTS RELATED TO EXPOSURE TO POSSIBLE OR ACTUAL BLOOD BORNE PATHOGENS FOR STUDENTS ENROLLED IN ALL HEALTH CARE PROGRAMS AT PALOMAR COLLEGE.**

#### DEFINITIONS:

- A. Exposure: Parenteral or non-parenteral contact with blood or body fluids
  
- B. Definite Parental Exposure:
  - 1. Intra-muscular subcutaneous/intravenous injury with a body fluid/body fluid-contaminated needle
  - 2. Injection of blood/body fluid
  - 3. Laceration which causes bleeding produced by a visibly blood/body-fluid-contaminated instrument
  - 4. Laceration or similar puncture would inoculated with blood/body fluid
  
- C. Possible Parenteral Exposure
  - 1. Subcutaneous injury with blood/body fluid contaminated needle
  - 2. A wound produced by blood/body fluid-contaminated instrument which does not cause visible bleeding
  - 3. Prior wound or skin lesion contaminated with non-bloody body fluid
  - 4. Mucous membrane inoculation with blood/body fluid (i.e., mouth, eyes, etc.)

ALL STUDENTS ENROLLED IN HEALTH CARE PROGRAMS MUST COMPLY WITH THE FOLLOWING STEPS FOLLOWING AN EXPOSURE OR ACCIDENTAL CLINICAL INJURY.

#### **IMMEDIATE TREATMENT:**

- A. Clean Care/First Aid
  - 1. Clean wound with soap and water
  - 2. Flush mucous membrane with water/saline
  - 3. Other wound care dictated by injury or accident (bandage, etc.)
  - 4. Serious injury requiring suturing or other immediate intervention should be promptly evaluated

## PALOMAR COLLEGE

### REPORTING PROCEDURES – INDUSTRIAL INJURY

#### Student Procedures

(These procedures apply to students in certain clinical/vocational settings)

#### STUDENTS

- Notify your instructor of your injury immediately. Your instructor will direct you to Health Services, San Marcos campus, or to one of the approved clinics for medical care (see attached list for authorized medical providers).
- If incident is **life threatening**, please **seek emergency care immediately**.
- WITHIN 24 HOURS contact the Benefits Specialist, in Human Resource Services on the Palomar College San Marcos campus at (760) 744-1150, Extension 2889. (If the accident happens on a weekend, leave a voice message and contact Human Resource Services on Monday.) You will be asked to complete a Worker's Compensation Employee Claim form (DWC-1) and provide a brief summary of the incident leading to your injury.
- A STUDENT WHO SEEKS MEDICAL CARE THROUGH NON-AUTHORIZED CLINICS OR EMERGENCY PROVIDERS MAY INCUR PERSONAL EXPENSES FOR SERVICES RENDDERED.

#### INSTRUCTORS

- *In the clinical setting, the clinical instructor is responsible for reporting injuries and exposures (parenteral or non-parenteral) related to the contact of blood or body fluids to the agency supervisor and/or Employee Health "Coordinator (see next page).*
- The clinical instructor should report **all** incidents to the Chairperson/Director of the department as soon as possible. Chairpersons/Directors should report **all** incidents to the Benefits Specialist in Human Resource Services at (760) 744-1150, extension 2889.
- Please see the complete "Reporting Procedures – Industrial Injury" available through both the Department/Program Office and the Human Resource Services Office.

## PALOMAR COLLEGE

### REPORTING PROCEDURES – INDUSTRIAL INJURY

#### Complete Procedures

These procedures apply to all Palomar College employees, student workers and to students in certain clinical/vocational settings.

- I. The injured individual must report the injury to his/her supervisor/clinical instructor.
  - A. San Marcos Campus:
    1. Supervisor/clinical instructor needs to walk or send injured individual to Health Services or call extension 2380 to advise of situation.
  - B. Other sites:
    2. Supervisor/clinical instructor contacts Palomar College Health Services at (760) 744-1150, extension 2380 (or Escondido location, 760- 432-0624, extension 8105) for a referral to a non-emergency clinic or an emergency clinic.
  - C. IF HEALTH SERVICES IS CLOSED AT THE TIME OF INJURY – Supervisor or clinical instructor will refer injury party to an approved non-emergency clinic or an emergency clinic for medical care (see attached list for authorized medical providers). Supervisor or clinical instructor will also instruct the injured individual to contact the Human Resource Services Office within 24 hours to complete required paperwork.
    1. Health Services will provide first aid or make a referral to an approved medical center. In addition, Health Services will instruct the injured individual to contact the Benefits Specialist to complete the *Workers' Compensation Employee Claim form (DWC-1)*.
    2. **Please note that** injured individuals *should* get medical treatment first. Once the injury has been treated, report the injury to Human Resource Services to fill out the *Workers' Compensation Employee Claim form (DWC-1)* and give the Benefits Specialist a copy of the doctor's work status.
    3. If an injured individual does not report to the Human Resources Services Office, the Benefits Specialist will mail the *Workers' Compensation Employee Claim form (DWC-1)* to his/her home address.
    4. If the injury has not been reported within 24 hours, the injured individual must report the injury directly to the Benefits Specialist.
    5. The Benefits Specialist will have the injured individual complete the *Workers' Compensation Employee Claim form (DWC-1)* and will obtain authorization from the W/C carrier for medical treatment. Injured individual may be sent to an assigned W/C physician or, if an authorization letter is on file, to personal physician.

- II. Health Services initiates its own internal paperwork and calls the Benefits Specialist.
  - A. Health Services will call the Benefits Specialist (extension 2889), immediately following the reported injury, with the following information:
    - 1. Employee name
    - 2. Date of injury/Reported date (if different)
    - 3. Nature of injury
    - 4. Brief description of the occurrence (one sentence)
    - 5. First aid or referred?
  - B. Benefits Specialist will complete the necessary materials and follow-up with the injured individual.
    - 1. Benefits Specialist sends *the Supervisor's Report of Accident* with a cover letter to the injured individual's supervisor or Department Chairperson/Director.
    - 2. Benefits Specialist may choose to call the injured employee's supervisor to inform him/her of responsibilities including the possibility to accommodate work conditions for the injured employee.
    - 3. Benefits Specialist will also notify Facilities Planning/Environmental Health & Safety Manager of reported injury.
    - 4. After receiving the completed *Supervisor's Report of Accident form* from the supervisor or Department Chairperson/Director, the Benefits Specialist will complete a 5020.
    - 5. Once the *Worker's Compensation Employee Claim form (DWC-1)*, *Supervisor's Report of Accident*, and *5020* are complete, the Benefits Specialist will distribute corresponding materials to appropriate locations and continue to monitor status.
- III. Supervisor completes *Supervisor's Report of Accident*.
  - A. Supervisor or Chairperson/Director will investigate the nature of injury to thoroughly complete the Supervisor's Report of Accident. Below are some questions that can be used to guide the investigation.
    - 1. Discuss the purpose of the investigation and the interview **(the interview is fact-finding, not fault-finding)**.
    - 2. Ask the injured individual to explain exactly what happened without interruption.
    - 3. Ask questions to clarify facts or fill the gaps.
    - 4. The interviewer should then relate his/her understanding of the accident for confirmation.
    - 5. Discuss the methods of preventing recurrence.

- B. Supervisor or Department Chairperson/Director will return the completed *Supervisor's Report of Accident* to the Benefits Specialist within 24 hours of receipt of the form from Human Resource Services.

NOTE: If an injured employee should take time off from work due to the injury/illness, it is the supervisor's responsibility to notify the Benefits Specialist. Failure to notify the Benefits Specialist may result in loss of benefits to the injured worker.

## PALOMAR COLLEGE MEDICAL INJURY REPORT

Date of Medical Injury: \_\_\_\_\_

Location of Injury

Student                       Employee                       Other

Time of Medical Injury: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Location on Campus: \_\_\_\_\_

Type of Injury: \_\_\_\_\_ Front                      Back

Injury occurred     during class                       at work                       on campus

Name of Injured Party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Day: (    ) \_\_\_\_\_ Evening: (    ) \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action/Disposition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The Medical Injury Report is confidential and protected by both State and Federal Law. I authorize copies of this report to be shared with the Palomar College Safety Officer, Palomar College Campus Police, and Palomar College Risk Management.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Original to remain to Health Services  
Copies to Safety Officer and Risk Management

PALOMAR COLLEGE  
Health Career Programs  
1140 West Mission Road  
San Marcos, CA 92069

I \_\_\_\_\_ HAVE BEEN ADVISED OF THE PROCEDURES FOR EXPOSURE TO BLOOD BORNE PATHOGENS. I AM AWARE THAT IT IS MY RESPONSIBILITY TO COMPLY WITH THESE PROCEDURES AND FOLLOW-UP RECOMMENDATIONS.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

❖ A copy of this signed waiver will be returned to you. The original copy will remain in your student file.

4/1/2011

My Documents/Worker's Comp./Student Injury Prodrs.

## **Covered Employee Notification**

### **of Rights Materials**

**Regarding**

**Palomar College**

**PRIME Advantage Medical Network – Medical Provider Network (“MPN”)**

**This pamphlet contains important information about your medical care in case of a work-related injury or illness**



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Palomar College Dental Assisting  
(Products utilized/stored in Dental Lab)

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**Palomar College  
Dental Assisting Program  
Director: Denise Rudy BA, RDA, CDA  
Telephone: 760-744-1150 Ext.2571**

**“RIGHT TO KNOW” DENTAL HAZARDOUS SUBSTANCE LIST**

This is a partial list of the main hazardous substances found in a dental office that you may be exposed to.

You are entitled (under law) to be informed of any material(s) or chemical(s) you work with that may be hazardous to your health or the environment. Employers must make available to employees, Material Safety Data Sheets, (MSDS) supplied by manufacturers. MSDS must explain in detail, the hazard associated with the material; preventative measures to avoid danger, and the first aid measures to be taken.

The following substances are used in the Dental Assisting program.

## **WEAR GLOVES, MASK AND GLASSES**

Lysol (phenol)	Flammable, avoid eye and Food contact	Flush eyes (remove contact lenses) Flush 15 minutes
Bleach (Sodium Hypochlorite)	Skin and lung irritant. Don't Mix with any other cleanser.	Flush skin or eyes
Glutaraldehyde	Avoid skin and eye contact	Flush
X-ray Developer	Avoid skin and eye contact	Flush
X-ray Fixer	Can cause eye, skin or Respiratory irritations. Avoid Contact inhalation	Flush
Acid Etch Gel	Avoid eye, skin or mucous Membrane contact.	Flush
Cavity Varnishes	May contain acetone, ether or chloroform. Flammable Avoid Inhalation	Keep away from open Flame. Use in well Ventilated area
Gypsum products	Eye and lung irritant	Wear protective shields
Curing light	Blind spot or retina damage. Do not look At light.	Wear special glasses
Acrylic Monomer (Methyl Methacrylate)	Flammable. Avoid Inhalation Avoid skin contact	Do not use near heat Source or flame. Work in well-ventilated area

Mercury (“N”)	Avoid inhalation and skin contact. Avoid heating amalgam. May cause Damage to nervous system, eyes, Kidneys, and/or skin	Do not wring in squeeze Cloth. Clean up spills With special “spill kit” Store scrap amalgam in Special container.
Oxygen	Flammable	Keep away from heat or flame
X-ray Radiation	(C*), (M*), (T*)	Follow radiation safety practices. Wear lead apron. Campus facility

- (N\*) – Neurotoxic
- (C\*) – Carcinogenic
- (M\*) – Mutagen
- (T\*) – Teratogen

I \_\_\_\_\_, have read the  
Hazardous substance data presented to me and recognize my responsibility to protect  
Myself and others.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Initials

# **Medical Emergencies Manual 2012**

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## Medical Emergencies Manual

When working in dentistry field it is not common to be involved in attending serious emergencies although dental team must be aware and informed of how to react and what to do in medical emergency. When an emergency occurs in the office there are three main steps to be followed: first check the victim, then call 9-1-1 or the local emergency number and finally take care of the victim. Some medical emergencies will require assisting the victim before contacting any medical experts such as Emergency Medical Services (EMS) or 9-1-1 therefore, it is important to know to assist the victim by having good knowledge of how to put in practice cardiopulmonary resuscitation (CPR) and how to check the Airway, Breathing and Circulation (ABCs) of the victim. The most common medical emergencies encounter in a dental office are choking, syncope, postural hypotension, pregnant patient, cardiac emergencies cerebrovascular accident, hyperventilation, asthma attack, allergic reactions, epileptic seizure, and diabetes mellitus.

**Choking.** Choking occurs when an object gets stuck in the throat and partly or completely blocks the air way. Breathing becomes difficult or even impossible. There is much can be done to provide aid to choking victim to dislodge an object from the victim's air way, including using abdominal thrusts, chest thrust, and back blows. Choking victims can be in a conscious or unconscious state. In the dental office, risk can be minimized by preventing the patient from swallowing dental objects (Jagoda 67).

### *Choking Symptoms:*

- Victim points his or her throat or grasps it.
- Victim has difficulties speaking and breathing is difficult and something noisy.
- Coughing, red face that can later turn blue, and convulsions.
- Victim sometimes becomes unconscious.

### ❖ *What to Do and Not to Do in Case of Choking:*

- **Conscious victim.** If the victim can talk, coughs effectively, and appears to be making good breathing efforts.
  - Encourage the victim to cough to try to get rid of the object. Do not help the victim get rid of the object by, for instance, slapping his or her on the back.
  - Give 5 back blows between the person's shoulder blades with the heel of your hand.
  - Give 5 abdominal thrusts (also known as the Heimlich maneuver).
- Stand behind the victim and wrap your arms around his waist, without touching the ribs.

- With one hand, make a fist and put the thumb side just above the navel and well about the middle of the abdomen. Grasp the fist with your other hand.
- Keeping your elbows pointing out, give five thrusts, pressing your fist inward with a quick, upward motion as if trying to lift the victim up.
- Alternate between 5 blows and 5 thrusts until the blockage is dislodged.
- Unconscious victim. If the victim loses conscious, send someone to call 911.
  - Open the victim's airway.
    - Lower the person on his or her back onto the floor.
    - If there is a visible blockage at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage. Be careful not to push the food or object deeper into the airway.
    - Begin cardiopulmonary resuscitation (CPR) if the object remains lodged and the person does not respond after you take the above measures. The chest compressions used in CPR may dislodge. Remember to re-check the mouth periodically.
- ✓ After successful removal of the obstruction, a physician or a paramedic should evaluate the patient because internal bleeding and other complications may occur even with a properly employed open airway.

**Syncope:** Is a temporary loss of consciousness due to the sudden decline of blood flow to the brain. Syncope is commonly called fainting or "passing out". As victim loses consciousness it drops to the floor. After fainting, an individual may be unconscious for a minute or two, but will revive and slowly return to normal. Syncope can occur in otherwise healthy people and affects all age groups, but occurs more often in the elderly (Malamed 8).

❖ *Syncope Symptoms:*

- Victim's skin may be cold and clammy.
- If an individual is about to faint, he or she will feel dizzy, lightheaded, or nauseous and his or her field of vision may "white out" or "black out."
- Victim has fallen unconscious and he or she can appear ashen gray.
- Victim is bathed in sweat and may twitch or convulse.

❖ *What to DO in case of Syncope:*

- Place the victim in supine position and check if he or she responds.
- Establish patient airway with chin lift and check breathing.
- Monitor pulse, respiratory rate and check blood pressure.

- Administer ammonia vaporole under nose.
- Apply cold towel in forehead and/or blanket if cold or shaking.
- Do not continue treatment and keep victim in supine position even if trying to sit up.
- Allow to recover and slowly upright victim to prevent collapse.

**Postural Hypotension:** Occurs when blood pressure during and after heartbeat is much lower than usual. Hypotension can be caused by alcohol, anti-anxiety medications, certain antidepressants or diuretics (Vorvick).

*Hypotension symptoms:*

- Blurry vision, confusion, dizziness
- Fainting or syncope, light headedness
- Sleepiness and weakness.

*What to do in case of hypotension:*

- Vital signs need to be checked frequently (temperature, pulse, rate of breathing, and blood pressure).
- Victim should immediately sit or lie down and ask him or her to raise feet above the heart level.
- If the hypotension causes a person become unconscious, seek immediate medical treatment.
- Call 9-1-1 or the local emergency number.
- If the victim is not breathing nor has no pulse, begin CPR until medical help arrives.

Hypotension can usually be treated with success.

**Pregnant Patient:** During a patient's first trimester, initiate a preventive care program consisting of plaque control and oral hygiene instructions. Simple scaling and prophylaxis may be accomplished, but no elective treatment should be started. The baby's organs develop during this time and are most sensitive to radiation and chemicals. Proper radiograph technique such as digital and using a lead shield can be performed. Emergency dental treatment should be provided, as mother's severe pain, infection, or both can cause problems to the baby. Also, it is important to know how to handle a choking in a pregnant patient (Hupp).

❖ *If the patient is choking:*

○ Conscious Pregnant:

- Stand behind the victim and wrap your arms under the victim's armpits.
- Place a fist in the middle of the victim's breastbone at an imaginary line that runs between the nipples. Grasp the fist with your other hand.
- Keeping your elbows pointing out, give five chest thrusts, pressing your fist inward with a quick, upward motion as if trying to lift the victim up.

○ Unconscious Pregnant:

- Place the victim on his or her back. Do not straddle the victim. Work from the side instead, placing yourself at the right angles to the victim.
- Place the heel of one hand on the center of the breastbone in the middle of an imaginary nipple line. Put your other hand on top and intertwine your fingers.
- Position your body over your hands, with your arms straight and elbows locked.
- Give five firm thrusts. Each thrust should be done firmly and separately.

- ✓ After successful removal of the obstruction, a physician or a paramedic should evaluate the patient because internal bleeding and other complications may occur even with a properly employed open airway.

- ✚ The most common drugs used by dentists have been shown to be safe for use in pregnancy with a few exceptions. Lidocaine with epinephrine is safe but as with any patient, proper aspiration to avoid intravascular injection is necessary for effective anesthesia and to avoid the cardiovascular side effects. Penicillin, clindamycin, and cephalosporins are safe antibiotics and should be prescribed when indicated. Tetracyclines of any type should be avoided during pregnancy.

**Cardiac Emergencies:** Two common cardiac emergencies are a heart attack and cardiac arrest. Heart attack occurs when the blood flow to some part of the heart muscle is compromised and the heart begins to die. If enough part of the heart dies, the heart cannot circulate blood effectively. Heart arrest is meant when the heart stops beating. A victim that is not breathing and has no sign of circulation needs cardiopulmonary resuscitation (CPR) (Bonifer 117-128).

❖ *Heart Attack Symptoms:*

- The most prominent signal of a heart attack is persistent chest pain or discomfort.
- The victim may describe pain as an uncomfortable pressure, or a heavy sensation in the chest.
- The victim is conscious but quite uncomfortable, perhaps short of breath, perspiring but cold, and in intense discomfort.
- The pain may spread to the shoulder, arm, neck or jaw.

- The victim may be breathing faster than normal.
- The victim's skin may be pale, ashen or bluish, particularly around the face. The skin may also be moist for from perspiration.

❖ *What to Do and Not to Do if a Heart Attack:*

- Try nitroglycerin spray trans-lingual.
- Send someone to call 9-1-1 or the local emergency number.
- Have the victim rest so it is easy for him or her to breathe better.
- Administer nitrous oxide and oxygen, which serves as analgesic, sedative, and ambient oxygen.
- Monitor the victim closely until EMS personnel arrive. Note any change in appearance and behavior.
- Be prepared to perform CPR or use an AED if the victim stops breathing and has no longer other sign of circulation.
- If unconscious use positive pressure oxygen and CPR.
- Do not try to drive the victim to the hospital.

- ✓ Once medical assistance arrives, the victim will be stabilized and transferred to the emergency department of a nearby hospital.

❖ *Heart Arrest Symptoms:*

- The absence of signs of circulation is the primary signal of cardiac arrest.
- The victim will be unconscious, not breathing and will not have pulse.
- The victim's skin may be pale, ashen or bluish, particularly around the face. The skin may also be moist for from perspiration.

❖ *What to Do if Heart Arrest:*

- Check the victim.
- If the victim is unconscious, send someone or call 9-1-1 or the local emergency number.
- Check for breathing. If the victim is not breathing give two rescue breaths.
- Check for signs of circulation. If no signs of circulation, perform CPR.

**Cerebrovascular Accident:** Also known as a stroke occurs when blood supply to part of the brain is dislocated, causing a brain cells to die (Wedro).

❖ *Cerebrovascular symptoms:*

- Sudden numbness or weakness of the face, arm or leg. Loss of voluntary movements or sensation may be complete or partial.
- Sudden confusion or trouble speaking or understanding.
- Sudden trouble seeing in one eye or both eyes.
- Trouble walking, dizziness, loss of balance or coordination, severe headache.

❖ *What to Do if cerebrovascular accident:*

- The first priority is ensuring the ambulance arrives as soon as possible.
- Victim should lie flat to promote an optimal blood flow to the brain.
- If drowsiness, unresponsiveness, or nausea is present, victim should be placed in the rescue position on their side to prevent choking should vomiting may occur.

✚ Aspirins play a major role in preventing strokes.

**Hyperventilation:** Occurs when a victim is feeling out of breath and increases the rate at which he breaths. You can treat and reverse hyperventilation with a few simple steps (Jagoda 116).

❖ *Hyperventilation Symptoms:*

- Rapid, deep breathing, shortness of breath, dizziness or faintness.
- Tingling, numbness, or cramping of the hands and feet, numbness around the mouth, anxiety.

❖ *What to Do and Not to Do:*

- Calm the victim.
- Encourage the victim to slow his breathing. Using his abdominal muscles, the victim should inhale through the nose, hold his breath for a few seconds, and then slowly exhale through pursed lips.
- If that doesn't work, the victim can try breathing in and out the paper bag for a short time, while you reassure him.
- If the symptoms continue, seek medical attention.

**Asthma Attack:** Asthma is a condition that affects the ability of airways to carry air to and from the lungs. When an asthmatic is exposed to some irritants, his or her airways become swollen and inflamed, blocking the flow of air and making breathing difficult. Many asthma attacks develop slowly, so medication can be taken (Jagoda 35).

❖ *Asthma Attack Symptoms:*

- **Moderate Attack:**

- Breathing that is difficult and fast than usual.
- Reduced ability to exhale, wheezing, tightness in the chest, and flaring nostrils.
- Increased pulse, anxiety, and vomiting.
- Severe Attack:
  - Breathing becomes more difficult, bluish tinge in the skin.
  - Rapid pulse, inability to cough.

*What to Do and not do if Asthma Attack:*

- Moderate Attack:
  - Check the victim airway, breathing, and circulation.
  - Calm the victim and place him or her in an upright sitting position. Loosen any tight clothing, and remove rings and any other constricting jewelry.
  - Ask the victim if he or she has an action plan. If so, follow the instructions.
  - Ask the victim about asthma medication. If available, give four puffs of the victim's bronchodilator, then one puff per minute to relieve symptoms.
  - If the medication does not relieve the attack, then call EMS.
  - Avoid giving any medication that has not been prescribed by the victim's doctor.
  - While waiting for EMS, continue to calm the victim.
  - Try to determine what triggered the attack. This information is important to help prevent future asthma attacks.
- Severe Attack:
  - Do not delay getting help. Call 9-1-1 immediately.
  - Inject the victim with epinephrine. It is usually found in the emergency aid kit.
  - Employ the same procedures as in moderate attack.

**Allergic Reaction:** When our bodies come into contact with a foreign substance, our natural defense system work to protect us and destroy the substances. But in people with allergies, it mistakenly attacks these substances, causing an allergic reaction. The good news is that quick action can save a life (Jagoda 31).

❖ *Allergic Reaction Symptoms:*

- Itchy, watery eyes, runny nose with clear nasal discharge.
- Sneezing, rash
- Flushing in the face, neck, hands, feet, or tongue, tongue and lip swelling, tightness in the chest or throat.
- Rapid breathing, skin around the mouth and lips in blue, nausea, and/or vomiting, abdominal pain, pale, damp skin, anxiety.

❖ *What to do and not to do:*

- Itchy rash may be relieved by cold compresses.
- Check the victim's ABCs and treat as necessary.
- Call 911. Look for card or identification bracelet that contains information about the victim's allergies.
- If an epinephrine kit is available, inject epinephrine according to instructions. More than one dose may be needed to reverse the anaphylactic shock.
- Place him in a sitting position instead. AVOID moving the victim if a spinal cord injury is suspected.
- Comfort the victim and help him stay calm while you're waiting for EMS.
- AVOID giving the victim food and drink until you have consulted a doctor.

**Epileptic Seizure:** A seizure (convulsion) occurs when brain cells are stimulated in abnormal way. In some cases, severe seizures, or those of an unknown origin, will require immediate medical care. Your main role is to help prevent injury during the event and to comfort the victim when it's over (Malamed 6).

❖ *Seizure Symptoms:*

- Hearing strange sounds, taste sensations such as, metallic taste in mouth, hallucinations.
- Body stiffness, jerky movement of face and limbs, eyes roll upward.
- Drooling, loss of bladder or bowel control, breathing difficulties, loss of consciousness.

❖ *What to do and not to do:*

- If you suspect the victim is having a non-motor seizure, seek medical attention.
- Have him or her sit or lie down to prevent a fall.
- If the victim is not already lying down, place him or her on the floor. Ask unnecessary bystanders to leave.
- Loosen any tight clothing, especially around the victim's neck.
- Try to protect the victim from injuring himself or herself during the seizure, but DO NOT hold him or her down.
- DO NOT place anything between the victim's teeth.
- DO NOT give the victim anything to eat or drink. But if the victim has diabetes, put a sugar cube under his tongue.

**Diabetes Mellitus:** Diabetes mellitus is a group of metabolic characterized by high blood sugar level, which result from defects in insulin secretion, or action, or both. Diabetes mellitus commonly referred to as diabetes (Mathur).

*Diabetes Mellitus Symptoms:*

- Dehydration causes increased thirst and water consumption.
- Weight loss despite an increase in appetite.
- Complain of fatigue, nausea and vomiting, blurred vision.

❖ *What to do:*

- This kind of emergency is mainly treated with a physician or medical doctor for life treatment.

✚ Some medication such insulin, glucagon, and glucose can be taken.

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## REGISTERED DENTAL ASSISTING PROGRAM

1140 West Mission Road, San Marcos, CA 92069

Telephone: (760) 744-1150 ext. 2571

Denise Rudy, Director

### PREGNANCY POLICY

#### Enrolled Student:

- It is the student's responsibility to notify the Program Director immediately of their pregnancy.
- A signed affidavit from the student's attending physician is required within ten days of discovery, attesting to the fact that the physician has examined and discussed the ramifications of the Dental Assisting Program and its potential risks with the student.
- The student's attending physician must include in the returned medical affidavit any restrictions or limitations he/she deems appropriate for the safety of the student.
- Consideration for the student's continuance in the Dental Assisting Program will be determined by the statements of the attending physician, the student, and the Dental Assisting Program Director.
- It is agreed by all parties in this matter that the student will be able to complete the courses enrolled in: *special precautions will be taken to protect the student and fetus from exposure to hazardous environments*. This will include radiation, infectious/communicable diseases, and noxious fumes, (such as methyl methacrylate and nitrous oxide). **Pregnant students will:**
  - a. Wear a radiation monitoring badge and abide by the same safety protocol as stated in the program policy.
  - b. Not treat patients during nitrous oxide administration.
  - c. Be assigned to only clinical/private offices that do not utilize nitrous oxide.

An attempt will be made to accommodate this student during rotational assignments. However, there may be a delay in completion of clinical assignments due to conditions.

\_\_\_\_\_  
Student's Acknowledgement (Date)

\_\_\_\_\_  
Reviewed by (Date)

Copy sent to:  
Jan Burton Health Program Specialist



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Denise Rudy, Director

### PREGNANCY RELEASE

In accordance with the Palomar College Dental Assisting Program's policy on student pregnancy, I \_\_\_\_\_, am informing the Program Director that I will be in my third trimester of pregnancy through \_\_\_\_\_, with an estimated due date of \_\_\_\_\_.

I am aware of the potential health hazards which exist in the practice of clinical procedures, including:

1. Disease transmission (especially from hepatitis carriers)
2. Scatter radiation
3. Nitrous oxide, mercury vapors or contamination, and/or chemical contacts
4. Physical stresses and other hazards

I am aware that the pregnancy may make it impossible for me to satisfactorily meet all course objectives, thereby necessitating my withdrawal from the program. In addition, I will hold harmless, the college, the instructors, and the dental clinical facilities in the community for any problems I may encounter, related to my pregnancy.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_



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Denise Rudy, Director

### PHYSICIAN'S STATEMENT

I confirm the above student's stated information is correct and I believe that it is acceptable for:

\_\_\_\_\_ to continue as a student in the Palomar Dental Assisting Program throughout the duration of her pregnancy.

I, \_\_\_\_\_, have been informed and have given consent to  
(Physician)

\_\_\_\_\_ to expose dental radiographs during the course  
(Student)

of her pregnancy, knowing that all safety precautions will be adhered to for the duration of the dental radiography program.

Print Physician Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Remarks:



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### PHYSICIAN'S STATEMENT

The following student \_\_\_\_\_ is able to return as a student in the  
(Student)

Palomar Dental Assisting Program **on this date** \_\_\_\_\_.

I, \_\_\_\_\_ have given consent for \_\_\_\_\_ to  
(Physician name) (Student)

Perform the following duties:

Sit for \_\_\_\_\_ hours per day  
Take radiographs \_\_\_\_\_ hours per day  
Bend and reach \_\_\_\_\_ hours per day  
Stand \_\_\_\_\_ hours per day  
Perform laboratory exercises \_\_\_\_\_ hours per day  
Lift \_\_\_\_\_ Lbs.  
Perform patient treatment \_\_\_\_\_ hours per day  
Work on a computer \_\_\_\_\_ hours per day

\_\_\_\_\_ days a week.

Print Physician Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_ Remarks: \_\_\_\_\_



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Denise Rudy, Director

### PREGNANCY POLICY

#### Enrolled Student:

- It is the student's responsibility to bring the signed Physician's statement when returning to the Dental Assisting Program. This must accompany the student on the first day that she returns to class after being on maternity leave.
- Consideration for the student's continuance in the Dental Assisting Program will be determined by the statements of the attending physician, the student, and the Dental Assisting Program Director.
- No student will be able to attend any classes, lecture or laboratory without this signed statement.
- All female students are made aware, and have signed forms agreeing that maternity leave may make it impossible for them to satisfactorily meet all course objectives, and program requirements for attendance; thereby necessitating my withdrawal from the program.

\_\_\_\_\_ date \_\_\_\_\_

Denise Rudy, Director

Copy sent to:  
Jan Burton Health Program Specialist