

Dental Assisting (Levels I and II) Program Guide



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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

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Welcome Students

A Message from the Dean

On behalf of the faculty and staff of the School of Health & Community Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

We are pleased you have chosen Durham College. We look forward to working with you.



*Susan Sproul
Dean, School of Health & Community Services*

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.



*Judy Robinson,
Vice President, Academic*

School of Health & Community Services

Dental Assisting Levels I and II

Program Faculty & Staff

The office of the School of Health & Community Services is located in SW205 of the Gordon Willey Building.

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Practicum Officer:	Mary Sich	Ext. 2199	mary.sich@durhamcollege.ca

<u>Faculty</u>	<u>Office #</u>	<u>Phone</u>	<u>e-mail address</u>
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Health & Wellness Centre – G127 (Main Campus) – Kathy Lazenby, 905-721-3037
School of Health & Community Services Office Telephone: 905-721-3080
Fax: 905-721-3189
Website: <http://hcs.durhamcollege.ca/>

The above individuals may be contacted by dialing directly 905-721-2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do



THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2011 – 2012

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2011 SEMESTER

July 4, 2011	Fees due date for first year students
July 12, 2011	Web registration - for 2 nd year students who have paid for fall semester - begins.
July 13, 2011	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 19, 2011	Web registration - for 1 st year students who have paid for fall semester - begins.
July 20, 2011	Fees due date for returning students.
August 1, 2011	Civic holiday (no classes).
TBA	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
August 29, 2011	Apprenticeship Classes begin.
September 5, 2011	Labour Day (no classes).
September 6, 2011	Orientation for first-year students.
September 7, 2011	Classes begin for most programs.
September 13, 2011	Last day for late program registration. Last day for fall semester course or program changes.
September 20, 2011	Last day for full-time students to withdraw with a refund of fees paid, less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2011	Student Health Insurance Plan "Opt-out" deadline.
October 3, 2011	Due date for 2 nd instalment of Fall fees.
October 4, 2011	Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2}
October 10, 2011	Thanksgiving (no classes).
October 20, 2011	Fall Convocation (to be confirmed)
October 26, 2011	Deadline for submission of adjusted marks to clear INC grades from Summer 2011. INC grades after this date will revert to a fail.
November 16, 2011	Winter 2012 semester fees due date.
November 17, 2011	Scholarship Ceremony

November 14, 2011	Last day to withdraw from a fall semester subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
December 9, 2011	Last day of classes for most programs.
December 12 to 16, 2011	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 4 and 5, 2012 scheduled as tentative snow dates for the Oshawa campus.
December 22, 2011	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 4, 2012.
TBA	Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2011 – January 1, 2012 inclusive	Campus closed for the holiday season.
January 4 – 25, 2012	Dental Assisting Field Placement (May 2011 intake)

WINTER 2012 SEMESTER – JANUARY START

November 21, 2011	Web registration for Fall start 1 st year students for winter 2012 semester courses begins.
November 28, 2011	Web registration for 2 nd and 3 rd year students for winter 2012 semester courses begins.
December 5, 2011	Web registration for January start students begins.
December 7, 2011	Winter 2012 semester fees due date.
TBA	Registration for Oshawa campus part-time students begins.
January 2, 2012	Apprenticeship Classes begin
January 4, 2012	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 10, 2012	Last day for late program registration. Last day for winter semester course or program changes.
January 10, 12 and 14, 2012	Dates for missed exams from Fall Semester 2011
January 17, 2012	Last day for full-time students, who started their program in September 2011, to withdraw with a refund of <u>winter tuition fees</u> . ^{1,2} Ancillary fees and school supply fees are not refundable. Last day for full-time students, who started their program in January 2012 to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject. Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
January 31, 2012	January start students only: Student Health Insurance Plan "Opt-out" deadline.
January 30 to Feb 3, 2012	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.

January 31, 2012	Last day for application for winter semester subject exemption/credit. Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2}
February 8, 2012	Due date for 2 nd instalment of Winter fees.
February 17, 2012	T2202As available online via MyCampus as of 4 p.m.
February 20, 2012	Family Day (no classes).
February 20 to 24	Winter Break week; no classes with the exception of Apprenticeship and February-start students.
February 27 to March 2	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 7, 2012	Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
March 12 to 16, 2012	Winter Break week for most OYAP apprentices (except OYAP hairstylists; please see your school office).
March 19, 2012	Last day to withdraw from a January-start subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
April 6 2012	Good Friday (no classes).
April 10, 2012	Last day to apply to graduate – courses ending April 2012.
April 13, 2012	Last day of classes for most January-start programs.
April 16 to 20	Winter semester (January start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
April 27, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 8, 10, and 12, 2012	Dates for Missed Exams from Winter Semester 2012.
June 21 & 22, 2012	Convocation (Time and location TBA)

WINTER 2012 SEMESTER – FEBRUARY START

December 7, 2011	Winter 2012 – February-start - semester fees due date. Web registration for February-start students begins.
January 30, 2012	February-start classes begin.
TBA	Registration for Oshawa campus part-time students begins.
February 3, 2012	Last day for February-start late program registration. Last day for February-start course or program changes.
February 10, 2012	Last day for full-time students, who started their programs in February 2012 to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time for February start only. Last day for February-start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.

February 20, 2012	Family Day (no classes).
February 29, 2012	February-start students only: Student Health Insurance Plan “Opt-out” deadline.
February 24, 2012	Last day for application for semester subject exemption/ credit. Last day to withdraw from a February-start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
March 7, 2012	Due date for 2 nd instalment of Winter fees – February-start students only. Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
April 6, 2012	Good Friday (no classes)
April 9, 2012	Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
May 4, 2012	Last day of classes for most February start programs.
May 10, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
June 21 & 22, 2012	Convocation (Time and location TBA)

SPRING 2012 SEMESTER

March 7, 2012	Spring 2012 semester fees due date.
April 10, 2012	Web registration for Spring/Summer programs begin.
April 26 - May 18, 2012	Dental Assisting Field Placement (September 2011 intake)
May 7, 2012	Most Spring classes begin.
TBA	Registration for Oshawa campus part-time students begins.
May 11, 2012	Last day for late program registration. Last day for most spring semester course or program changes.
May 18, 2012	Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects. Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2} Last day for application for spring semester subject exemption/credit.
May 21, 2012	Victoria Day (no classes).
May 31, 2012	Student Health Insurance Plan “Opt-out” deadline.
June 8, 2012	Last day to withdraw from most spring semester subjects. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
June 22, 2012	Last day of classes for most Spring-start programs.

June 29, 2012	Deadline for submission of adjusted marks to clear INC grades from January start Winter 2011 semester. INC grades after this date will revert to a fail.
June 28, 2012	Spring semester grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2012 SEMESTER

April 10, 2012	Web registration for Spring/Summer programs begins.
May 2, 2012	Summer 2012 semester fees due date.
July 2, 2012	Canada Day (no classes).
July 3, 2012	Summer classes begin.
July 9, 2012	Last day for late program registration. Last day for most summer semester course or program changes.
July 16, 2012	Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1, 2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects. Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2} Last day for application for summer semester subject exemption/credit.
August 3, 2012	Last day to withdraw from most summer semester subjects. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
August 6, 2012	Civic Holiday (no classes).
August 17, 2012	Last day of classes for most Summer start programs.
August 23, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2012	Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

Program Information

Mission Statement

“To create a student-centered learning environment that fosters life long learning, and graduates students who possess the knowledge, skills and professional behaviours necessary to provide, culturally sensitive, optimum client centered care in collaboration with all members of the oral health care team.”

Introduction

Your Program Guide contains valuable information about Durham College and the Dental Assisting Program.

This guide will:

- a. explain the goals/objectives of the Dental Assisting Program.
- b. set out the responsibilities of students and faculty in achieving these goals.
- c. provide details of all our course offerings.
- d. outline the policies of the Dental Assisting Program.
- e. provide additional pertinent information to facilitate your success in the program.

Dental Assisting Program Description

This program offers academic studies, clinical experience and field placement to prepare students to work effectively in a variety of dental-related roles, specifically Level II dental assistant providing Intra oral care. The student will also learn business administration skills, oral health education and dental laboratory skills.

Academic and clinical studies are based on the most current theory of dental assisting practice, emphasizing ethical principles, and working interdependently and collaboratively with health-care professionals in a variety of practice settings. The field placement provides opportunities to gain insight and/or experience in the following dental settings: general dentistry, specialty dentistry community dentistry, and the dental hygiene clinic at Durham College.

Graduates of this program are eligible to write the National Dental Assisting Examination Board (NDAEB) examination. The program is accredited by the Commission on Dental Accreditation of Canada.

Statements of Philosophy

Introduction

The Dental Assisting Program holds as our philosophy a set of beliefs and values that are based on: research based curriculum, teaching process, learning experience, methodology of delivery and evaluation, dental assisting practice and client care. The following paragraphs describe the beliefs and values inherent to our program.

Curriculum

The program is mapped to meet the most current theories and practices. Faculty are committed to yearly revision of course outlines to ensure an up to date, research based curriculum is offered.

The following documents provide a basis for curriculum revision: Outcomes as published by the Ministry of Education and Training, the National Dental Assisting Examination Board (NDAEB) core skills and competencies CDAC requirements and the CDAA National Occupational Standards. Feedback and input regarding all aspects of the program are valued and encouraged. Opportunity to share ideas among all participants in the learning process is seen as important for the growth of staff, faculty, learners and the program; therefore course evaluations will be completed at the end of each course.

Teaching

Faculty will strive to:

- imbue professionalism, respect, and accountability.
- model and endorse the required commitment to life-long learning that includes formal and informal study intended to maintain competence and high quality service.
- help learners build on their strengths by using shared experiences, talents and abilities.
- model sound learning processes by supporting and encouraging learners and each other in the process of learning.
- involve learners in the process of seeking knowledge.

Learning

- Learning is a life-long process of personal and professional growth, as well as the realization of one's human potential.
- Learning is an active, participatory, and continuous process.
- Learning builds on prior experiences, stimulates reflection on experience, fosters the formulation or reformation of the meaning of experience and contributes to self-esteem, self-knowledge and self-empowerment.
- Learners are adults viewed as individuals with unique backgrounds and specific needs.
- Learners bring valuable prior knowledge and past experience to the learning situation.
- Learners need opportunity to participate in, and share responsibility for determining their learning.
- Learners are empowered when they participate in a liberated, creative, and collaborative learning process.
- In order for the learner to develop the ability to critically think, reflect and integrate new information, the learner must engage in active dialogue with the fellow classmates, faculty and oral health care providers.
- Teaching-learning is a dynamic process that occurs in formal and informal context.

Methodology of Delivery and Evaluation

To challenge and stimulate a learner's achievement, high standards and expectations are seen as essential. A variety of approaches in program delivery and evaluation are aimed at maximizing a learner's opportunity for success. Learning is enhanced when high value is given to various ways of gathering knowledge. Knowledge is derived from an understanding of self, others, practice, theory and research, all of which interconnect in the generation and application of knowledge with practice. Evaluation methods should; ensure quality, encourage critical thinking, be based on reflective practice, be frequent and ongoing. Evaluation should create meaning and be significant to the learning experience.

Dental Assisting Practice and Clients

Dental Assisting practice requires knowledge of theory, caring practice, critical reflection, and collaboration with other health care professionals. The dental assistant as an oral health provider applies theory to practice to promote health and healing, employing moral and ethical reasoning. All clients will be served in a professional manner, upholding the right of the client to choice of treatment. Clients are treated in a confidential, safe, and respectful manner. The promotion of sound oral health and total well-being will be a primary focus for the client, faculty, staff and the learners.

The clinical environment will meet the highest standards of practice to provide quality care for the public.

Dental Assisting Program Learning Outcomes

The graduate, as a beginning dental assisting professional has reliably demonstrated the ability to:

1. maintain client and personal safety in the practice environment.
2. contribute to the development of a comprehensive client profile by using a variety of data collection methods in collaboration with the client and other health professionals and in compliance with privacy legislation.
3. contribute to the development of a comprehensive plan for oral health services and programs in collaboration with the client and other health professionals.
4. provide oral health services and programs, as identified in the comprehensive plan as permitted within the scope of practice.
5. contribute to the evaluation and reporting of appropriate aspects of the oral health services and programs by using a variety of sources including the client profile.
6. act in a professional and competent manner.
7. maintain client records and manage office procedures in compliance with relevant legislation and regulations.

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Durham College Dental Assisting Levels I and II Program Goals

The goal of the Dental programs is to prepare a graduate who is able to practice competently within her/his defined scope of practice in the dental profession. To accomplish this, the program will:

1. establish a climate for a positive learning experience.
2. deliver a curriculum which reflects the current needs of the dental profession.
3. encourage students to strive for excellence.
4. encourage students to be involved in the learning experience and to value this process.
5. role model excellence to inspire students to emulate these behaviors.
6. emphasize the importance of attendance, commitment, and perseverance as a means to achieve success.
7. encourage personal, warm and supportive interactions with the teaching team and with fellow students.
8. create unity and pride in the program and in the dental profession.
9. encourage an appreciation for the value of peer and self evaluation.
10. recognize, reward, and celebrate behaviours contributing to success.
11. encourage honest and open communication.
12. deliver excellent instruction and learning experiences.
13. provide clearly defined information regarding rules, regulations, policies, procedures, curriculum, and evaluation methods.
14. encourage co-operative work and sharing of responsibilities in the learning experience.
15. assess student progress continually and suggest remedial activities if required.
16. foster increasing independence in the learner.
17. encourage a desire for lifelong learning.

Profile of the Durham College Dental Assisting Levels I and II Graduate

The graduate, as a beginning Level I and II Dental Assistant:

1. is educated to uphold ethical and legal obligations using the CDAA code of ethics as a moral template.
2. cares for populations including persons, families, groups and communities from a variety of cultures, by establishing caring relationships that foster trust, respect, collaboration and empowerment.
3. collaborates with other regulated health care professionals to provide optimum care to the client.
4. is committed to life long learning for personal and professional growth.
5. contributes to the promotion to health and healing by providing safe, effective, ethically client-centered care within provincial legislation.
6. applies chair-side, intra-oral skills as well as basic business office procedures using the most current and innovative methods for optimum efficiency.

Career Opportunities for Dental Assistants

A variety of dental practice settings exist in Canada today. Settings include private dental practice (general and specialty), community health (federal, provincial, regional and municipal government programs), educational and correctional institutions, the Armed Forces, hospitals, and retail and insurance industries.

Professional Associations

NB In order to practice Level II duties in Ontario, dental assistants must pass the NDAEB examination.

National Dental Assisting Examination Board (NDAEB)

The NDAEB is an independent board endorsed by many dental assisting associations and regulatory bodies. The Board had nation wide representatives from the Canadian Dental Assistant's Association, the Commission on Dental Accreditation of Canada, dental assisting educators from accredited and non accredited educational institutes, and the public. The purpose of the NDAEB is the development and administration of the National Dental Assisting board examination and issuance of a National Board Certificate.

Presently, in Ontario, Level II Dental Assistants must apply for and write the National Board Examination. The examination may be written by any successful graduate of a Level II Dental Assisting Program. There is a fee of **\$350.00** for this examination. The NDAEB will send application packages for each student that outline the requirements for the examination. The faculty will review this package and the application process with the students before the end of the school year. The first examination date will be in June or July 2012.

National Dental Assisting Examination Board
205-2255 St. Laurent Blvd.
Ottawa, ON
K1G 4K3

Phone: 1-613-526-3424
Fax: 1-613 526-5560
Web: www.ndaeb.ca
Email: office@ndaeb.ca

Ontario Dental Assistants Association (ODAA)

The ODAA is a member driven organization. It provides continuing education to the members, grants certification to new graduates, promotes professionalism and maintains unity for the members. Students may voluntarily join as student members at the beginning of the program for a nominal fee (\$45.00). Students must apply for membership before January 2012 in order to receive the discounted rate. Student membership packages are available on line. Students must, however, join the association and apply for certification upon graduation and after successful completion of the examination given by the National Dental Assisting Examination Board (NDAEB). There is fee of \$75.00 for certification and \$135.00 for membership. (Membership fees would not be paid again if the student was a student member already). The ODAA may provide students with information about this process during the course of the program. The faculty will review this package and the application process with the students before the end of the school year.

Ontario Dental Assistants Association
869 Dundas Street West
London, ON
N5W 2Z8

Phone: 1-519-679-2566
1-800-461-4348
Fax: 1-519-679-8494
Web: <http://odaa.org/>

Canadian Dental Assistants Association (CDAA)

The CDAA is the national organization for dental assistants that fosters opportunities for growth and is the voice for Canadian Dental Assistants. If a dental assistant is a member of the ODAA, then they are an automatic member of the CDAA.

1785 Alta Vista Drive, Suite 105
Ottawa, ON
K1G 3Y6

Phone: 1-613-521-5495
Web: www.cdAA.ca

Beliefs about the Teaching/Learning Process

The following are our beliefs about the teaching-learning process:

- A teacher is accountable to the student and the Dental Programs to provide an environment conducive to learning.
- The environment for learning is vital in that it should be supportive and provide direction for learning. Respect for the individual and her/his learning needs will promote a positive environment where learning can take place.
- Learning is a dynamic and continuous process which is manifested by growth and change in behaviour.
- Behavioural objectives, clearly stated and encompassing all learning domains (cognitive, psychomotor and affective) enhance the learning process.
- A student is accountable for active participation in the teaching-learning process. As a student progresses through the Dental Assisting Program, she/he should expect to assume increasing responsibility for learning.
- In keeping with our program philosophy and the professional requirement for life-long learning, the teacher fosters increasing independence in the learner.
- Students benefit from constructive feedback which is provided both immediately and regularly in an atmosphere of trust. An emphasis on positive reinforcement for appropriate behavior is essential to its success.
- Evaluation is an integral part of the teaching-learning process. Based on clearly stated objectives, it describes the student's progress and achievement of goals. Self-evaluation by the student is an essential element of evaluation. The teacher will provide both formative and summative evaluation.
- Formative evaluation provides feedback to learners about their progress in achieving the established objectives and occurs continuously throughout the learning experience. It serves a diagnostic purpose as it informs students of areas where further learning is necessary.
- Summative evaluation measures final outcomes or results and determines learner achievements as they relate to the learning objectives. It is concerned with how learners have changed.

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus .

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to http://www.durhamcollege.ca/EN/main/about_us/governance/policies.php#cp

Program Specific Academic Policies & Procedures

Program Policies

All Regulations and Policies as outlined in the Durham College Academic Policies and Procedures are in effect, plus the following which are specifically related to the Dental Assisting Levels I and II Program.

Electronic Devices

All electronic devices (i.e. cell phones, ipods, Blackberries) must be **off** and stored away during all classes and clinics/labs.

Attendance

Because of the relationship between theoretical knowledge and clinical practice, it is essential that students participate in all learning activities provided. Failure to attend class/clinic may result in gaps in knowledge, grade reduction and potential safety hazards for the client. Therefore, **full** attendance is expected for both class and clinic. Refer to individual course outlines for specific attendance requirements.

Throughout the school year, you will be expected to perform clinical skills on fellow students and the public. Working in partnerships with your classmates, and practicing newly learned skills with and on fellow students, prior to treating clients, is a significant component of the learning process. Students who are not prepared to work collaboratively in the client role with their fellow students will not be able to achieve the learning outcomes of the Clinic courses. If there is a medical reason which may prevent you from participating, you will need to submit a medical certificate verifying this, prior to beginning your program.

If extenuating circumstances occur and you must be absent from class, please notify the appropriate professor by telephone voice-mail or e-mail before 8:00 a.m. on the day of absence. Failure to notify may result in loss of opportunity to a) hand in assignments without penalty, b) write tests, c) obtain handouts, d) complete practice sessions.

IN CASES OF ILLNESS A MEDICAL CERTIFICATE MAY BE NECESSARY. Please refer to Health Policies and Guidelines for additional information.

To avoid disruption students are expected to be punctual. Students may not be allowed into the classroom or leave the classroom when lecture is in process.

Policies for Tests and Examinations

Students will be required to present their student I.D. card for all tests and for all formal exams. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your **DURHAM COLLEGE STUDENT I.D.** card to *all* tests and exams.

****Tests may occur outside of class hours. This will be noted on individual course outlines. A test schedule outlining all tests for the semester will be distributed at the beginning of each semester.**

For all tests, examinations and assignments, a deduction of 1/2 mark per error will be made for incorrect spelling of terminology, to a maximum of 10% of the value of the paper. All marks will stand. There will be no rewrites or supplemental or alternative tests/assignments.

Section I

In order to ensure a quiet environment throughout the test/examination, the following guidelines are in effect:

1. Check the test and examination timetable carefully. Ensure awareness of the time and place that the test/examination is being written. Students who have been identified by the Center for Students with Disabilities as having special needs will write tests and exams commencing at the scheduled time. If writing in the Center for Students with Disabilities, it is the student's responsibility to make appropriate arrangements and communicate them to the teacher.
2. Write tests and examinations within the scheduled times. Should this not be possible, the student or student representative must notify the subject teacher prior to the event. The only acceptable reasons for missing a test are accident, illness or a death in the family. Appropriate documentation (e.g. note from doctor, dentist, etc.) must be submitted to the course teacher.
3. Arrive five (5) minutes early.
4. Congregate outside the test/examination room. Students will be seated in the test/examination room a few minutes before the test/exam is scheduled to start.
5. Keep only erasers, pens, pencils and Kleenex on the desk. All other articles must be removed from the desk. Any other required items will be supplied.
6. Stop talking upon entering the room. The test/examination paper should not be turned over until directed to do so.
7. Be sure your name appears on all computer cards, booklets and papers.
8. Check the test/examination paper to ensure that no pages are missing. Before handing in the paper, check to ensure all questions have been answered.
9. Complete the computer forms correctly. Answers appearing on the computer sheet will be used to determine the grade. The computer form cannot be altered by the teacher.
10. Initial the class list at the beginning of the test/examination to confirm attendance.

Section II

1. Students will not be admitted to the room if more than 10 minutes late for a test. Students arriving past the established deadlines should report to the Divisional office, not to the test/examination room. No time extensions will be granted for late arrivals.
2. If questions or problems arise during the test/examination, the invigilator should be notified by a raised hand.
3. Students must remain quietly in the test/examination room during the last 10 minutes.
4. Students should not remain in the hall outside the room as talking in the halls is disruptive.

Missed Tests

In order for any student who has missed a test to write it at another date will need to apply in writing to the individual professor on the **first day of return**. The application to write an alternate test must outline the reason for missing the test and the arrangements required to write the test. Any supporting documentation must be attached (for example, a medical report, police report, eye witness account). It is up to the individual professor to determine if an alternate test time will be granted. Any student missing more than 2 tests per semester will not be granted this privilege.

Missed Labs and Clinics (Radiography Practice, Dental Materials and Clinic)

Students' eligible to seek support for missed practical evaluations in Radiography, Dental Materials, or Clinic must apply to the individual professor the **first day back** following an absence or **she/he will be ineligible for a make-up evaluation**.

Assignments

You will be notified at the beginning of each course regarding the plan for evaluation of student progress.

It is important that assignments be handed in to the appropriate professor on the date specified. All assignments are due at the beginning of class on the specified due date. Late assignments will lose 10% per day (including weekends). Assignments will not be marked, if submitted one week past the due date. If you are experiencing any difficulty with assignments, speak to your professor in **advance** of the due date.

It is the responsibility of the student to get all assignments in on time and to submit them directly to the instructor of the course.

If the deadline is not met, it will also be the student's responsibility to contact the instructor and to arrange for a time when the instructor will be available to accept the assignment.

It is the student's responsibility to **keep a copy** of each assignment that is submitted.

If the student will be absent on the due date, he/she can negotiate with the instructor for an **earlier submission date**. It is the student's responsibility to contact the instructor to arrange for this change.

Clinical Manuals

These manuals provide a comprehensive overview of clinical procedures and protocol. They will be distributed the first week of classes.

Evaluation Criteria

These manuals provide a comprehensive overview of the clinical evaluation system.

Staff Availability

All Dental Programs staff and faculty encourage open communication with students. Appointments are available based on the individual teacher's timetable. Teachers may be contacted by voice mail, e-mail or in person after class.

Equipment Responsibility

Dental students are responsible for all assigned equipment. Due to the expense of this equipment, lost or damaged equipment will be replaced or repaired at the student's expense.

Radiation Protection Badges

Each student must show his/her S.I.N. number and pay a non-refundable \$20.00 rental fee (included in tuition fee) before a Radiation Protection badge can be issued. The radiation badge must be returned to the department at the end of the academic year. An additional \$20.00 fee will be charged for a lost badge.

Cardiopulmonary Resuscitation Certification

A current CPR Level C certification and Standard First Aid must be completed before beginning the course of study in September. Your certification must be valid until the end of the academic year (July 2012). Students are required to maintain certification throughout the program, including field placement. Students may not attend the Dental Emergencies course, participate in the Dental Hygiene or Dental assisting Clinics or attend Field Placement until a valid Level C certificate has been submitted. Failure to provide this documentation will result in your program being delayed and may result in failure or withdrawal.

Criminal Reference Check

Each student must provide the Original copy of a current Criminal Reference Check with Vulnerable Sector Screening. This document must be completed by January 2012.

Procedures and regulations for obtaining criminal record search documents are controlled by the RCMP and the Government of Canada. These procedures and regulations may change at any time without notification. Durham College will endeavor to notify students of any changes when they come to our attention. As of March 1, 2011 the following reflects the current procedures and regulations of the RCMP with regard to the Vulnerable Sector Verifications.

The RCMP identified a means to enhance vulnerable sector checks to make the searches more rigorous. In the interest of public safety, the enhancements were quickly implemented to protect vulnerable members of society.

As a result of the enhancement, a Vulnerable Sector Verification now requires the submission of fingerprints whenever the gender and date of birth of an applicant match to an existing pardoned sex offender record. This is not an accusation of criminality, but a requirement for a thorough verification to confirm identity and protect personal privacy. This process will take at least four months.

This is an excerpt from the RCMP web site: <http://www.rcmp-grc.gc.ca/cr-cj/vulner/faq-eng.htm>

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Requirements For Promotion

Evaluation and Promotion

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Students must have a cumulative program G.P.A. between 1.8 to 1.99 to continue under academic probation.

The student will be permitted to continue in the program with one failed subject under the following conditions:

- a) a 60% average (GPA 2.0) is maintained;
- b) the failed subject is not a pre-requisite for a subsequent subject.

In order to be eligible for graduation, the student must also achieve a GPA of 2.0, and a pass in each academic, clinical and laboratory subject.

Credit Standing:

In order to be considered for a credit standing in a subject not taken at Durham College, the minimum mark achieved must be 60% (2.0). An "Application for Subject Credit" form may be obtained from the Registrar's office. The student must submit with this form, a transcript showing the mark obtained and a course outline showing the content and number of hours in each course.

* A course taken **four** or more years previously is not eligible for credit.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Liaisons or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Field Placement

Student/College Insurance Coverage

Below is an outline describing the status of the student with regard to insurance coverage when he/she is in the field placement(s).

Accident Disability Insurance Guidelines for Students on Unpaid Field Placements

Some of the unpaid field placement employers have Workplace Safety and Insurance (WSIB) coverage in their place of business and some will not. The status of the placement(s) must be determined by the student before placement begins.

1. Unpaid Field Placement Employers NOT Covered by Workplace Safety and Insurance (WSIB):

Durham College carries insurance coverage with I.T.T. Hartford for students in field placements that are not covered with Workers' Compensation. The Ministry of Education and Training covers the cost centrally. The benefits are similar to WSIB. The benefits do not protect the unpaid field placement employers from a lawsuit if they should be found negligent. In the event of an accident, the unpaid field placement participant notifies Durham College and we set into motion the appropriate actions and complete Hartford claim form.

2. Unpaid Work Placement Employers Covered by the Workplace Safety and Insurance:

The student in this environment will be covered through WSIB benefits. It does not affect the Work placement employer's insurance in the event of an accident. Workers' Compensation coverage will be the responsibility of the Ministry or University and Training. If an accident occurs, the unpaid work placement employer must authorize the training agency (Durham College) to act as his/her representative regarding the claim (Form 7, an accident claim form) being submitted. This authorization form is called a Letter of Authorization to Represent Placement Employer. The employer maintains this for one (1) year. If there is an accident, the employer completes the bottom half of form and returns it to Durham College within three (3) days.

In order for the student to begin field placements and ensure coverage, a Work/Education Placement Agreement form must be completed and returned to Durham College Dental Department BEFORE the placement date begins.

These forms are kept by Durham College for one (1) year after completion of the program, and inform all parties that there is coverage in the event of an accident.

The field placement employer and student must notify Durham College Dental Department contact person and provide details of the accident so that Durham College can forward either a Form 7 or I.T.T. Hartford claim forms to the appropriate insurance companies within three (3) working days of an accident.

- A. Work/Education Placement Agreement form will be given to each student along with a letter of application for field placement and a seminar will assist the student in completing the necessary forms.
- B. Liability Insurance Guidelines for Students on Unpaid Field Placements

Durham College also carries Comprehensive General Liability insurance through Schofield-Aker for each student while he/she is in the Field Placement setting.

- C. Students Travelling to and from Field Placement:

The students are at their own risk if they provide their own transportation, either public or private. Students must provide their own coverage if they travel privately.

Absence from Field Placement

The Student is to telephone both Durham College (Mary Sich @ 905-721-2000, ext. 2199) and the Field Placement/Dental office, **as well as their student faculty advisor**, if he/she is unable to attend the field placement setting due to illness etc., and make alternative makeup time arrangements.

Dress Code and Decorum Policies for Field Placement

Students are expected to wear the school uniform, uniform shoes and lab coat with name badge and Durham College Crest in Field Placement. Protective eyewear or Safety glasses are also required. Students are expected to be in keeping with the Durham College Dental Department decorum and professionalism policies. All other personal protection equipment will be provided by the Field Placement setting.

The student must comply with the Health Policies for Durham College Dental Programs prior to clinical placement (refer to Dental Program Guide).

The students must have a current CPR certificate and Standard First Aid, remaining valid during the entire Field Placement Experience.

Supervision for Field Placement

Students in Field Placement will be under the direct supervising of collaborating dentist, and dental office staff members.

Feedback, in the form of evaluations of the students' performance will be completed by the dentist or the office delegate. The office has been instructed to discuss the evaluation with the student and any improvements required in the student's performance, will be brought her/his attention immediately with specific suggestions for how the performance may be improved or altered. This is done so the student may benefit from the review and improve his/her skills while still the setting.

Completed Evaluation and Attendance Documents

Performance Review and Attendance document must be submitted to the Field Placement Dental Office Supervisor or delegate at the beginning of Placement.

Once complete the students must submit all documents (evaluation forms and attendance forms) to the students' individual Dental Faculty Advisor at Durham College on the designated dates specified in the Course Outline. (FWK 2500). All documents are to be photocopied and one copy retained by the student.

Support for Students in Field Placement

Personal and/or telephone interviews regarding each student in field placement will occur during and following placement. The Faculty Advisors of Durham College will be in constant contact with the Field Placement setting to assist the students with any issues that may/may not arise.

Students are encouraged to utilize his/her Field Placement Advisor through the placement experiences.

Health Policies and Guidelines

1. ENTRY IMMUNIZATION FORM

A completed Entry Immunization Form must be on file in order to be eligible to attend the practicum placement portion of your program. No student is allowed in placement if the form remains incomplete.

The Entry Immunization Form indicates the immunizations and health requirements in placement sites legislated by provincial public health acts. These forms are sent to each student at time of registration and are a requirement as a term of acceptance into the placement part of your program.

The form can take up to 3-4 weeks to complete and may require more than one physician visit. If you do not have access to a physician, the Campus Health Centre can accommodate, by providing a physician to complete the form. Please call the Campus Health Centre for an appointment or with your questions regarding completion of this form.

2. TUBERCULOSIS SURVEILLANCE (TB/Mantoux testing)

All first year students and new entry students are required to provide proof of TB (Mantoux) status, as a part of the Entry Immunization Form. A Two-Step Mantoux Skin Test (TB) is required. If a two step TB test has been completed in the past he/she must submit proof of this testing and a current yearly one step. If you are a known positive conversion, proof of a follow-up chest x ray must be submitted, in lieu of test.

3. INFLUENZA IMMUNIZATION [Flu shot]

It is strongly recommended that students receive influenza immunization (a flu shot) each year.

Proof of influenza immunization may be a requirement for placement in some facilities. Please ensure you are immunized, if your placement involves one of these facilities.

If a student has not had an influenza immunization and a flu outbreak occurs in the agency and/or on the unit the student is assigned to, the student may be required to stay away from the practicum area until the flu outbreak is over. This may result in a grade of Fail for the student if she/he cannot meet the learning outcomes for that rotation/semester.

4. ILLNESS

Durham College has a responsibility to the practicum agencies concerning infection control. The student is responsible for assessing his/her ability to attend practicum/field placement. When reporting off due to illness, students are to comply with the established policy for each agency. If illness or injury occurs while in a practicum segment, contact your professor for further direction. If medical attention or a physician's note is required please contact the Campus Health Centre or your family physician.

The following *must* be reported to the Campus Health Centre prior to attending practicum placement for consultation and advice.

1. Rashes
2. Open or weeping wounds
3. Suspected exposure to or diagnosed communicable disease. (I.e. Measles, chicken pox)
4. Conjunctivitis (pink eye)
5. Respiratory symptoms/illness
6. Gastrointestinal symptoms/illness

- a) Communicable Disease Contact: If you suspect you have been in contact with a communicable disease, notify the Campus Health Centre nursing staff. Depending on the communicable disease, the staff will recommend or be required to notify other sources for preventative reasons (i.e. Hospital, Public Health Dept.) These situations are assessed on individual basis.
- b) Gastrointestinal/Diarrhea: If symptoms of diarrhea persist for longer than 24 hours, follow up through the Campus Health Centre or family physician is required.
- c) Respiratory: Respiratory symptoms reportable include a fever of greater than 38 degrees and a new or worsening cough or shortness of breath. Reporting through the Campus Health Centre or family physician of these symptoms is required for clearance to placement facility. (Source: Directive to All Ontario Acute/Non-Acute Care Facilities Under Outbreak Conditions, ACO-03-05. Oct. 22, 2003)

5. ACCIDENTAL INJURY

Any student sustaining an injury during class or at a practicum placement, must fill out a Durham College Accidental Injury Report. Forms are available on-line by accessing the "Health and Safety" area of the college website. Any accidental injury may result in a Workers Compensation Claim. Please discuss this with your professor or Dean of your program within 24 hours of injury.

Format for Completing an Accidental Injury Report

1. Notify your practicum professor of the accident/injury immediately.
2. Complete a Durham College Accidental Injury Report within 24 hours following the injury. The report must be legible and completed by the injured person, with assistance of faculty.
3. If injury/accident occurs in a practicum placement, also notify the placement agency of the injury, and then follow the agency's policy.

6. MANAGEMENT OF PERSONS WITH EXPOSURE TO BLOOD OR BODY FLUIDS

Definition of "Exposure" exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which standard precautions apply.

- a) If an Exposure Occurs, Immediately Apply First Aid.
1. Instruct the person to press cuts or punctures of the skin to make it bleed.
 2. Wash the area with soap and water.
 3. If eyes(s) splashed, rinse with tap water or saline with eye(s) open.
 4. If mouth is affected, spit out suspected fluid and rinse with water.
 5. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact.
- b) Reporting and Post-Exposure Management
Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate supervisor (i.e.: practicum teacher/faculty)
2. Report immediately to emergency department of local hospital to determine risk level, treatment, counselling and suggested follow-up. Follow the policy of the agency in which the exposure occurred.
3. Complete the Durham College Accidental-Injury form <http://durhamcollege.ca/forms/accidentinjury/>
4. . Relevant information includes the following:
 - Date, time, location (agency) of exposure
 - Job duty being performed by student/staff at the time of exposure
 - Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact
 - Description of source of exposure, including of known, whether the source material contains HIV, HBV
 - Details about referral to physician for assessment/treatment (date, time, location, name of physician in emergency department)
5. Follow –up counselling and on-going evaluations by a physician can be arranged if the student does not have a physician.

7. TRAVEL OUTSIDE CANADA

Please be aware that upon returning, if you are unwell, you are advised to consult with the Campus Health or Family physician. This is a precaution to rule out transmission of dysentery or salmonella infection.

8. WORKERS SAFETY AND INSURANCE BOARD (WSIB)

All students must complete a work/education agreement for workers compensation prior to commencing Practicum placement. In case of accident, students are covered by Worker's Compensation. Students who have Practicum placement with employers outside the Worker's Compensation Act will be covered by private insurance purchased by the Ministry of Education and Training. Any Accidents or injuries must be reported to the practicum professor within 24 hours of the injury, and the forms will be completed by the student with the assistance of the professor.

**THE CAMPUS HEALTH CENTRE IS LOCATED
IN THE RECREATION AND WELLNESS COMPLEX
ROOM G-1030**

**THE HOURS OF OPERATION:
MONDAY – FRIDAY 9 am -5 pm
FAX: 905-721-3133
PHONE: 905-721-3037**

www.durhamcollege.ca/campushealthcentre

Guidelines Related to Student Injury

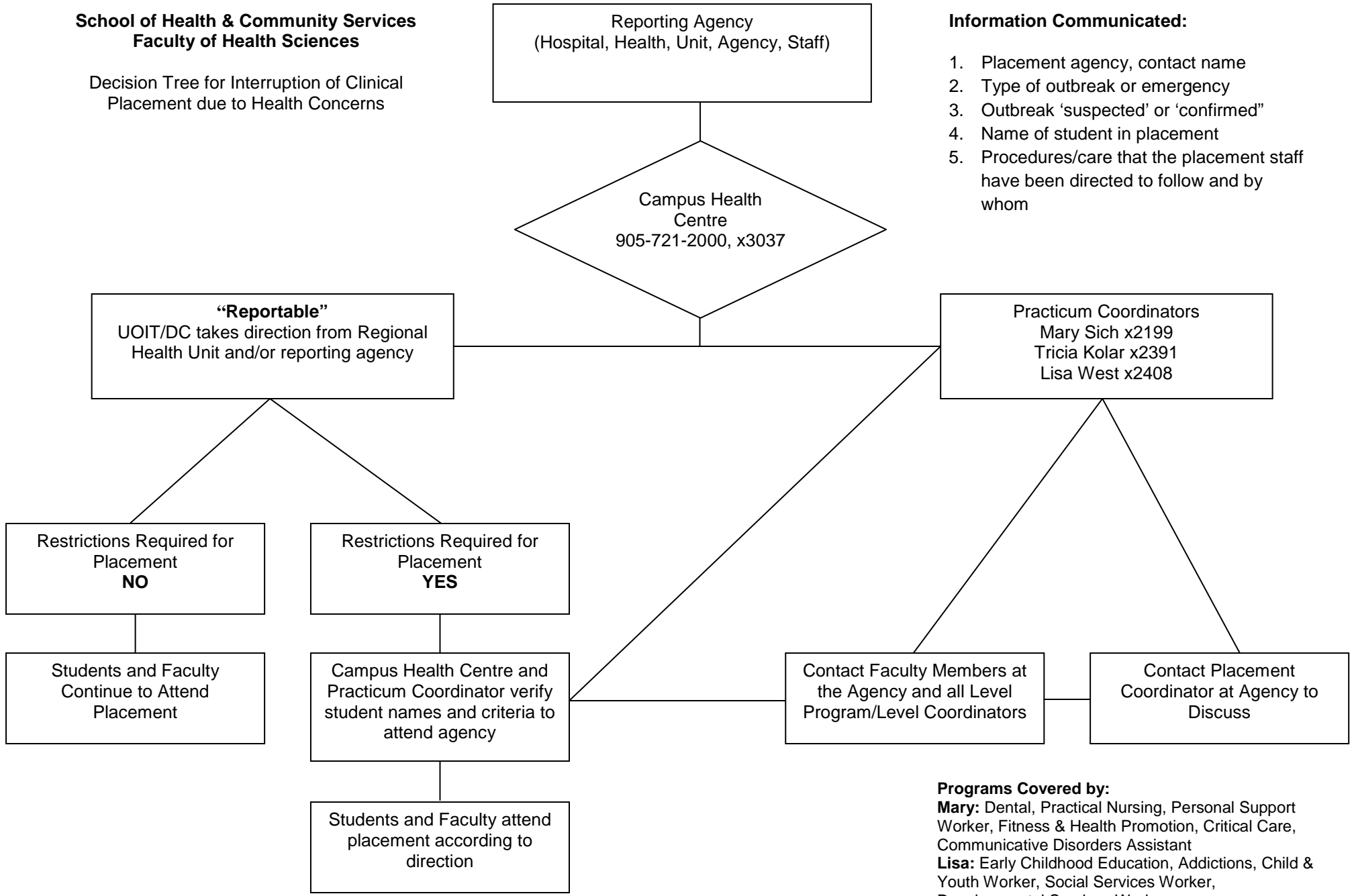
1. The student must report any injury to his/her preceptor/supervisor immediately and to the professor/faculty advisor as soon as possible.
2. The agency's accident/injury report will be completed by the student with the professor/preceptor's/supervisor's assistance.
3. The Durham College, "Accident/Injury Report" will be completed by the student and made available to the faculty advisor on the next business day. School of Health & Community Services Fax 905-721-3189.
4. The original report is kept on file at Durham College.
5. If required, the Workplace Safety and Insurance Board [WSIB] form, "Employers' Report of Injury/Disease Form 7" will be completed by the student with the assistance of the practicum officer in the School of Health & Community Services Office at Durham College the following business day.
The WSIB form is to be completed if the work related injury has caused the student to
 - Be absent from their regular work and or
 - Require modified work and or
 - Obtain health careThe law requires the WSIB form to be completed within 3 calendar days after the injury.
If you have any questions about whether a WSIB form should be completed call Mary Sich the Practicum Officer at 905-721-2000 x2199.
6. The student requiring emergency care will report to the Emergency Department; otherwise the student will be attended by his/her physician. The student does not utilize the hospital's employee health services when injured.

Workplace Safety and Insurance Board

The student must complete a work/education placement agreement for WSIB prior to commencing the Consolidation experience. In case of accident, the student is covered by WSIB. Students who have placements with employers outside the WSIB will be covered by private insurance purchased by the Ministry of Education and Training. Any accidents or injuries must be reported to the teacher within 24 hours of the injury.

**School of Health & Community Services
Faculty of Health Sciences**

**Decision Tree for Interruption of Clinical
Placement due to Health Concerns**



Information Communicated:

1. Placement agency, contact name
2. Type of outbreak or emergency
3. Outbreak 'suspected' or 'confirmed'
4. Name of student in placement
5. Procedures/care that the placement staff have been directed to follow and by whom

Programs Covered by:

Mary: Dental, Practical Nursing, Personal Support Worker, Fitness & Health Promotion, Critical Care, Communicative Disorders Assistant
Lisa: Early Childhood Education, Addictions, Child & Youth Worker, Social Services Worker, Developmental Services Worker
Tricia: BScN

Academic Advising - Student Liaison

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions.
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA).
- make decisions regarding full-time/part-time studies.
- review graduation requirements.
- set up academic plans with individual students upon request.
- find equivalent credits.
- transfer to another program.
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name:	Nancy McGuire
Office #:	Room SW106D, South Wing, Gordon Willey Building
E-mail address:	nancy.mcguire@durhamcollege.ca
Telephone:	905-721-3066
Appointment time available:	8:30am - 4:00pm

CENTRE FOR STUDENTS WITH DISABILITIES

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that students with disabilities have equal access to all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in SW116. The documentation should outline the current impact of the disability. Assistance in obtaining the appropriate documentation may be available.

Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – **contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.**

Test Registration forms are available on our website - www.durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities/ –click on **Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room SW 116).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student submits the Test Center Form less than 5 business days in advance of the test date.**

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on the CSD website each term

It is the student's responsibility to check their My Campus email address frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

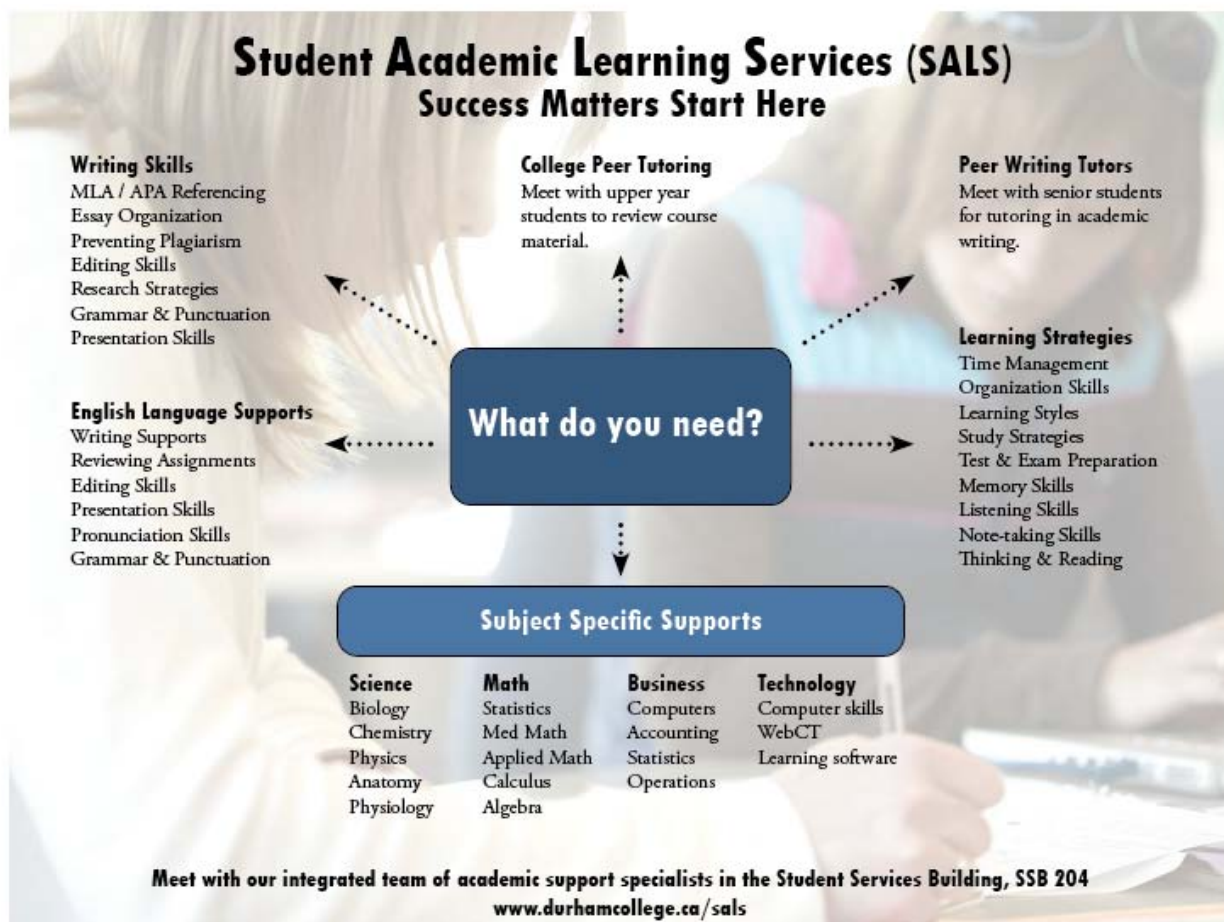
For further information please call 905-721-3123, drop by at SW116 to set up an appointment or visit our website at www.durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities/

Student Academic Learning Services (SALS)

Success Matters Start Here! The staff and faculty at the Student Academic Learning Services Centre can help you achieve your educational goals.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Learn to manage your time and prepare for tests
- Improve your reading skills and take better notes
- Use 28 lab computers with learning software
- Increase your English proficiency
- Improve your writing skills
- Have a quiet space to do your work
- Access group study space
- Improve your marks from a 'B' to an 'A'



The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms and the *Den* in the basement for group work. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Students & faculty at the Whitby now have a small branch library at their location. They may also use the North Oshawa campus library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.2000 ext. 2390 reference@dc-uoit.ca

College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education's current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Scholarships, Bursaries and Awards

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-course scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Bursaries: Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Durham College Access Bursary Program: This bursary is available to Ontario students offered admission to a full time, **first year** program at Durham College.

Durham College Upper Year Student Bursary Program: Students must complete the Student Financial Profile application for consideration for bursary funding.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Eligibility: Students who are currently enrolled full-time at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the college website. Students are advised to check MyCampus regularly for updates.

Unless otherwise noted, all students must complete the online Student Financial Profile application for consideration for bursary and award funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC student tab. The student is notified of the application results via MyCampus email.

For further information on scholarships, bursaries and awards, please contact studentawards@durhamcollege.ca.

NOTE: Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
CAW Family Auxiliary 27 Award	\$250
Carpenters Union Local 397 Award	\$800
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$1000
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$1000
Durham College International Student Scholarship	\$1500
Durham College Scholarship – <i>In Course</i>	\$500 or \$1000
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$1300
International Student Emergency Bursary	Various amounts
June White Memorial Entrance Award	\$500
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
Lois Sleightholm 21 st Century Award	\$1000
Marjorie Elizabeth Willoughby Award	\$3000
Ontario Aboriginal Bursary	Up to \$3000
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees' and Pensioners' Charity Trust	\$1000
Oshawa B'Nai B'Rith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$800
Purdue Pharma Award	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
The Central East Community Care Assess Centre Award	\$500 & \$750
Wordham Family Award	\$3,000
Your Student Association Award	\$400

School of Health & Community Services

Daryl and Cindy Austin Award	Any Health & Community Services program	\$750
Durham Filipino-Canadian Society and Dr. Gregorio Bayang Award	Dental Assisting/Dental Hygiene	\$800
Dwayne Moses Memorial Award	Human Services Worker	\$800
George & Gennie Chaput Award for Excellence in Patient Care	Practical Nursing	\$1000
Joyce Marshall Bursary -	Early Childhood Education	\$500
Lovell Drugs Limited Award – <i>In Course</i>	Practical Nursing	\$1000
Nursing Faculty Memorial Award	Practical Nursing	\$500
Oshawa Community Credit Union Award	Alternates yearly between School of Business & Information Technology students and School of Health and Community Services, Nursing Program students	To be determined
Victorian Order of Nurses Award – <i>In Course</i>	Practical Nursing - For outstanding commitment to patient care	\$500

Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

Transfer Guide Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities, including UOIT, our campus partner.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree.

These opportunities are detailed, by program, on the **Durham College Transfer Guide** (http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

DENTAL ASSISTING (LEVELS I & II)

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HR	ALT. DEL.	FIELD PLMT. HRS
SEMESTER 1								
DENTAL & OROFACIAL ANATOMY		ANTY 1500		PREV 1501 BIOL 1501	3	0		
G BIOLOGY		BIOL 1501			3	0		
CLINIC THEORY I		CLIN 1500		CLIN 1501	3	0		
CLINIC PRACTICE I		CLIN 1501		CLIN 1500 DENT 1509	0	3		
DENTAL MATERIALS		DENT 1509			3	3		
PREVENTIVE DENTISTRY		PREV 1501			3	0		
RADIOGRAPHY THEORY I		RAD 1500			3	0		
					18	6		
SEMESTER 2								
CLINIC THEORY II		CLIN 2502	CLIN 1500	PRCT 1501	4	0		
DENTAL RECORDS		DENT 1502	ANTY 1500		2	0		
EMERGENCIES		EMER 1502			1	0		
OFFICE MANAGEMENT/COMMUNICATIONS		MGMT 1500			1	2		
G NUTRITION I		NUTR 1500			2	0		
CLINIC PRACTICE II		PRCT 1501	CLIN 1501 PREV 1501 ANTY 1500	CLIN 2502 RAD 2503	0	6		
RADIOGRAPHY THEORY II		RAD 2502	RAD 1500 CLIN 1501	RAD 2503	1	0		
RADIOGRAPHY PRACTICE		RAD 2503	RAD 1500	RAD 2502 PRCT 1501	0	2		
DIVERSE POPULATIONS		SPEC 1502		PRCT 1501	2	0		
FIELD PLACEMENT	3	FWK 2500	FULL COMP SEM I&II		0	0		104
					13	10		104

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

Course Descriptions

SEMESTER 1

DENTAL & OROFACIAL ANATOMY ANTY 1500

This course is the study of the head and neck regions of the body. Subject content includes osteology, muscles, lymphatic system, and salivary glands. This course introduces the student to the close relationship which exists during the formation of tooth tissues: enamel, dentin, cementum, bone, and pulp. The teeth are studied collectively and individually in terms of shape, function, anchorage, and their relationship to each other. The soft tissues and supporting structures of the teeth will be identified and the student will have basic knowledge of various normal and abnormal findings in the oral cavity. The student will have the opportunity to handle specific teeth that comprise the human dentition.

BIOLOGY BIOL 1501

This course studies the structure and function of the human adult in health and disease. It will focus on the anatomy of the body systems with an introductory focus on physiology. Organization of the body will begin with study of the cell, tissues, organs and the development of organ systems within the body. The student will understand how these systems function both independently and interdependently to maintain balance in the body. Learner preparation and activities are designed to promote critical thinking.

CLINIC THEORY I CLIN 1500

This subject is designed to provide the student with the theoretical knowledge required in order to function in the role of a Level I & II Dental Assistant. Emphasis is placed on infection control, disease

transmission, oral evacuation, instrument transfer, fundamentals of topical and local anesthesia, rubber dam application, dental hand pieces and rotary instruments, and the professional role of the Dental Assistant.

CLINIC PRACTICE I CLIN 1501

This practical subject provides dental assisting students with the opportunity to apply and evaluate the procedures and skills of Level 1 and 2 dental assistants in a clinical environment, as outlined in Clinic Theory I.

DENTAL MATERIALS DENT 1509

This subject is an introduction to the science and manipulation of specific dental materials commonly used in dentistry.

PREVENTIVE DENTISTRY PREV 1501

A thorough study of the properties and characteristics of oral deposits, and their influence on the process of periodontal disease and dental decay is discussed. This subject provokes the student to critically think how to apply preventive theories into practice for a variety of age groups and dental related concerns. Students will learn how to put preventive principles into practice by developing client specific home care instructions and age specific oral health education lesson plans for individuals and groups.

RADIOGRAPHY THEORY I RAD 1500

Students learn the basic principles of intra and extra oral dental radiographic exposure. Topics include the techniques for the exposure of bitewings, paralleling and bisecting angle, periapical, occlusal, panoramic, cephalometric and endodontic radiographs. Client assessment and management skills are also discussed.

SEMESTER 2

CLINIC THEORY II CLIN 2502

Clinic Theory II builds on elements introduced in Clinic Theory and Practice I. Aspects of restorative dentistry, endodontics, orthodontics, periodontics and oral surgery will be highlighted. A portion of this course of study focuses on the knowledge and principles required for the student to provide safe client centered care as a Level II dental assistant within the province of Ontario.

DENTAL RECORDS DENT 1502

This course provides the opportunity for the Level II dental assistant to learn the ethical and legal issues of the profession and to develop skills of ethical conduct. This subject also addresses the components of a client's record, with special emphasis on the medical history, the charting/recording of conditions identified by the dentist, and accurate documentation of all the components of client care.

EMERGENCIES EMER 1502

This subject is designed to provide the students with the basic knowledge necessary in order to function effectively as a member of the dental team in the prevention, recognition and treatment of medical emergencies.

OFFICE MANAGEMENT/ DENTAL SOFTWARE MGMT 1500

This combined theory and laboratory course will provide the Dental Assisting Levels I and II student with an overview of basic office procedures, with an emphasis on the relationship between the business office and the treatment room. Utilization of a common dental

software program package (Abeldent) will occur: with topics such as client records, dental insurance billing, daily appointment scheduling, fees collection techniques and continuous care systems being discussed. Along with the use of technology in the dental workplace, student will study office communication skills and inventory management highlighting how to establish and maintain effective office relationships.

NUTRITION I NUTR 1500

This nutrition course provides basic nutrition theory with the primary focus on nutrition as a determinant of health, the function of selected nutrients and the integration of nutritional components into a healthy diet utilizing various nutrition guidelines and recommendations. During this course, the student will have the opportunity to assess a diet, provide counselling, utilize eating well with Canada's Food Guide, the Dietitian's of Canada website and a scoring the sweets assessment tool. Students will compare food labels and apply nutrition principles to food choices. This course stresses nutritional inquiry and deals with fundamental nutritional information to afford the student a foundation to critique various life style choices.

CLINIC PRACTICE II PRCT 1501

This clinical subject allows the student to practice basic skills that were introduced in CLIN 1500 and CLIN 1501. The student will assist in restorative procedures and become familiar with periodontal, oral surgery, endodontic, and orthodontic procedures. In the later part of the semester, students will provide preventive services to student partners and to a variety of clients.

RADIOGRAPHY THEORY II RAD 2502

Students learn the basic principles of intra and extra oral dental radiographic exposure. Topics

include the techniques for the exposure of bitewings, paralleling and bisecting angle, periapical, occlusal, panoramic, cephalometric and endodontic radiographs. Client assessment and management skills are also discussed.

RADIOGRAPHY PRACTICE RAD 2503

Students practice exposing dental X-ray films, processing film with the automatic unit and mounting and evaluating diagnostically useful radiographs. Radiographic assignments are completed on X-ray training mannequins.

DIVERSE POPULATIONS SPEC 1502

This course introduces the dental assisting student to diverse populations that may incur in the dental office. Emphasis is placed on management of the pediatric client during dental care procedures. The Dental assistant student will also gain understanding of the unique challenges that special needs, seniors and culturally diverse individuals may face regarding dental care. The role of the Dental Assistant in a public health setting will also be discussed.

FIELD PLACEMENT FWK 2500

This practicum will provide the Dental Assisting Levels I and II student with the opportunity to practice clinical and communication skills in a variety of workplace environments such as general dentistry offices and a specialty office.