

MONTGOMERY COMMUNITY COLLEGE

DENTAL ASSISTING

LABORATORY MANUAL

Revised 2021



## **I. INTRODUCTION**

The MCC Dental Assisting Lab Manual has been developed for the purpose of serving as a reference for all dental assisting labs.

Established requirements, guidelines and policies covered in the Lab Manual and the Dental Assisting Handbook will apply to all lab sessions where appropriate.

**It is the professional responsibility of the dental assisting student and faculty to be familiar with, and abide by, the guidelines, policies, and procedures set forth in the Lab Manual and the Program Handbook.**

The lab manual provides direction, which facilitates the learning experience, allowing students to become proficient in laboratory procedures and preclinical skills. Skills performed in an organized manner facilitates student learning and progress. Students that develop a foundation of a professional attitude, professional behavior, and proficiency in skills will promote student success and entry into the field of dentistry.

Laboratory Competencies:

- Perform chairside procedures
- Perform dental laboratory procedures
- Promote professionalism
- Provide patient education
- Perform advanced functions
- Perform radiographic procedures
- Facilitate community dental health
- Perform infection control protocol

## **II. PROFESSIONAL RESPONSIBILITIES**

Dental assisting students must maintain a professional manner and appearance at all times.

Courtesy, cheerfulness, and consideration for others are qualities of professional conduct.

Reliability, attendance, punctuality, attentiveness, honesty, patience, respect, cooperation and responsibility are characteristics that promote professionalism.

Respect is a professional characteristic expected to all classmates, instructors, professionals, and the public.

## **III. Laboratory Guidelines/Policies**

1. Laboratory Guidelines/Policies included but not limited to:

- All lab sessions will begin as scheduled unless otherwise specified.

- Students are to arrive on time and ready to begin the laboratory session. This includes, but not limited to:
  - Proper attire and appearance
  - Available PPEs; safety glasses, mask, and latex-free gloves.
  - Assigned skill sheets, laboratory kits and supplies.
- Students are instructed each lab day in the task to be performed. Students should take initiative to then begin working on the task. Much like working in a dental office, the dentist and staff will expect the dental assistant to take on the role of completing tasks without direct supervision.
- Students are encouraged to work on their own, or as a team, when directed by the instructor.
- Should a student encounter a problem meeting the required guidelines for any task, they are encouraged to practice the task several times to successfully correct the problem. When this has been attempted and the student feels they cannot correct the issue, they are encouraged to seek the help of an instructor.
- Students are encouraged to offer verbal instructions or demonstrations of a task for classmates during lab sessions, however, they should check with the instructor concerning questions or issues that arise. It is best to allow an instructor to direct the student to avoid in miscommunication of information.
- Students should be aware that, at times, even though a classmate may be struggling with a skill, they may not want assistance from another student...please be courteous and wait to be asked before forcing assistance upon others. It is acceptable to “offer” help, but allow the classmate to accept or decline the offer, without consequences or negative remarks, as this displays respect toward others.
- Students must not help others in a way that constitutes doing the work for a classmate. Should a student be observed actively performing a task for another classmate, both parties will be reprimanded and placed on probation for the remainder of the semester. A second observation will result in immediate dismissal from the program. Depending on the situation, a student may be dismissed on the first offense.

2. In order to evaluate laboratory sessions, students must successfully complete lab proficiency skill sheets; the following applies:

- Lab skill sheets must be available during all lab sessions.
  - All skill sheets must be successfully completed in order to complete the course(s).
3. Students must follow all program guidelines pertaining to safety and infection control. MCC follows protocols established by CDC, OSHA and OSHA. Students can access the MCC Infection Control and BBP Standard on the program website, in addition, policies can be found in the dental assisting lab.

4. Students must participate in all laboratory sessions as a student and/or patient. Role playing is considered a vital part of the learning experience during lab sessions.

**(Due to COVID-19 the instructors will evaluate the requirement above concerning student's participation as a patient)**

5. Food and drinks are not allowed in the dental lab. Chewing gum is unprofessional in the dental setting and is unacceptable during dental lab sessions.
6. Students are not to leave laboratory sessions except during breaks, without the permission of an instructor.
7. Cell phones and electronic devices must be turned off and put away with the student's personal belongings during lab sessions. It is not acceptable for cell phones to be carried in the pocket of scrubs or placed in the student's locker. Should a student expect a call due to an emergency situation, they are to address it with an instructor prior to the beginning of the lab session.
8. Open lab will be held for students to complete task(s) that are not completed in lab. Open lab will be held each week as posted, however an instructor may not be available. Students must assume the responsibility of working on their own during open lab hours. All program guidelines/policies will apply during open lab hours.
9. Teamwork is an essential characteristic as a professional in the field of dentistry. Students should expect to participate as a team member during lab procedures, clean up, restocking, etc.
10. During instructor demonstrations it is expected that students will assume a position that affords visibility to see specific details. Students that chose not to participate, or be engaged in demonstrations, must be prepared for this to adversely affect their laboratory skills and grades.

#### **IV. Personal Appearance**

1. **Hair & Make up-** The laboratory instructor will discuss with students acceptable hair styles and make up at the beginning of the fall semester, however the following will apply:
  - Hair must be worn in a bun-type style during lab sessions.
  - It is unacceptable for hair to hang down on the face or neck.
  - Hair must be smooth in appearance, no ends sticking out, but should be contained in appearance. "Wispies" (pieces of hair hanging down around hairline) must be pinned back or held back with an appropriate head band. Decorative hair accessories, including certain types of head bands, are not acceptable due to infection control. Should a student have questions about hair appearance, or hair accessories, they should discuss it with the lab instructor prior to the lab session.
  - Hair should be of a natural color (no more than two colors). Hair colors such blue, purple, pink, etc. are unacceptable.
  - Facial hair: Due to infection control protocol, it is best not to have facial hair, however, should a student choose to have visible facial hair, it must be trimmed close to the face and

maintained in a neat and clean appearance. Facial hair that extends below the jaw line, is long in length, or is not maintained in a neat and clean appearance, is not acceptable. No beads or decorative ornaments are to be worn within facial hair.

- Make-up should be conservative and used in moderation. In addition, perfume should be used in moderation due to close contact with instructors, classmates, patients, and staff members that may have difficulty with allergies.

2. **Hands & Fingernails-** The laboratory instructor will discuss with students acceptable hand hygiene and appearance of hands & fingernails at the beginning of the fall semester, however, the following will apply:

- Hands must be clean in appearance.
- Fingernails must be trimmed to a length that is no longer than the tips of the fingers. Nails must be clean, smooth and neat. Artificial nails are not acceptable due to the possibility of fungal infections. Nail polish is unacceptable, unless it is a clear color.

3. **Jewelry-**The laboratory instructor will discuss with students jewelry at the beginning of the fall semester, however the following will apply:

- One (1) small pair of earrings: One earring per ear, stud-type, no hoops, is acceptable.
- Necklaces: Necklaces are unacceptable during lab sessions.
- Rings: Rings are unacceptable during lab sessions.
- Watches: No watches, including “Apple” watches, Fitbit type devices, etc., are to be worn during lab.
- Wrist & Ankle bracelets are unacceptable during lab sessions.

4. **Piercings-**The laboratory instructor will discuss piercings with students at the beginning of the fall semester, however the following will apply:

- Visible body piercings, including tongue and lip rings, balls and nose rings, must be removed during lab sessions; clear spacers are acceptable to be worn. Band-aids, etc., are unacceptable to cover the piercing instead of removing it.

5. **Tattoos-**The laboratory instructor will discuss tattoos with students at the beginning of the fall semester, however the following will apply:

- Visible tattoos must be covered during lab sessions. This policy includes, hands, fingers, forearm, face, neck, etc. Students must be prepared to wear specific types of clothing, or purchase and use tattoo “make up” if necessary. Band aids and other coverings are unacceptable.

6. **Smoking**-The laboratory instructor will discuss smoking with students at the beginning of the fall semester, however the following will apply:

- MCC is a smoke free campus, although smoking is acceptable in personal vehicles while on campus, the Dental Assisting program requires students to refrain from smoking during lab sessions as the odor will permeate into the student's scrubs.

## **V. Laboratory Attire**

- During laboratory sessions students are required to wear a clinical uniform, which must be purchased according to program guidelines.
- Jacket must be round neck, snap closures, and thigh length.
- Color for laboratory uniforms is Ceil Blue.
- Students are required to purchase two complete uniforms which includes:
  - Two pair of scrub pants
  - Two clinic jackets
  - Two scrub tops (solid, no prints)
  - Shoes

Students are required to wear dark socks (black or dark grey) that covers the ankles when seated.

### **Required Uniform/Scrub Appearance:**

- Uniform/scrubs must fit properly, be clean, wrinkle free, and professional in appearance
- Scrubs must be odor free; smoke, sour smell, or any other unpleasant odors, are unacceptable
- Pants should not fit tight in the buttock area (faculty reserves the right to have student purchase additional pants if the fit is unacceptable)
- Pants should fit properly at the waist and the length without turning/rolling the waist band down to shorten the length of the pants
- Pant length should be to the middle of the shoe heel or above the heel (scrubs must not drag the floor, faculty reserves the right to ask student to leave lab if scrub pants are too long)
- Neckline of scrub tops must not show cleavage
- Neckline of scrub top should not show visible undergarments (i.e. bra straps)

- Clinical jacket must fit properly. NOTE: When clinic jacket is completely snapped it should not pull up from the bottom. If the jacket pulls up when it is snapped the jacket is too tight. If the jacket will not stay snapped when seated, the jacket will be considered too tight (faculty reserves the right to have student purchase additional jackets if the fit is unacceptable). Should the jacket pull above the waist of the pants during lab activities, and any part of the skin shows, the faculty will require the student to leave lab and will not be allowed to attend until an acceptable jacket has been purchased. Should a student display visible backside area or cleavage at any time, the student will be asked to leave lab and will not be allowed to return until the situation has been resolved, if this requires additional purchase of clothing, the student must be prepared to follow through with the requirement.
- Radiation Badge (ordered through the college during **spring** semester at a cost of approximately \$50.00, this fee is accessed at the time of registration for spring semester)

**Students are required to purchase the following items:**

A minimum of 4 Boxes of latex-free gloves (vinyl gloves are not acceptable) with cuffs and must be correct size. When the fingers of gloves extend past the finger tips the gloves do not fit properly. Gloves can be purchased at the General Store on campus. Gloves can be purchased as needed, however, students must have gloves available for all lab sessions. Black hairdresser gloves are unacceptable.

A minimum of 2 Boxes of ear loop mask which can also be purchased in from the General Store on campus.

Safety glasses (goggles are not comfortable and should not be purchases as safety glasses), can be purchased through [www.safetyglasses.com](http://www.safetyglasses.com), or through other sources. Safety glasses must be rounded to fit the contour of the face or have side shields. Should prescription eyeglasses be needed, the student may wear safety glasses over the eyeglasses, or purchase an operator's shield to wear.

The following supplies are required for lab.

**Fall Semester:**

- Tooth Dentoform/Typodont (model) w/specific tooth preparations (Practicon is the only source acceptable as a specific model has been chosen for the program.)
- Alginate Impression Material (purchased by student as needed)

**Spring Semester:**

- Radiology supplies including digital phosphor plates and barriers
- Oral Health/Nutrition Supplies

**VI. Laboratory Supplies**

At the beginning of the fall and spring semester each student will be issued a laboratory kit which will be stored at the student's work station.

- Dental Materials Kit includes:
- Alginate Scoop & Water Measure

- Instrument
- Variety of Mixing Pads
- Toothbrush
- 2 Pink Model Base Sheets

It is the responsibility of the student to return the kit at the end of the semester, with the contents as it contained when the kit was issued, with the exception of mixing pads if they are used up during the semester.

In addition, each student will be issued a container for disinfection and a lab tray; the lab tray will be used to keep all constructed laboratory items together to be graded by the instructor.

Oral Health Kit includes:

- Toothbrush
- Toothpaste
- Fluoride Varnish
- Fluoride Trays
- Prophy Paste/Cups
- Disclosing Tablets
- Floss

Some items will be used for patient care and must be restocked at the end of the semester.

Students are expected to participate in retrieving and replacing their lab kit. Trays and materials that are assigned to a student must be returned to the assigned cabinet following all lab sessions.

Students are expected to take responsibility in keeping the lab clean and disinfected. Students must return all materials to their proper places.

Faculty understands that at times a student may forget an item and leave it in the operatory, or on the work bench, however, should a faculty member have to remind a student of this type of action more than once, the item will be removed by the instructor and become the property of MCC.

## **VII. Patient Role-**

**(Due to COVID-19 the instructors will evaluate the requirement below concerning student's participation as a patient)**

Dental Assisting students are expected to participate in laboratory skill assignments as an operator and a patient. Students will be required to sign a consent form and complete a medical/dental form to participate as a patient; this will be in effect throughout the program. Participation by way of a patient will be for hands-on practice only, dental work will not be conducted on students, other than coronal polishing and radiographs.

Students who refuse to participate as a patient for legitimate reasons (which must be discussed with the instructor which will then determine the legitimacy of the reason) may be required to obtain an outside patient in order to perform specific tasks. Should an outside patient not be obtained the student may not be able to complete the task and will receive a zero on the participation of the task or the skill sheet.



A student that refuses to participate as a patient that does not provide a legitimate reason (determined by the instructor) will receive a zero on the participation of the task and the skill sheet.

In order for a student to complete laboratory courses all skill sheets must be completed at a score of 86 or higher.

### **VIII. Laboratory Lockers/Workspace/Equipment**

Students will receive an assigned locker and workspace in the dental lab. The locker may be used to store PPE's and miscellaneous lab items. Students may place a lock on the locker if they feel it is necessary. Students should not enter classmate's lockers or laboratory kits to borrow classmate PPE's/lab supplies. Respect is a courtesy owed to all.

### **Lab Computers**

Computers in the dental lab are to be used for academic purposes only. They are not to be used to surf the web, check email, etc.

### **IX. Laboratory Skill Sheets**

Students must bring skill sheets to all lab sessions. It is a course requirement that skill sheets be organized according to the syllabus, and kept organized. Skill sheets must be turned in to the instructor in order to receive a grade.

Making Copies of skills sheets during lab time is not acceptable. It is the responsibility of the student to be prepared for lab sessions which includes having skill sheets available.

Skill sheet notebook must be returned to the lab instructor at the end of the semester.

### **X. Professionalism**

Professionalism will be evaluated each laboratory session; students will be graded each week on their professional conduct. Refer to the skill sheet on "PROFESSIONALISM" for criteria. In addition, a "CLINIC ASSISTANT" grade may also be given at the end of the semester. Students not displaying professional conduct will be placed on probation or may be dismissed from the program.

Students are expected to foster an environment of respect and maintain appropriate behavior expected in an institution of higher education. Student disruptions will not be tolerated and will be handled in accordance to program and MCC policy. Student disruptions include but are not limited to the following:

- inappropriate/unauthorized use of cell phone or other electronic devices
- repeated entering and exiting the lab
- talking during instruction, videos, exams, quizzes, or other unauthorized times  
coarse joking
- inappropriate use of expletives
- behaviors that are disrespectful or cause a distraction to other students

- lab vandalism or failure to follow lab safety policies

Offenses will meet the following consequences:

First Offense - Verbal warning (this may be immediately after the disruption, at the end of class, or prior to the start of class). In cases of vandalism, the student will be required to clean.

Second Offense - Student will be asked to leave lab for the remaining lab session.

Third Offense - Will not be allowed to return to class for the remainder of the course and the VP of Instruction will be notified.

**Offenses are NOT considered per individual class or lab, but rather are inclusive across the board for all dental courses the student is enrolled in.**

### **XI. Skill Sheet Performance Requirements:**

All laboratory skill sheets must be completed at the required grade in order to complete the course. The following scenarios will be applied to completion of skill sheets.

#### **A. Practice Skill Sheet(s) not available to be turned in on the day of grading.**

- Should a student not have practice lab skill sheets available to be turned in on the day of the scheduled check off lab session, the student will receive a grade of zero on each skill sheet scheduled to be completed.
- In order to complete the course, the student must successfully complete the missed skill sheet(s) during open lab. The student must schedule a time within one week with an instructor to perform the skill during open lab.
- Students will be allowed 1 attempt during open lab session to successfully complete the skill, however a grade of 90 or higher will be required (grade of zero will stand).
- Should a student not be successful at achieving a grade of 90 or higher they will be allowed to schedule a second open lab session (within one week). The student will be allowed 1 attempt to meet the grade requirement (zero still stands).
- Should the student not be able to complete the skill sheet successfully during the second open lab session, the student may be dismissed from the program.
- Students will only be allowed to use open lab to make up 1 (one) skill sheet (group) when practice skill sheets are not available.
- Should the open lab time not be scheduled during the appropriate time, the student will not be allowed to continue with other skill sheets, and may be dismissed from the program.

Practice Skill Sheets Not Available the day of skill sheet check off-

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| <p>Receive a grade of zero.</p> <p>Schedule open lab <b>within one week</b> to repeat skill.</p> | <p>Open Lab (1)</p> <p>Allowed one attempt to score grade of 90 or higher (grade of zero will stand)<br/>If not successful must schedule open lab (2) <b>within one week</b></p> | <p>Open Lab (2)</p> <p>Allowed one attempt to score grade of 90 or higher.(zero stands)</p> <p>If not successful the student may be dismissed from the program</p> | <p>Students may use open lab only 1 (one) time to repeat skill sheets when practice skill sheets are not available.</p> <p>A second occurrence may result in dismissal from program</p> |
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**B. A student does not meet 86% proficiency on a skill sheet check off:**

A student will be allowed one attempt on the day of skill sheet check off.

- Should a student not meet the grade of 86 on any skill sheet, they will be allowed two attempts to successfully complete the skill sheet in open lab. When repeating a skill sheet a student must score a grade of 90 or higher, however, a grade of 86 will be recorded.
- An instructor may choose to start a second attempt during lab in order to allow the student to complete the task during scheduled lab time however, when an instructor deems it necessary to start a second attempt a skill sheet must score a grade of 90 or higher, although a grade of 86 will be recorded.
- When the minimum grade is not scored during regular lab time the student must schedule a time with the instructor to repeat the skill within one week. A student will be allowed one attempt on the day of the open lab session to meet the grade requirement.
- Scheduling a time for the student to perform a skill during open lab will be at the discretion of the instructor, however, it is the responsibility of the student to contact the instructor to schedule a time.
- Should the student not schedule a time with the instructor within one week, the student will receive a zero on the skill. However, the skill must still be completed in open lab in order to complete the course. The zero will stand. A student will be allowed one attempt on the day of the open lab session to meet the grade requirement.
- Should a student not be successful at achieving a grade of 90 or higher on the first open lab session they will be allowed to schedule a second open lab session (within one week). The student will be allowed 1 attempt to meet the grade requirement.

When a student is not successful at completing a skill sheet during scheduled lab and two scheduled open labs, they may be dismissed from the program.

Students will be allowed to repeat two skill sheets in open lab per semester. An individual skill will be schedule for only 2 open lab sessions.

All skills must meet the 86% proficiency or higher to be successful in lab.

Should the open lab time not be scheduled during the appropriate time, the student will not be allowed to continue with other skill sheets, and may be dismissed from the program.

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| <p>Grade of 86 not met.</p> <p>Schedule open lab session within one week.</p> <p>If open lab not scheduled within one week a grade of zero will be given; however, skill sheet must still be repeated</p> | <p>Open Lab (1)</p> <p>One attempt to complete skill sheet, grade of 90 or higher, grade of 86 recorded.</p> <p>If given a zero, skill must still be repeated at score 90 or higher, zero will stand.</p> <p>If not successful a second open lab may be scheduled within one week.</p> | <p>Open Lab (2)</p> <p>One attempt will be allowed to meet grade requirement of 90 or higher; score 86 will be recorded.</p> | <p>Not successful after one regular lab session and two open lab attempts, or if open lab session not scheduled by student, the student may be dismissed from the program.</p> |
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**C. A student is absent on the day of a scheduled skill sheet check off and presents an acceptable written excuse (example: medical):**

Must schedule a time during open lab, within one week, to complete the skill sheet.

Scheduling a time for the student to perform a skill during open lab will be at the discretion of the instructor, however, it is the responsibility of the student to contact the instructor to schedule a time.

Should the open lab time not be scheduled during the appropriate time the student will not be allowed to continue with other skill sheets and may be dismissed from the program.

When a student completes the skill sheet at 86 or higher during the original open lab session the grade will be recorded.

Should a student not meet the 86 proficiency on any skill sheet during open lab they will be allowed to schedule an open lab (1) within one week. However, a student repeating a skill sheet must score a grade of 90 or higher, although a grade of 86 will be recorded.

Should a student not be successful in open lab (1) a student may schedule a second lab (2) within one week.

Should a student not meet the 86 proficiency on any skill sheet during open lab one (1) they will be allowed to schedule an open lab two (2) within one week. However, a student repeating a skill sheet must score a grade of 90 or higher, although a grade of 86 will be recorded.

When a student is not successful at completing a skill sheet within the allowable number of open labs they may be dismissed from the program.

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| <p>Student absent/presents acceptable excuse</p> <p>Schedule open lab session within one week to complete skill</p>  | <p>Lab session for original check off</p> <p>Student not scoring grade of 86, must schedule an open lab session within one week, however the grade must be 90 or higher, however a grade of 86 is the highest grade that will be recorded</p> | <p>Open Lab (1)</p> <p>One attempt to complete skill sheet, grade of 90 or higher, grade of 86 recorded.</p> <p>If not successful a second open lab may be scheduled within one week.</p> | <p>Open Lab (2)</p> <p>One attempt will be allowed to meet grade requirement of 90 or higher; score 86 will be recorded.</p> |
| <p>Not successful after one regular lab session and two open lab attempts, or if open lab session not scheduled by student, the student may be dismissed from the program.</p> |   |   |  |

**D. A student with an unexcused absence the day of a scheduled skill sheet check off will receive a “0” on all missed skill sheets. (An unexcused absent will be at the discretion of the program head).**

However, in order to complete the course, the student must successfully meet the 86 or higher proficiency grade on the missed skill sheet during open lab, however, the grade of zero will still stand.

Student must schedule a time during open lab, within one week, to complete the skill sheet.

Scheduling a time for the student to perform a skill during open lab will be at the discretion of the instructor, however, it is the responsibility of the student to contact the instructor to schedule a time.

Should the open lab time not be scheduled during the appropriate time the student will not be allowed to continue with other skill sheets and may be dismissed from the program.

Should a student not meet the 86 proficiency on any skill sheet during make up lab they will be allowed to schedule an open lab (1) within one week. However, a student repeating a skill sheet must score a grade of 90 or higher.

Should a student not be successful in open lab (1) a student may schedule a second lab (2) within one week. However, a student repeating a skill sheet must score a grade of 90 or higher.

When a student is not successful at completing a skill sheet within the allowable number of open labs they may be dismissed from the program.

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| <p>Student absent/no acceptable excuse</p> <p>Schedule open lab session within one week to complete skill</p>  | <p>Lab session for original check off</p> <p>One attempt to complete skill sheet, grade of 86 or higher, grade of zero (0) will be recorded.</p> | <p>Open Lab (1)</p> <p>One attempt to complete skill sheet, grade of 90 or higher, grade of zero (0) recorded.</p> <p>If not successful a second open lab may be scheduled within one week.</p> | <p>Open Lab (2)</p> <p>One attempt will be allowed to meet grade requirement of 90 or higher; score zero (0) will be recorded.</p> |
| <p>Not successful after one regular lab session and two open lab attempts, or if open lab session not scheduled by student, the student may be dismissed from the program.</p> |  |   |  |

**ADDITIONAL GUIDELINES FOR ALL SKILL SHEETS:**

No skill sheet will be evaluated more than a total of 3 attempts.

Students will be allowed to schedule two (2) open lab sessions per course during a semester with an instructor to repeat a skill sheet, however, each session must pertain to different skill sheets.

\*\*\*All skill sheets must be successfully completed to receive a grade for the course. Skills must be completed by the last day of the semester; additional days will not be added to the semester to complete lab skills. In extenuating circumstances, exceptions to this policy will be at the discretion of the instructor.

Skill sheets are graded on a point system and based on the following scale:

1-Student was successful in performing the task

0-Student was not successful in performing the task

Task identified by \* (asterisk) are steps considered critical. If a step is missed or minimum competency is not met, the evaluated procedure fails and must be repeated

A student may not repeat a single skill sheet more than three times. Should a fourth attempt be required, the student may be dismissed from the program. Remediation to review the deficiency with the student, and an opportunity for the student to practice the skill under instructor supervision, is required after each unsuccessful attempt. Remediation will be at a predetermined date and length of time scheduled with an instructor. However, it is the responsibility of the student to schedule the appointment with the instructor.

When a grade of 86% or higher has been achieved in lab, only then will the grade be averaged with lecture grades for a final course grade.

Laboratory skill sheets/activities will represent 50% of the final course grade.

### **GRADING LABORATORY SKILL SHEETS**

Instructors in the Dental Assisting program at MCC strive to be fair, just, consistent, and professional in the grading process of all laboratory skill sheets. It is the desire of the faculty to observe, critique, and consistently grade the student's ability to perform and carry out all laboratory skills.

Laboratory skill sheets are designed to evaluate the student's performance and to provide feedback to enhance the student's skills. All instructors will, to the best of their ability, attempt to observe and record in detail all tasks performed by students, in order to grade all students on the same scale.

Should a student disagree with an instructor, concerning a skill sheet or steps on the skill, the student must make an appointment to speak with the instructor the day the skill sheet is reviewed or returned to the student; if necessary the Department Head will meet with the instructor and the student. Instructors in the program expect respect and professional behavior when discussing a concern such as skill sheet. If the concern is not brought to the instructor's attention on the day of the skill sheet in question, the instructor is under no obligation to discuss the situation later.

Skill sheets used from the student workbook may vary from the points scale above, however, the points system above will be used for all skill sheets in the Dental Assisting Program.

## **SHARING GRADES WITH CLASSMATES**

Although students may choose to share their grades and comments provided by an instructor with classmates, they may want to consider using the grades only to enhance their own abilities and should not feel obligated in any way to share the information with others. It is unprofessional to ask classmates what grade(s) they received on a task, etc.

Should a student bring to the attention of an instructor that they feel they were not graded based on the same criteria of a classmate(s), the student will be encouraged to meet with the instructor and the classmate(s) in question to discuss the discrepancy. The meeting must involve all students involved and they must be in agreement to share their grades and comments in the presence of the student(s) questioning the discrepancy. Should the student(s) not agree to share grades or comments with the student making the allegation, the instructor cannot discuss the alleged discrepancy based on FERPA.

Students may refer to the FERPA policy located in the student handbook on page 5, or in the college catalog @[www.montgomery.edu](http://www.montgomery.edu)

## **XII. LAB SESSIONS**

Performance and successful completion of skill sheets will benefit the student when performed during regular scheduled lab time. In order to accomplish these skills and provide an opportunity for each student to have access to an operatory and necessary equipment, check off for skill sheets will be conducted as follows:

1. Students will be scheduled for skill sheets based on the procedure.
2. An instructor will observe and evaluate the student's skills based on the schedule.
3. The student will be allowed a certain amount of time to prepare and perform skill sheet check off.

When the instructor arrives to observe and evaluate a student, and the student is not ready and must continue to gather items, or is not acquainted with the steps in the skill sheet, the student will forfeit the operatory and equipment. This has been established to be fair to all students, and to eliminate the possibility of a student occupying operatories and equipment while other students wait and may not receive a chance to perform their skills.

If a student forfeits the operatory, they must then schedule the skill sheet check off during open lab time with an instructor, however, only one lab session will be scheduled to make up skill sheets based on this situation.

Students are encouraged to openly discuss with the instructor, and/or note on the skill sheet, his/her feelings concerning course content, methods of instruction, personal weakness and/or strengths, and offer suggestions for improvement of the learning experience, before turning the assigned skill sheet in to the instructor. Notes will be discussed with the student and the instructor.

Open Lab will be announced at the beginning of each semester. In order for open lab attendance to be considered as an initiative on the student's part, the student must sign the lab attendance sheet upon arrival and departure.



### **XIII. LAB BREAKS**

Scheduled 10 minute breaks will be taken for each scheduled hour of lab. Instructors ask that students be responsible in using their time wisely; it is not the responsibility of the instructors to announce when break is over. Please be advised that when break times are abused, and skills are not completed, the skills will not be carried over in order for students to make up for lost time.

### **XIV. INFECTION CONTROL**

Infection control is a priority in dental practices. With the increased publicity surrounding hepatitis, herpes, and HIV infections, dentists, allied dental personnel, and patients, have become aware that the dental environment is a potential source for one or more of these diseases. Accordingly, infection control in dentistry has undergone dramatic changes, and will continue to change as new technology, research information, and legal precedents emerge.

The Dental Assisting program has established infection control policies to protect students, instructors and patients from disease transmission. Policies are provided in specific program courses and in the Infection Control and Bloodborne Pathogens Manuals. Students can access Infection Control and Bloodborne Pathogens Manuals on the program website and in DEN 111 Infection Control course blackboard site.

Students will obtain knowledge and develop skills to deliver patient care safely through classroom instruction and laboratory experiences. A dental assisting student is at an increased risk for exposure to a variety of diseases including: Hepatitis B & C, HIV/AIDS, and tuberculosis. Because of these risks, students are expected to follow all infection/hazard control guidelines established by MCC based on CDC, OSHA & OSAP recommendations.

Should a student contract a communicable disease (measles, mumps, chicken pox, impetigo, any form of hepatitis, strep throat, herpetic conjunctivitis, exudative lesions or weeping dermatitis, TB, etc.) the student may have to abstain from attending classes/labs/clinics until the course of the disease is complete and no longer transmissible. This could result in withdrawal from the program depending on the length of the absence.

Students must submit a written release from a physician in order to return to the class, or to resume patient care following sickness or contracting a communicable disease. If a student is aware that he/she is a carrier of an infectious disease, the department head must be informed as soon as the student becomes aware of the infection.

#### **Exposure Control**

Specific exposure control procedures and policies are provided in the Infection Control & Bloodborne Pathogens manuals.

Policies are enforced in all labs and clinical sites. It is the student's responsibility to read and become familiar with the protocols and abide by all policies. Failure to comply will result in course grades being adversely affected or dismissal from the program.

Students are responsible for reporting all injuries, needle stick punctures, etc. to the dentist/clinical instructor, and department head immediately, in order for appropriate measures to be taken.

## **XV. PATIENT PROCUREMENT**

Individual courses require that a student obtain patients to fulfill specific requirements. The instructor will inform students of patient requirements at the beginning of the course.

Patients obtained for course requirements should be treated as “working clinic” patients. Students will be required to schedule patients accordingly and are expected to conduct themselves as a professional.

In the spring semester, radiology lab requires a minimum of two patients; maximum number of patients will depend on the grade of the student’s radiographs. Patient’s oral cavity must be examined prior to radiographs being exposed. The patient must have enough natural teeth to constitute a FMS or at least 12+ radiographs. Specific patient requirements can be found in the radiology lab manual, however, the following will be required:

- All patients must be 18 years of age or older to participate in assignments and meet specific oral health requirements.
- Classmates are not eligible to participate as patients except where specified.

It is expected of each student to schedule patients according to the schedule given by the lab instructor for each project. It is the responsibility of the student to prepare the treatment room before the patient arrives. This includes sterilization of all equipment and instruments needed. Time lost due to the irresponsibility in preparation cannot be added to laboratory sessions and the student will receive a deduction in points for the final grade.

## **FACILITY INFORMATION**

Laboratory sessions will be conducted in room 154/175 on the main campus of Montgomery Community College.

**Dental Assisting Lab Manual Agreement**

I have been provided a copy of the Dental Assisting Lab Manual. The manual was reviewed on the first day of lab and I was given an opportunity to ask questions and receive explanations.

I was allowed time to read and review the handbook before signing the agreement policy.

I have read and understand the policies of the Dental Assisting Program at Montgomery Community College lab manual. In addition, I understand all policies in the program handbook also apply to the lab sessions of each course.

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

Received by \_\_\_\_\_

**Dental Assisting Student Laboratory Agreement**

I \_\_\_\_\_ agree to play the role of being a patient during laboratory sessions of the Dental Assisting Program at Montgomery Community College.

I agree to inform the instructor of any infectious disease(s), or lesions that may be present in my oral cavity. I understand that cooperation with classmates and instructors is expected during all laboratory assignments. I agree to respect and conduct myself as a professional and will adhere to all laboratory guidelines. Furthermore, I understand that the guidelines are important and for the safety and better understanding of dentistry, for myself, and others

All information pertaining to health status, or oral health, will be held in confidence by students in the on-campus lab and in all clinical sites.

I understand if I choose not to follow, ignore or attempt to change the guidelines it may result in dismissal from the program.

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

Program Head Signature \_\_\_\_\_ Date \_\_\_\_\_

