

Palomar College Registered Dental Assisting Program

Program Policy Manual

2024-2025



INTRODUCTION

Welcome to the Palomar College Registered Dental Assisting Program (RDA). The policy manual will outline what you can expect as students in the Registered Dental Assisting Program. Feel free to ask for clarification of any 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 the completion of the RDA Program and requirements for achieving RDA status and/or Certified Dental Assistant (CDA) status. The program is designed to reflect the most up-to-date information regarding National Certification (CDA) and the State Dental Board of California (RDA).

PHILOSOPHY/MISSION STATEMENT:

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.

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

ALL evaluations in all laboratory and clinical classes must be passed to achieve a passing grade for each course. This means that a student could receive a substandard grade (D or F) 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 able to continue in the DA 90 Clinical Rotation to ensure the safety of themselves and the dental community. The student may choose to return the following year to retake the course (upon space availability) and finish the Clinical Rotation.

If a student is removed from DA 90 Clinical Rotation due to infection control or health and safety violations, or due to unacceptable behavior at the clinical site, the student may not continue in any of the other RDA courses. The student will not be readmitted to the RDA Program.

3. Maintain physical, mental and emotional health necessary for the performance of duties in the Dental Assisting Program.
4. Follow through on written and/or verbal instructions.
5. Maintain professional appearance and good grooming at all times.
6. Meet attendance requirements of each course.
7. Receive a final grade of "C" or better in all courses. If a student receives a final grade lower than a "C" or non-credit in any course in the fall semester, the student will not continue in the program.

If a student fails **one** course the student may re-enter the program only once within 2 years and will be admitted on a space available basis. New students will have priority for enrollment in the program. In addition, students who fail the lecture portion of one class will have priority over students that fail the laboratory or clinical portion of a class.

If a student receives a final grade lower than a "C" or non-credit in any one dental assisting course (except DA 90, Clinical Rotation) in the second semester the student may return within 2 years to retake the course and finish the program if there is space available.

8. 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.
9. A student may be removed from the RDA 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 violations of infection control guidelines taught in the Palomar College Dental Assisting Program and the textbook, *Modern Dental Assisting*.

A student may be removed from the clinical rotation or clinical course if they cannot put “theory into practice” even though their academic grades are passing. If the class instructor 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.

10. 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 for previous courses, the student must be readmitted within a two-year period.

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 regularly.
3. All students are expected to e-mail instructors with questions and problems that arise. All full-time 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.

Often, instructors are in the classroom except during their office hours, therefore, one 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. Students are responsible to regularly check Canvas daily for assignments and announcements. Grades will be posted on Canvas as well.

EXAMINATION AND GRADING POLICY

The following grading systems have been established in the Registered 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 attendance policies for each class.

Students must maintain a grade of “C” for better in all required. This includes DA 50 DA 57 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
8. Student Learning Outcomes for the course

Grading: your grade will be based on the percentage of the total points you accumulate in the lecture portion of the course. Laboratory and clinical courses are “pass/fail”.

Methods of Evaluation for the laboratory portion:

1. Students must pass each and every laboratory evaluation at 75% competency, or at a “clinically acceptable” level, depending on the type of procedure. A substandard grade (D or F) will be assigned for the course if any evaluation is failed. This means that a student could receive a failing grade for this class, even though their academic grades in the lecture portion of the class are a ‘C’ or above.
2. Students will have three (3) attempts to pass each laboratory evaluation.
3. Grading for the laboratory portion is pass/fail. If a student passes the laboratory portion of the class, the letter grade will be based on the percentage of the total points accumulated in the lecture portion of this class.

***Description of Evaluations and Lab grading policies:**

Evaluation forms are used in dental laboratory classes to measure the ability for the student to adequately perform the duties of the Registered Dental Assistant. Tasks identified by this symbol* are critical to the procedure and must be completed to a clinically acceptable level to

earn a passing score for the procedure. It is therefore possible to receive an overall 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 to pass the evaluation.

Grading System for laboratory and clinical procedures:

- 2 = Textbook perfect: no clinical errors or student meets all criteria without assistance.
- 1 = Clinically acceptable: the student meets 75% competency or above. The student meets most of the criteria without assistance. No critical errors.
- 0 = Clinically unacceptable: the student did not meet 75% competency for stated criteria. The student required assistance to meet stated criteria or did not perform the step at all.
- 0 = Critical error: The procedure was clinically unacceptable due to critical errors.

Grading system for Dental Films

Dental Films: will be evaluated utilizing the following criteria:

- 2= Diagnostic with no technical errors.
- 1= Diagnostic with minor technical errors.
- 0= non-diagnostic
- *See grading form for explanation of technical errors.

Evaluation on Dexter (mannikin)

Students are allowed three attempts (retakes) on each film/image taken on Dexter. Therefore, if a film is not diagnostically acceptable by the third retake the student will fail the evaluation and the course.

Evaluations on Patients in Radiography classes

Students are required to take a diagnostic full mouth set of x-rays on a live patient within 1 hour and 20 minutes. Patients will **not** be provided by Palomar College Registered Program. Students are responsible for locating and scheduling their own patients. Patients must have obtained a prescription for a full mouth series of x-rays from a California licensed dentist. A full mouth series of x-rays consists of 20 films/images, **three of which may be retaken**. If more than three x-rays need to be retaken, the student will fail the evaluation pursuant to state law. Only one additional patient may be scheduled to meet course requirements. If the student fails to obtain a diagnostic full mouth set of x-rays on this additional patient, then a failing grade for the course will be assigned.

The same process is true for coronal polishing and dental sealant patients. There will be only one additional patient allowed for each procedure to meet course requirements.

Please print and sign the fillable PDF form that you received with this Policy Manual and turn it over to the Dental Assisting Academic Department Assistant at HS 107 during your first week of classes.

GRADING POLICY ACKNOWLEDGEMENT

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_____

Attendance for the lecture portion of the class: A student will be dropped who misses more hours than the class meets per week. For example, if the class meets 3 hours a week, after missing 3 hours of lecture time, the student will be dropped from the class. Documentation of a medical emergency is needed to make up any exam. Only one exam can be made up, even with a documented emergency, in each class.

Tardiness policy: Class begins at the time stated in the Palomar College schedule. In a professional setting, tardiness is unacceptable. If a student is not in the classroom when attendance is taken, the student is considered tardy. Students can be late only two (2) times during the semester in any laboratory or clinical class. After a student is late two (2) times, the student will be given an intervention/learning contract in which the student agrees to modify the problem behavior immediately. If the student is late three (3) times without proper documentation, or without receiving prior instructor approval, the student will be dropped from the course.

Attendance for the laboratory classes requires 100% attendance. A student will miss only one laboratory class with medical emergency documentation. The content of the laboratory class cannot be “made up.” Laboratory classes are “hands on” classes and the class practice time is forfeited by missing the class. In addition, when the student returns to class, they will be responsible for the material they missed. If the missed class occurred on an evaluation day (when certain lab or clinical procedures were graded) the student will fail the evaluation as evaluations cannot be “made up.” Failing an evaluation will result in the student failing the class, as all evaluations must be passed to continue in the class. If two or more laboratory classes are missed, even with a documented emergency, the student will be dropped from the program.

The dental assisting program has strict state and national requirements that must be met for all students; therefore, you must be here in person and on time to meet those mandated requirements for licensure.

Classroom Behavior and Student Code of Conduct: disruptive behavior will not be tolerated. Students are expected to respect and obey standards of student conduct specified in the program policy manual and Palomar College Student Code of Ethics while in class and on campus. Food and beverages are not allowed in classrooms and laboratories, only bottled water. Cellular phones must be turned off before entering class and stored in lockers, or backpacks, etc. Any non-compliance of this [Student-Code-of-Conduct.pdf \(palomar.edu\)](https://www.palomar.edu/student-code-of-conduct.pdf) is a **Program Violation.**

Academic Dishonesty: Cheating and plagiarism will not be tolerated. Anyone caught cheating will receive an “F” in this course.

Special Needs and Disabilities: Please inform the instructor if you have any special needs or disabilities that affect your ability to participate in this class. All efforts will be made to accommodate these needs.

Make up Exam in the Lecture portion: Allowed only for a documented emergency, doctor’s note, accident report, etc.

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.

UNIFORM

A standard uniform is required for this program. Students start wearing uniforms the first week of classes. All students must always be in uniform or will be asked to leave the class. Students are never permitted to wear stained, dirty, or wrinkled clothes. If the student is removed from class and misses a lab evaluation or test, it may cause course failure.

If a student is not wearing the complete and proper uniform as stated below, it is considered a **Program Violation**. The uniform includes:

1. Two clean ironed/unwrinkled lab coats (will be worn during laboratory and clinical courses). At no time is it acceptable to wear a stained or wrinkled lab coat to school or assigned clinical sites.
2. Clean ironed/unwrinkled uniform Palomar scrub pants and scrub tops.
3. Leather gym shoes that tie and that cover the foot (no clogs). Shoes must be kept clean and in good condition.
4. 2 Name tags (will be ordered in class)
5. Personal Protective Equipment, non-latex gloves, facemask, disposable gowns and protective goggles or shields that do not fog up while working on dental patients.

HAIR, MAKE-UP, JEWELRY

Hair must be clean and off the face and shoulders. Conservative daytime make-up: no false eyelashes, flaking, mascara, no heavy eyeliner or heavy foundation that comes off on your mask. Hands must be clean and well-groomed with short unpolished nails. No acrylic nails.

Jewelry must be kept to a minimum. It is acceptable to wear 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. Any non-compliance of this is a **Program Violation**.

BODY PIERCING

All visible body piercings including tongue will be jewelry free the second week of class. Only 1 stud earring per ear is allowed. Any non-compliance of this is a **Program Violation**.

PERSONAL HYGIENE

Attention to personal hygiene is essential for all people in the health care field. A daily shower, deodorants, and fresh undergarments are essential. Odor of tobacco on hair, clothing, hands, or breath is not acceptable. If you smoke and the smell is noticeable you may not be able to be placed at certain clinical sites which have requested a non-smoking student intern. Students are never permitted to smoke at a clinical site. Any non-compliance of this is a **Program Violation**.

Facial hair: Facial hair is acceptable as long as it is kept short and neatly trimmed. Facial hair can easily harbor bacteria and must be kept inside the mask. Men without groomed facial hair (i.e.

mustaches, beards and or goatees) must be clean shaven. Looking neat is a fundamental requirement for the dental professional.

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.

Students are expected to arrive to classes prepared. You are responsible for bringing all the necessary materials for laboratory and clinical classes (including typodont, instruments, evaluation forms and PPE). Refer to course syllabus and packets for details.

INFECTION CONTROL GOALS AND REGULATIONS

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:

1. Barrier techniques
2. Vaccinations
3. Cleaning
4. Disinfection, and sterilization of instruments, work surfaces, and equipment
5. Handling and disposal of hazardous waste products

GOALS

The goals of infection control are to:

1. Reduce the number of available pathogenic microbes to the level where normal host resistance mechanisms may prevent infection.
2. Treat every patient as though he/she is infected with emerging disease (Universal Precaution).
3. Provide a safe working environment for all involved in direct patient care.
4. Provide a guideline for Stand Operations procedures.
5. 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 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 (please see the complete infection control portion of the manual)

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:

Hair and clothing will be confined so as not to contact sterile and/or protective barriers. **HAIR must be kept from falling into your face.** Any non-compliance of this is a **Program Violation**.

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 performing clinical procedures.

LABORATORY RULES AND SAFETY

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. No food is to be left overnight in your locker. The faculty have the right to examine your locker 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. Students will receive instruction in lab safety and the rules that apply in the Dental Assisting Program, before being assigned to laboratory/clinical procedures.

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. Proper Personal Protective Equipment is to be worn in laboratory and clinical classes.
3. Hair must be pulled back off the face and shoulders and protected from engine belts and open flames.
4. Electrical plugs must be removed from electrical outlets with dry hands gripping the plug, not the cord.
5. Spills on the floor must be wiped up **immediately**.
6. Malfunctioning equipment must be reported to the instructor.
7. 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.
8. **No more than 12 students may be in the lab.**
9. When working with dental materials, paper must be on the work bench.
10. Counter tops and walkways are to be kept clear of anything. Personal belongings and books are to be kept in the lockers provided.

11. 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.
12. 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.
13. Rubber bowls or model forms must be thoroughly scrubbed clean from gypsum or other materials upon instructor approval before returning to the storage area.
14. Glass slabs and spatulas are to be washed and dried upon instructor approval before being put away. Students will clean up after themselves and their work areas are to be spotless and always covered with paper before starting a project.

Any non-compliance of the above is a **Program Violation**.

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.

EMERGENCY PROCEDURES

This information is available in lab HS-108 and is available online at the following link. [San-Marcos-Emergency-Procedures-Guide.pdf \(palomar.edu\)](http://palomar.edu/San-Marcos-Emergency-Procedures-Guide.pdf). 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 location 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.

CERTIFICATIONS AVAILABLE

Upon completion of all requirements, Palomar College Dental Assisting Program graduates can apply for Registered Dental Assistant (RDA) and Certified Dental Assistant certifications.

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, and the Dental Assisting National Board. Applicants must take a written examination administered by the State Dental Board to be licensed Registered Dental Assistant.

RDA WRITTEN EXAMINATION

To become a licensed as an RDA applicants must pass a written, examination encompassing all duties assigned to the RDA and the settings in which they may be performed.

RADIOLOGY CERTIFICATE

Certification is available through the RDA Program upon completion of the Radiology courses a

All reports are sent to the Dental Board of California by the Program Director. Records are maintained for at least five years in the Dental Assisting Program office.

Students **must** keep their certificate for proof of coursework taken. DBC may request a copy of it at any time. **The RDA program does not keep copies of student certificates!**

CORONAL POLISHING CERTIFICATE

Courses on coronal polishing are offered as part of the RDA Program. Upon satisfactory completion of the RDA program and certificate will be issued. 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 becoming licensed as an RDA with a Coronal Polishing and Pit and Fissure Sealant license.

INFECTION CONTROL CERTIFICATE:

After completing the first semester of the RDA 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 SEALANT CERTIFICATE: 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.

Please print and sign the fillable PDF form that you received with this Policy Manual and turn it over to the Dental Assisting Academic Department Assistant at HS 107 during your first week of classes.

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 the Program Violation policy and agree to it as stated in the Program Policy Manual.

I understand and will comply with the “grading policies” as stated in the Program Policy Manual

I agree to keep my cell phone turned off upon entering class.

I agree to wear the Palomar uniform at all times, and ensure that my uniform will be stain free, clean and without wrinkles. I ensure my white leather gym shoes will be clean.

I further acknowledge that I have been informed of measures for infection control.

Student Name (Print)_____

Student Signature:_____Date: _____

You will not be able to attend a lab or clinical class until this form is in your file
Palomar College Registered Dental Assisting Dept.



Dear Palomar College Student,

As Director of the Palomar College Dental Assisting program, I want to inform you that you can 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

PROCEDURE FOR CLINICAL ACCIDENTS RELATED TO EXPOSURE TO POSSIBLE OR ACTUAL BLOODBORNE PATHOGENS FOR STUDENTS

DEFINITIONS:

Exposure: Parenteral or non-parenteral contact with blood or body fluids

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 inoculate with blood/body fluid

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:

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)

- 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 the 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.**

Instructor Procedures

- *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.

The injured individual must report the injury to his/her supervisor/clinical instructor.

San Marcos Campus:

Supervisor/clinical instructor needs to walk or send injured individual to Health Services or call extension 2380 to advise of situation.

Other sites:

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.

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 the required paperwork.

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).

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.

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.

If the injury has not been reported within 24 hours, the injured individual must report the injury directly to the Benefits Specialist.

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.

Health Services initiates its own internal paperwork and calls the Benefits Specialist.

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?

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.

Supervisor completes *Supervisor's Report of Accident*.

The 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.

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.

If you are injured while enrolled in the clinical rotation, please obtain the following form from Palomar College Human Resources Office

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

Please print and sign the fillable PDF form that you received with this Policy Manual and turn it over to the Dental Assisting Academic Department Assistant at HS 107 during your first week of classes.

Palomar College Dental Assisting Program

Student Acknowledgement

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

I 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 viewing.

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. Reports of unsafe or unhealthy 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)

Please print and sign the fillable PDF form that you received with this Policy Manual and turn it over to the Dental Assisting Academic Department Assistant at HS 107 during your first week of classes.

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 student's safety.
- 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.

Name: _____

Signature: _____ Date: _____

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 _____

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 all safety precautions will be adhered to for the dental radiography program.

Print Physician Name: _____ Date Signed: _____

Physician Signature: _____ Telephone: _____

Address: _____ City: _____

Zip: _____ Remarks: _____

PREGNANCY POLICY- RETURNING TO RDA PROGRAM

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.

PHYSICIAN'S STATEMENT
Required to return to the RDA Program

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: _____

Addendum for Program Policy Manual: effective 2024-25 academic year
Protocol for students with a Program Violation for **laboratory and clinical classes**.

Students are allowed one program violation for each enrolled **lab and clinical classes**.
Examples might be:

1. Exceeding the late policy for a class
2. Missing a class without documentation of a medical or environmental emergency (fire, car accident, flood etc.) for yourself or immediate family who you live with such as a spouse, child or elder adult in your household.
3. Missing more than 2 classes even with documentation of a medical emergency. There are rules governing the curriculum and procedures for a Registered Dental Assistant that cannot be missed for licensure.
4. Not wearing the complete and proper uniform to class, including the hygiene, grooming, jewelry and hair requirements upon entering the classroom. (this is NOT to be done inside the classroom)
5. Not having proper PPE for the class
6. Not having supplies and instruments for the class
7. Not turning off and putting phone away from the workstation (no phones in pockets of uniform or on any surfaces in the rooms) purse, locker etc. Students entering the lab and clinical area will have phones off and stowed away before entering.

In the clinical rotation (externship):

1. Not notifying the instructor with a text message of schedule changes (office closed more than an hour early or opening more than an hour late, or office closed.
2. Not informing externship instructor **before** the office opens that you are sick or have a sick child) THEN directly contacting the assigned clinical site informing them by phone that you will not be coming to the office **AFTER** the instructor has approved the absence by texting back. The clinical office cannot "give you a day off". All time off must be approved by Program Director.
3. Keeping your phone in any of your pockets while assigned to a clinical site. Phones must be only used or viewed at lunch or in the breakroom or outside of the clinical site. Never in the restroom at any time, or the lab or anywhere in the clinical site (not at the front desk). Even if the office says it is ok, it is not ok for Palomar Students.
4. Not performing correct infection control as it was taught at the Palomar college. This means you may not "do it like the office says is ok" if it not up to the standards to how you were taught. An example, might be, not using sterilization gloves to process instruments, or not wearing an overgarment (lab coat etc.) to dental assist.

See course syllabus/program policy manual for a complete list of Program Violations

If a violation occurs, you will be given a Learning Contract. You will meet with the course instructor (and possibly the Program Director), sign the form and discuss ways to modify/improve class/program performance to correct the Program Violation.

If two Program Violations occur in a lab or clinical course, the student will be removed from the RDA program immediately.

STUDENT ACKNOWLEDGEMENT
Protocol for Students with Program Violation

I have read and understand the Program Violation document.

Name: _____

Signature: _____

Date signed: _____