2016-2017
Student Handbook

Volume VII, eff. for sessions starting after January 1, 2016

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Student’s Name

The Dental Assistant Academy of Charlotte

Physical Location: 3707 Latrobe Dr Suite 420
Charlotte, NC  28211

Mailing Address: Admissions Office
12 Lincolnshire Drive
Lockport, NY 14094
877-432-3554
www.TheDentalAssistantAcademy.com
Oath of The Dental Assistant Academy Graduate

Now being admitted to the Dental Profession, I pledge myself to service humanity, my patients, my community and my profession. I will use my skills to serve all in need, with openness of spirit and without bias. The health and well being of my patients will be my first consideration. I will hold in confidence all that my patients entrust to me. I will not subordinate the dignity of any person to monetary, scientific or political ends.

I recognize I have responsibilities to my community to promote its welfare and to speak out against injustice. The high regard of my profession is born of society’s trust in its practitioners. I will strive to merit that trust.

I will promote the integrity of my profession with honest and respectful relations with other health professionals. I am indebted to those who have taught me it’s art and science and I recognize my responsibility, in turn, to contribute to the education of those who come after me. I will strive to advance my profession by seeking new knowledge and by re-examining the ideas and practices of the past.

I assume these responsibilities knowing that their fulfillment relies upon my own good health. I ask that my colleagues be attentive to my well being, as I will be theirs. I will seek to improve my practice by maintaining my skills and addressing my mistakes.

I take this Oath freely and upon my Honor.


School Name: The Dental Assistant Academy of Charlotte
Location: 3707 Latrobe Dr. Suite 420
Charlotte, NC 28211

Governing Body: The Dental Assistant Academy of Charlotte; LLC
1904 S. Main Street, Suite 116
Wake Forest, North Carolina 27587

Directors: Robyn Klose, RDH
Tammy Hughes, DAII
Kyle Roth, DDS

Faculty: Robyn Klose, RDH
Tammy Hughes, DAII
Lori Marceline, DAII – Dental Assistant I /Radiology/Coronal Polishing/Nitrous
Tasha Addison, DAII – Dental Assistant I /Radiology/Coronal Polishing/Nitrous
Melissa Gatling, RDH – Dental Assistant I /Radiology/Coronal Polishing/Nitrous
Tanisha Sanders, DAII- Dental Assistant I /Coronal Polishing/Nitrous
Jessica Vivent, RDH – Dental Assistant I, Coronal Polishing/Nitrous
Cheryl Klein, Chief Registrar
Stephen Hughes, DA I-Administration

Date of Program Licensure and Initiation: October 2009

This is the current catalog of this institution and it is certified to be true and correct in content and policy.
INTRODUCTORY STATEMENT

This handbook is provided to the students of The Dental Assistant Academy for general information purposes. The directors and faculty have addressed a number of important issues that require your immediate attention. Please read and keep a copy of the handbook for your reference. Please print your name on the cover so that if it is misplaced, it may be easily returned to you. It is expected that additional sections will be added to this manual as questions may arise that require further consideration and attention. At such time you will receive a copy.

POLICY ON SMOKING

No smoking is permitted in the buildings, entryways or steps. Smoke breaks will not be allowed throughout class. You may smoke in designated areas when the entire class is on break; however you may not step out of the building during the course of instruction in the classroom or in the clinic. While on your externship, please follow the instructions set forth by each office you will be working with regarding “smoke breaks”.

A WORD ABOUT ETHICS

As a health care profession, we cannot over emphasize the importance of ethical behavior as a dimension of professional conduct and performance. Thus, it is expected that each of us speak and act in such ways that always exemplify the ultimate level of professionalism, behavior and ethics to each other, to the faculty and most importantly to patients and visitors. The Oath of The Dental Assistant Academy graduate appears on the second page of this handbook. It concisely summarizes the behaviors, attitudes and responsibilities which are essential characteristics of a health care professional and which should become part of your personal development as you progress towards graduation.

TEACH OUT PROVISIONS

The institution has and maintains the following policy with regard to continuation of current educational classes (a teach-out). In the event that the institution, for any reason, is unable to continue operation as an educational entity, sufficient bonding is in place to refund tuition and fees for currently enrolled classes as well as the refund of any unearned tuition and fees for educational programs (pre-paid tuition and fees) that cannot be completed through the awarding of terminal certificates, diploma, and/or degrees. In any case, currently enrolled classes will be completed.
Dental Assistant I classes are held every Monday, Wednesday and Fridays from 6:30pm to 10pm each session. There is also an option for Saturday’s Only from 8:30a-5pm.

### 2016 Calendar

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<thead>
<tr>
<th>Monday/Wednesday/Friday</th>
<th>Saturday Only</th>
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<tr>
<td>January 4th – March 16th</td>
<td>January 9th - April 16th</td>
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<td>April 4th- June 17th</td>
<td>May 14th– August 27th</td>
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<tr>
<td>August 26- November 11</td>
<td>September 10th- December 17th</td>
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### 2017 Calendar

<table>
<thead>
<tr>
<th>Monday/Wednesday/Friday</th>
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<tbody>
<tr>
<td>January 9th – March 23rd</td>
<td>January 7th - April 15th</td>
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<tr>
<td>April 3rd- June 16th</td>
<td>May 13th– August 26th</td>
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<tr>
<td>August 28- November 17</td>
<td>September 9th- December 16th</td>
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Coronal Polishing, Nitrous, SPICE and RAD course information, class dates and schedules vary and can be found online at www.TheDAAofCharlotte.com.

### HOLIDAYS

Classes will **not** be held on the following Holidays:
- New Years Eve
- New Years Day
- Good Friday (Friday before Easter)
- Easter Sunday
- Memorial Day (Monday)
- Independence Day (July 4th)
- Labor Day
- Halloween night (if applicable)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
ATTENDANCE POLICY

Students are expected to attend class regularly and on time. Students who anticipate their absence or tardiness should contact their appropriate instructor in advance. In the case of an unexpected absence or tardiness, the student should contact the school as early as possible at 877-432-3554, or by sending a text to info@TheDAAsofCharlotte.com. In either case, the student is responsible for all material covered. A student may be granted one absence per course (One absence is equal to 4 classroom or clinical hours). The student must make up the time missed due to the absence during the current term, if allowed by the instructor or in the next scheduled term in order to satisfy the graduation requirements.

** The next scheduled session is based on space permitting.

Any absence is discouraged except in emergency situations. Students should be prepared to submit an absence excuse (i.e.-Dr. note, Funeral Bulletin, etc.) if one absence excuse has already been granted and if so required by the instructor.

ENROLLMENT

Admission Requirements:
Enrollment is on a first come-first serve basis and is limited by seating capacity. Applicants must possess a high school diploma or have passed a high school equivalency (GED) test. Applicants will be required to request and submit a high school transcript or GED certificate upon enrollment to The Dental Assistant Academy. If applicant has also attended any post-secondary institution, transcripts requests will be required from student to be mailed to The Dental Assistant Academy as well. The school may admit current high school students on a case by case basis in conjunction with written permission from the students high school principal. Applicants may submit an application for admission online, by fax or by mail. All applications must be submitted 15 days prior to the first day of class. Late enrollments may be accepted based on enrollment and capacity. A student can only guarantee their seat in a class by completing all 4 of the following requirements; initial student registration (per methods above), requesting an official transcript be sent to the Admissions office, completing and returning the New Student Paperwork and with either a $500 deposit, a third party lender approval or with a voucher from any affiliated federal or state government programs. Face to face meetings are encouraged, however at minimum; a telephone interview is required with the Registrar prior to admission. All registrants are encouraged to physically tour the campus prior to class. Such visiting times are made available at quarterly open house dates and by requesting a personal tour during designated times with an on-site employee. Applicants will be considered without regard to race, creed, sex, or national origin.
GRADING

A = 100-90,   B = 89-80,   C = 79-70,   F = 69 and Below

A minimum grade of 70% (“C”) is required on all tests including the final exam in order to graduate. The following tests will be issued as separate certifications in conjunction with this program:
- Infection Control and Bloodborne Pathogens (Minimum passing grade- 70%)
- Medical Office Emergencies (Minimum passing grade- 70%)
- HIPAA (Minimum passing grade- 70%)

Intraoral Radiography - Consists of two parts. The first component is issued in the form of a written exam. A minimum score of 74% is required in order to pass this portion of the program and move forward into the Clinical aspect of Radiography. Clinical Radiography is the second component and is graded by having the student submit one Full Mouth Series meeting the standards set forth by this program, in accordance with guidelines issued by the NC Dental Board. A combined overall score of 80% from both components is required in order to receive the NC X-ray Certification.

The certifications mentioned above are recognized only if the student successfully completes the Dental Assistant Program in its entirety. Certificates for the separate components of the program are not valid in the state of NC unless offered in conjunction with successful completion of a state approved Dental Assistant Program.

A Mid-Term Exam and Final Course Exam will be also issued. A score of 70% is required on each in order to graduate.

Graduation is dependent upon the student's academic performance, as well as, meeting externship and attendance requirements. Most students will pass this course if they follow all of the guidelines, but if not we will allow each student one re-test in each course. Please note that all re-tests must be completed no sooner than 24 hours after the first attempt but no later than ninety (90) days following the last class meeting. If you are not able to pass the test within ninety days you can re-enroll at a 50% reduced fee for a period up to six (6) months following your first course. After this six-month period, you are required to pay full tuition minus the cost of books unless the textbook has changed, which would then require purchase of a new book.

TRANSFER OF CREDITS / CLASSES

Classes and/or credit from other institutions, or any applicable and currently held certifications pertaining to students enrolled training may be granted based upon review of student’s transcript review by Admissions. Certain certifications received through our training programs may be transferable if you choose to further your education or move
out of state. Please check State Boards and/or educational institution re: their policies and requirements. Transcripts are available upon request.

For GI Bill students: Transfer Credit Evaluation- prior to VA Enrollment Certification, all post-secondary transcripts will be evaluated for any applicable transfer credit. Applicable credit, or lack thereof, will be noted in the student’s academic file. Appropriate adjustment will be made in tuition and fees corresponding to the acceptance of transfer credit for any program of instruction. Students who have met all admission requirements and have had all transcripts for prior education and training evaluated may be enrolled to DVA when files are complete to document these requirements.

POLICY REGARDING CHEATING

A health care professional is defined by characteristics of conduct, as well as the acquisition of knowledge and skills. Cheating and plagiarism are inconsistent with ethical professional conduct. Incidents of cheating or plagiarism will be grounds for disciplinary action and possible expulsion from the current course and possible future courses with no refund.

STUDENT RECORDS

Student records will be kept confidential at the offices of The Dental Assistant Academy, LLC. Progress reports are maintained as part of the student's permanent record and are available to every student upon request. In the event that this institution is unable to continue operation as an education entity, provision has been made with the Division of Archives and History of the State of North Carolina to assume control of all student’s academic and other critical records. Transcript requests are free and can be made online or in writing to: Transcripts-1904 S. Main Street #116 Wake Forest, North Carolina 27587.

STUDENT CONDUCT

Professional behavior and conduct is expected at all times. Unprofessional behavior and conduct will not be tolerated. Any evidence thereof will result in delay in graduation or expulsion from the session, as determined by the witnessing instructor and Directors of the school.

The following actions represent examples of unprofessional conduct:

1. Loud, indecent or disrespectful conduct (both verbal and/or physical) toward faculty, students, patients or professionals.
2. Failure to comply with a responsible request or direction of faculty/professional.
3. Unexcused absence from class or externship, and/or repeated and unexcused tardiness, and/or repeated and unexcused class cutting. Also, absence from class or externship on the day before or after a holiday or vacation.
4. Failure to notify the school of an expected absence.
5. Removing Patient records or radiographs from the clinic/ office.
6. Providing treatment for a patient who is not indicated or appropriate.
7. Changing patients’ appointments, scheduling patients or rescheduling patients without informing the reception staff of changes in advance.
8. Unprepared to treat patients at the beginning of their scheduled appointment time.
9. Student ineffectively communicates patient treatment needs and addresses patient concerns.

EMERGENCY RESPONSE PROCEDURE

When a victim of sudden illness or injury becomes apparent, any school employee qualified to administer first-aid is both allowed and encouraged to deliver appropriate care under the circumstances presented. All currently enrolled students and employees are equally covered by the Carolina Dental Consultants Liability Insurance for such activities pursuant to North Carolina Law.

Please note that the following indicate severe and critical emergencies for which 9-1-1 should be summoned immediately:

- Chest Pains/suspected Heart Attack
- Respiratory Distress
- Severe Uncontrolled Bleeding
- Prolonged Unconsciousness/Unresponsiveness
- Choking
- Severe Burns
- Poisoning or Drug overdose
- Suspected Fracture of Back or Neck
- Severe Head injury

TUITION / FEES

Dental Assistant I with NC Xray certification program is $3,295.00*
Radiology for the Dental Auxiliary program is $595.
Coronal Polishing for the DAII class is $225.
Nitrous Sedation class is $265.
SPICE class is $100.

*Tuition costs may change without notice or warning. Please refer to www.TheDentalAssistantAcademy.com/frequently_asked_questions.htm for the advertised cost at the time of student’s actual enrollment.

The Dental Assistant I class consists of a total of 132 clock hours and the time and date of your class will vary but will be either:
Monday, Wednesday, Fridays from 6p-10pm for a total of 12 hours a week, OR
Saturdays Only from 8:30am-5pm for a total of 8.5 hours a week.

The program fees include:
- Tuition
- applicable textbook: Modern Dental Assisting 10th Edition (Robinson Bird)
- Dental Materials and Supplies
- as required; uniform- black scrubs with name tag (for DAI’s only).

Certifications for the DAI program include Infection Control / HIPAA, CPR and Medical Office Emergencies. Dental Assisting I also includes a separate North Carolina Dental Radiology Certification.

Students will have the option to obtain membership to the American Dental Assisting Association at their own expense. DAA will provide Student Liability Insurance while on the physical premises of The Dental Assistant Academy of Charlotte.

DAII Disclosure Statement – A student completing all requirements of this program will be classified as Dental Assistant I in North Carolina. Dental Assistant II classification requires successful completion of:

1) Full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist;

   a) a 3-hour course in sterilization and infection control; b) a 3-hour course in dental office emergencies; c) radiology training consistent with G.S. 90-29(s)(12); and d) current certification in CPR; or

2) Successful completion of the certification examination administered by the Dental Assisting National Board, and current certification in CPR. For additional information, please contact the North Carolina State Board of Dental Examiners.

Common Payment Options:

- Tuition may be paid by cash, check or credit card. Payment plans can also be arranged. All tuition payments must be finalized 1 week before graduation unless an extended payment plan is selected. Students may also elect to arrange for “Pay as you Learn” weekly or bi-weekly payments while attending classes; however a one-time 5% financing fee (5% of the balance on the first day of class) will apply to this option.

- A seat will be guaranteed with a minimum $500 deposit.
- Extended payment plans may also be considered through 3rd party lender financing based upon the applicants or co-applicant’s credit and financial position.

You have selected the following payment option.

☐ $3,295.00 before the first day of class. This can be broken up but must be paid in full before, not on, the 1st day of your registered class. Balance Due by ___________20___

☐ “Half, Half N Half”-pay half of tuition ($1647.50) at registration and pay the other half ($1647.50), halfway through the course-no interest charge added.

   Date 1: _______________ Date 2: _______________
“3 Pay”-split the total tuition into 3 equal payments of $1098.33: 1 at registration, 1 halfway through class and 1 two weeks before class ends-no interest added

Date 1: _______________ Date 2: _______________ Date 3: _______________

“Pay As You Learn”-these payment options below include a one-time 5% interest fee, with payments starting the first week of class. **Consistent payments must be made throughout the course in order to stay in the class. 3 day grace period is allowed.**

- $1000.00 down payment, then $185.40 due each class week (13 payments) OR
- $1,000.00 down payment, then $401.62 due bi-weekly (6 payments)
- $500.00 down payment, then $225.75 due each class week (13 payments). OR
- $500.00 down payment, then $489.20 due bi-weekly (6 payments)

**Extended Payment Plan 6 months through DAA is available. An Additional loan processing fee will apply in addition to interest. The interest rate will be 18%**

- Extended Financing for 6 months, through DAA. Additional Loan fee of $200 will be charged, plus a $500 Down Payment. 18% Interest will be charged, ___Bi Weekly $294.50 or ____$147.25 per Week

**Consistent payments must be made throughout the course in order to stay in the class. 3 day grace period is allowed.**

- WIA, ESC, NC STARS, JobLinks scholarships or other workforce development programs
- GI Bill or MyCAA military spouse tuition payment.

**REFUNDS**

- As a cost of enrollment, The Dental Assistant Academy of Charlotte (DAA) charges a non-refundable enrollment fee of $200. This amount is included in the student’s initial tuition payment and will be subtracted from any refund amount owed the student.
- DAA reserves the right to honor all refunds, up to and no longer than, 30 days after a written request has been received.
- A 100 percent refund shall be made if the student officially withdraws prior to the first day of class (es) as noted in the school calendar. Also, a student is eligible for a 100 percent refund if the class (es) in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75 percent refund shall be made up to the 25 percent point of any term defined by quarters or clock hours for a student who officially withdraws from class (es).
- Refunds for multi-entry classes will be based on the percentage of class requirements completed.
- To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations in this Rule.
- Those wishing to cancel for illness or personal reasons may resume their course of study in the next session. They will re-enroll at the start of the next session. Re-enrollments within 6 months of last day attended will be at 50% of current tuition fee plus a $200 administrative fee.
- A $30 charge will apply to all returned checks.
• ALL REFUNDS ARE CALCULATED ON TOTAL COST OF TUITION, NOT THE AMOUNT PAID TO HOLD THE SEAT

Refund timeline:

<table>
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<tr>
<th>Deposit</th>
<th>1st day of class</th>
<th>25% of class</th>
<th>End of class</th>
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- Deposit date until 1st day of class = full refund, minus $200 enrollment fee.
- 1st day of class until 25% of class = 75% refund, minus $200 enrollment fee.
- After 25% of class = no refund issued.

Refunds are calculated based on total cost of class not the amount paid to hold the seat.

FACILITIES

Campus physical address is 6800 Democracy Drive, Suite 100 Charlotte, North Carolina 28212. Students will be taught in a dental setting which consists of 3500 square feet of general dental practice space. Lecture will be conducted in a classroom setting. Clinical instruction will be held in actual dental operatories. The clinical environment consists of six dental operatories, a sterilization/lab area, business office, two restrooms, break room and a reception/common area. During the course of instruction, students may occupy any of the above-mentioned areas.

EQUIPMENT

Students will receive hands-on instruction and become familiar with utilizing the following dental equipment:

- Dental Chairs
- Delivery Carts
- Dental Lights
- Radiography Units (intraoral and panorex)
- Ultrasonic Cleaners
- Autoclaves
- Curing Lights
- Hand pieces

Other various small dental equipment, materials and supplies.
Course Listings and Information

I. Dental Assistant I Training with NC Xray Certification and Administrative Dental Professional A/B pages 12-15

II. Coronal Polishing for the Dental Assistant II -page 16

III. Nitrous Oxide Sedation -page 16

IV. SPICE (Statewide Program for Infection Control and Epidemiology) –page 17

I Dental Assistant I Training with NC Xray Certification and Administrative Dental Professional A and B

Part A-Administrative Dental Professional  Course Description

Students will learn to:

- Interact with patients and the dental team.
- Obtain health histories and maintain patient records.
- Understand dental terminology.
- Schedule patients.
- Master recall systems.
- Assist the dentist in caring for patients.
- Use the computer to maximize efficiency in the dental office.
- Perform administrative duties in the dental office.

Course Objectives

- Understand the role of the Dental Receptionist.
- Know the basics of dental practice.
- Develop communication skills for use with patients and coworkers.
- Develop excellent telephone technique.
- Produce professional written correspondence.
- Relate to patients in a professional, caring manner.
- Understand teamwork in the dental office.
- Maintain quality patient records.
- Understand information management in the dental office.
- Become proficient with scheduling and recall systems.
- Process dental insurance.
- Perform inventory management and equipment maintenance.
- Know bookkeeping and collection procedures.
- Use the computer to promote efficiency.
- Develop employability skills and strategies (DAII Credentialing)

Course Outline

I. The Dental Profession (35%)
   a. Introduction to Dentistry
   b. Dental Basics

II. Dental Office Communication (15%)
   c. Basic Communication Skills and Telephone Techniques
   d. Written Correspondence
   e. Patient Relations
   f. Dental Team Communication

III. Records Management (5%)
   g. Patient Clinical Records
   h. Information Management

IV. Scheduling and Recall Systems (10%)
   i. Dental Patient Scheduling
   j. Recall Systems

V. Dental Insurance Processing (5%)

VI. Financial Management (10%)
   k. Financial Arrangements and Collection Procedures
   l. Bookkeeping Procedures: Accounts Receivable
   m. Bookkeeping Procedures: Accounts Payable

VII. Office Equipment and Inventory (5%)
   n. Inventory Management
   o. Office Equipment

VIII. Computers in the Dental Office (5%)

IX. Employment Strategies (10%)

Part B- Dental Assistant I with NC Xray Certification

Course Description

Enjoy the rewards of working with a dentist to create brighter smiles! This exciting new Dental Assisting Program can help you can make a difference. The essential skills you learn in this program enable you to gain the edge you need to be an entry level Dental Assistant (DAI).

Introduction to Dental Assisting provides an introduction to dentistry; establishes fundamentals of the dental assisting profession; licensure, the dental team, and dental specialties. The student will learn: roles of the dental assistant; specialty fields of dentistry; dental terminology; areas of the dental office; equipment; treatment rooms; sterilization center, and laboratory.

Course Objectives:
Upon successful completion of this program, students will:

- Understand the role of the Dental Assistant
- Know the basics of dental practice.
- Understand Dental Theory and Terminology
- Understand Dental/Oral Anatomy, Tooth Numbering System
- Maintain quality patient records
- Become proficient in Charting Restorations and Periodontal Pockets
- Fluoride application
- Impression and Model Trimming
- Understand Sterilization procedures
- Develop communication skills for use with patients and coworkers.
- Produce professional written correspondence.
- Relate to patients in a professional, caring manner.
- Understand teamwork in the dental office.
- Understand information management in the dental office.
- Become proficient with scheduling and recall systems.
- Understand dental insurance.
- Perform inventory management and equipment maintenance.
- Use the computer to promote efficiency.
- Develop employability skills and strategies

The student will receive the following certifications upon completion:

- North Carolina X-RAY Certification
- Infection Control/ HIPAA Certification
- BLS Certification for Health Care Providers
- Dental Office Emergencies
- Certificate of Course Completion from Carolina Dental Consultants

Course Outline

I. Orientation
   A. Introduction to School & Faculty
   B. Allied Health Personnel and Professional Associations
   C. Introduction to Dentistry & Dental Specialities
   D. Ethics & the Laws
   E. Basic Terminology

II. Dental Theory and Terminology
   A. Dental and Oral Anatomy
   B. Dental Charting & Tooth Numbering Systems
   C. Dental & General Terminology

III. Clinical Orientation and Four-handed Dental Assisting
   A. Instrument nomenclature and identification for all aspects of General Dentistry
   B. Equipment operation, chair positioning, assistant equipment usage
   C. Instrument transfer techniques chair-side assisting and suctioning
   D. Chair-side doctor-patient-assistant positioning
   E. Use of instruments and materials in assisting for:
      1. Operative Dentistry
      2. Oral Surgery
3. Crown and Bridge
4. Endodontics
5. Periodontics
6. Pedodontics
7. Orthodontics

F. Handpiece care and maintenance

IV. Dental Materials
   A. Amalgams, Composites & Cements
   B. Impression materials and practice in their use:
      alginites, rubber base, etc.
   C. Wax bites, counter impressions
   D. Model pouring and trimming

V. Advanced Clinical Procedures
   1. Operative Dentistry
   2. Oral Surgery
   3. Crown and Bridge Procedures
   4. Endodontics Procedures
   5. Periodontic Dentistry
   6. Pedodontic Dentistry
   7. Orthodontic Procedures
   8. Preventive Dentistry

VI. Radiology for the Dental Auxiliary
   • Lecture-history and terms.
   • Safety precautions and awareness.
   • RAD Lecture Final
   • Clinical/practical use
   • PA’s, Bitewings, etc.
   • Clinical RAD Final

VII. 40 Hour Externship Requirement
   A. Application of lecture and clinical knowledge in a real world dental setting.
   B. Completion of required items on checklist issued by instructors.
   C. Certification of Dr./Office Mgr./certifying official and issue back to instructors.

VIII. Class Final Exam and Graduation
II. Coronal Polishing for the Dental Assistant II

Course Description

Coronal Polishing is an expanded function for trained DAIIs. Our course includes 3 hours of lecture and 4 hours of clinical practice of coronal tooth polishing.

Upon successful completion of this course, the Dental Assistant II will be able to polish, under the supervision of a licensed dentist, the coronal surfaces of the dentition.

This course is only offered to DAII’s.

The following documentation will be required prior to enrollment:
1. Proof of DAII status / Employment Verification
2. Upon the students complete registration and payment for the class, please be prepared to bring the following to class: A hygiene hand-piece or a nose cone, slow speed hand-piece as well as your protective eyewear and a scrub lab jacket.

III. Nitrous Oxide Sedation

Course Description

This course is designed to provide Dental Auxiliary (DAI, DAII or RDH) with the background knowledge necessary for monitoring nitrous oxide-oxygen analgesia.

1. Physiologic and Pharmacologic Effects of Anesthesia
2. Side Effects and Adverse Reactions
3. Analgesia vs. Anesthesia
4. Indications and Contraindications
5. Clinical Manifestations of Analgesia/Anesthesia
6. Equipment (Armamentarium) Used in the Administration of Nitrous Oxide
7. Pre-anesthetic Preparation
8. Techniques for Administration
9. Legal Considerations and Chart Entries
10. Occupational Exposure
11. State Regulations

The course is intended to involve seven hours of lecture. A comprehensive final examination is administered to the student who completes this course. A 75% score is
required on the written final examination in order to obtain certification. Clinical experience is not required because dental assistants and hygienists cannot legally administer nitrous oxide-oxygen analgesia.

IV. SPICE

Course Description

It is now required that one person in each Dental Practice complete a certified State Approved Infection Control Course. This SPICE course will provide the most updated information relating to blood borne pathogens, decontamination, disinfection, sterilization and waste management, personal protective equipment, hand hygiene, and medical asepsis, occupational health, and communicable disease precautions according to CDC Guidelines. This course has been approved by the Statewide Program for Infection Control and Epidemiology (SPICE) office to meet the Code requirements. Upon completion, all participants will receive their SPICE certificate.
HEPATITIS VACCINATION

The Dental Assistant Academy strongly recommends obtaining the Hepatitis B vaccination for individuals with occupational exposure to blood or other potentially infectious material. This vaccination is typically given at no charge to the employee by an employer. Students may also obtain vaccination through the local health department or local physician’s office. Costs can vary and will be the sole responsibility of the student. While vaccination is encouraged, it is not mandatory. However, all students must complete this form.

PrintedName: ______________________________

Signature: ________________________________

Last four Digits of SS#_________________ Tel. #: ______________________________

Email: ________________________________

Course Date: __________________________

Please circle one of the following:
I have previously been vaccinated for Hepatitis B. (Approximate Date: ____________)
I have not been vaccinated but intend to get the vaccination at my own expense.
I have not been vaccinated and do not wish to be vaccinated at this time
(If you decline, please read and sign declination below)

Hepatitis Vaccine Declination

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus infection. It has been recommended that I be vaccinated with the Hepatitis B vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccination, I continue to be at risk of acquiring Hepatitis B. I understand that I may change my mind at any time and elect to receive the vaccination at my expense.

_________________________________                    ____________________
Signature                       Date
ACKNOWLEDGMENT

The undersigned Student acknowledges that he or she has received and reviewed a copy of the The Dental Assistant Academy-Charlotte Student Handbook (the “Handbook”) and understands the policies, practices and regulations set forth therein and agrees to abide by the same. The Student further acknowledges that all Student policies provided are at the sole option and discretion of The Dental Assistant Academy-Charlotte and are not contractual. All Student benefits and policies are subject to change, addition or cancellation as The Dental Assistant Academy-Charlotte may, in its sole discretion, determine from time to time. The Student acknowledges responsibility for complying with future changes in policies, regulations and practices communicated to him or her from time to time.

The Student acknowledges the confidentiality of private and proprietary information the Student may learn concerning the programs offered by The Dental Assistant Academy-Charlotte. The Student understands that all information concerning the programs, including business and financial operations, policies and practices, shall be held as private and confidential and shall not be used for any manner outside of the program or disclosed to any persons or entities outside of the program except in strict accordance with the terms of the Handbook.

Printed Name of Student: ___________________________

Signature: ________________________________

Date: ________________________________

Witness: ________________________