

MORENO VALLEY COLLEGE

Dental *Assistant*
Program
Student Handbook

2026 – 2027

ACADEMIC YEAR

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Dental Assistant Program's Student Handbook

This handbook is designed to augment the Moreno Valley College Student Handbook. It is the student's responsibility to understand the guidelines and policies of both handbooks and stay updated on any changes. Students have access to the MVC Student Handbook through the institution website. [Standard of Student Conduct](#).

Mission of the Dental Assistant Program

The Dental Assistant program provides the students with a quality, equitable education that prepares them to be highly competent, professional, and caring licensed dental assistants.

Goals of the Dental Assistant Program

The Goals of the Dental Assistant Program are to:

- 1. Maintain compliance with the Committee on Dental Accreditation and the Dental Practice Act of California.
 - 2. Provide a quality, equitable dental assistant curriculum that prepares the student to complete the National Certification Exam (CDA) and California State Registered Dental Assistant Exam (RDA) successfully.
 - 3. Maintain proficient dental assistant faculty and staff to ensure a high quality, equitable educational program.
 - 4. Prepare the student for dental assisting employment as an integral member of the dental health team by integrating modern dental technologies and digital tools essential for contemporary clinical practice.
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Program Learning Outcomes (Competencies)

Upon completion of the program, the student will be competent in:

- Prepare the student for dental assisting employment as an integral member of the dental health team by integrating modern dental technologies and digital tool essential for contemporary clinical practice, including collecting diagnostic data and performing clinical supportive treatments as outlines by the State of California Dental Practice Act.
- Performing business office procedures.
- Adhering to the American Dental Assistants Association's Code of Ethical Conduct and applying this to established ethical, legal, and regulatory concepts for dental assisting.

- Demonstrating professional, interpersonal communication skills to interact effectively with diverse populations.
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Accreditation

The Moreno Valley College Dental Assistant Program is accredited by the **Commission on Dental Accreditation** and has been granted the accreditation status of "*approval without reporting requirements*." The Commission is a specialized accrediting body recognized by the United States Department of Education. A copy of the Accreditation Standards is available for review in the Program Director's office.

If a student has a complaint related to the program's compliance with the accreditation standards, they should call CODA at **1-800-621-8099 extension 4653**. The Commission on Dental Accreditation will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

To obtain a copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints, contact the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 800-621-8099 extension 4653 or online at <https://coda.ada.org/en>.

Parking Regulations at Moreno Valley College

A valid parking permit is required for all vehicles parked at Moreno Valley College. Parking permits are available for purchase via the college website: <https://mvc.edu/about/campuses/parking.php>. Parking lots are clearly marked for handicapped parking, faculty, and patients. All other parking spots are for students.

Office Hours

Full time faculty members have posted office hours outside their doors. Full and part-time faculty members will have their office hours on their course syllabi or will announce office hours on the first course meeting. The purpose of office hours is to facilitate students' success by answering questions, clarifying information, etc. Students are encouraged to make appointments with faculty when needed. Virtual office hours may be offered on a case-by-case basis.

The expectation of the students is to respect each faculty member's office hours, and refrain from interrupting faculty during the course of their daily tasks. This is often difficult since faculty and students are often in the same work areas. A good rule to follow is: if a faculty member is in a conversation with someone, on the phone or computer, or working on a project, the assumption should be that the faculty member is busy. Postpone questions during that time and wait until the faculty member's next office hours.

Note: Lingering outside of an office until the faculty member gets off the phone is considered disrespectful, as all conversations are considered confidential and standing outside an office may allow a student to hear a conversation.

Dental Education Center Hours

The Moreno Valley Dental Education Center is open from **8:00 a.m. to 5:00 p.m. daily**. In the summer and winter intersession the Dental Education Center is closed on all Fridays. Hours may be modified on a case-by-case basis.

Mailboxes

Each dental assistant faculty member and dental assistant student will have a labeled mailbox in the Moreno Valley Dental Education Center (DEC) building C. These mailboxes are to facilitate communication between faculty and students. Students should check their mailboxes on a daily basis for information that is distributed related to courses or the program. Students can use the faculty mailboxes to request an appointment during office hours to review or receive clarification on course material and/or requirements. Students should also check their Canvas and Gmail emails on a daily basis for communication and updates from their faculty.

Health Requirements

Students being admitted into the Dental Assistant Program must show proof of being free of communicable diseases, infections, psychological disorders and other conditions that would present a threat to or negatively impact the well-being of fellow students, faculty, patients, or would prevent successful performance in the Dental Assistant Program.

Any condition described above that a student develops after admission into the Dental Assistant Program could be sufficient cause for suspension or dismissal from the program.

The Dental Assistant Program may require a health examination of the student by a licensed health care provider as well as laboratory tests as needed, to determine physical and mental fitness. Records of such tests are only to determine fitness for the program, and except for such use, the confidentiality of these records is strictly maintained. These records will be stored in a locked file cabinet that is located behind a locked door

Laboratory Tests

Each student selected for admission into the Dental Assistant Program shall be required to have the following tests:

- Tetanus or tetanus/diphtheria — must be current within the last 10 years.
- Tuberculosis (TB) skin test (Mantoux). If a positive skin test is determined, a copy of a chest radiograph report taken within the last year must be included.

Copies of all laboratory tests must be submitted to the Program Director by the specified due date and will be kept in the student's file.

Important: Lack of proof of specified laboratory tests by the specified deadline will result in **loss of admission status** into the program.

Immunizations

Each student selected for admission into the Dental Assistant Program is required to show immunity for measles, mumps, rubella, varicella, and Hepatitis B as well as health clearance for pulmonary tuberculosis. A copy of the immunization record including the following are kept in the student's file:

- MMR (Measles, mumps and rubella) must be current after 1980.
- Varicella (chicken pox)
- Hepatitis B vaccine
- Acellular Pertussis (whooping cough)
- Additional vaccinations including influenza may be required.

Important: Lack of proof of immunizations and failure to turn in the required medical health clearance form will result in **loss of admission status** into the program.

Students must be in optimal physical and mental condition in the clinical area to ensure safe and effective care of patients. If the physical condition or behavior of a student is symptomatic of substance abuse/emotional/mental illness, there will be adherence to the Policy on Alcohol/Drug Abuse and Mental Disability.

Liability Insurance

Students will be required to show proof of liability insurance prior to assignment to externship offices. Students can obtain liability insurance at an affordable price using the following link: <https://www.proliability.com/>. Additional information will be provided during the mandatory orientation prior to enrollment.

Fingerprinting / Background Checks and Drug Testing

Dental Assistant students must have an approved clear background check and drug screening to participate in placement(s) in clinical facilities and dental offices. The background check is not a requirement for admission into the program. Background check and drug screenings are required for registration in the clinical dental courses. The initial background check satisfies this requirement during continuous enrollment in the program.

Policy

- 1. Students will be required to obtain a clear or approved background check. The Dental Assistant Program will provide instructions to the student on how to apply and pay for the background check.
- 2. Students will be given a deadline date by which background check results must be submitted to the Dean/Director.
- 3. Students who do not complete and have a cleared background check/drug screen by the deadline date cannot participate in clinical courses and will not be able to complete the program.
- 4. The background check and drug screening will minimally include:
 - Seven-year history
 - Address verification
 - Sex offender search
 - Two names (current legal and one previous name)
 - All counties
 - Office of Inspection General (OIG) search
 - Social Security Number verification
 - Drug Screen (10 panel).
- 5. Students may be denied enrollment or dismissed from the program if they have a felony and/or related misdemeanor convictions on their record(s). Convictions are evaluated on a case-by-case basis.
- 6. Students denied enrollment due to criminal convictions are permitted to reapply to the program when it has been seven (7) years since an offense, or when they receive a clearance or certificate of rehabilitation

from the court. However, even with the clearance or certificate, students may still be denied access by clinical facilities, based on the nature of the convictions even though the convictions may have occurred more than seven (7) years ago. Clinical rotations are a mandatory part of the Dental Assistant Program education. If a student cannot participate in clinical rotations, he/she cannot complete the Dental Assistant Program and therefore cannot be enrolled into the program. Each clinical facility has different requirements. The requirements of the clinical facilities are final.

- 7. Students on probation, parole, outstanding bench warrants, or with unpaid citations/restitutions cannot enroll until all outstanding issues are resolved.

Charges/Arrests/ Convictions That Prevent Clinical Rotation Participation

The following charges, arrests, convictions, even if dismissed, will prevent the student from being able to participate in clinical rotations:

- Murder
- Assault/battery
- Sexual offenses/sexual assault/abuse
- Certain drug or drug related offenses
- Alcohol-related offenses (without certificate of rehabilitation)
- Other felonies involving weapons and/or violent crimes
- Class B and Class A misdemeanor theft; Felony theft
- Fraud
- Testing positive for drugs including marijuana (medical or recreational)

Addition of any future applicable policy guidelines by a clinical agency such as the Dental Board of California.

- As part of the licensing process in California, applicants for the Registered Dental Assisting (RDA) exam must be fingerprinted and report information related to the illegal use of controlled substances, as well as any convictions or pleas of nolo contendere even if the charges were dismissed. In addition, the application for the state licensure requires disclosure of specific information related to convictions (misdemeanor or felony) associated with state or federal action. Students with the above-mentioned history may be prevented from becoming licensed as a Registered Dental Assistant by the State of California.

Students with Special Needs

Please refer to the RCCD [Student Handbook](#) and Accessibility Resource Center Programs and Services Student Handbook Policies and Procedures. Students can contact the Accessibility Resource Center at **(951) 571-6138** or <https://mvc.edu/student-support/special-programs/disability/index.php>.

Course Requirements

The Dental Assistant Program is a full-time program that is very rigorous and places excessive demands on students. Students must accept ultimate responsibility for completing all course requirements at the designated skill level in clinic and at a **"C" (70%)** level in all didactic courses.

Each course will have a detailed course syllabus. This syllabus is a contract between the faculty and students. Please review the syllabus thoroughly and ask as many questions as necessary to understand the expectations for success in the course completely.

Each individual course will state its requirements in the course syllabus. Failure to meet the deadlines and criteria set forth in the syllabus will affect the student's course grade as stated in each syllabus.

This is a professional program, and correct spelling and grammar are required on all quizzes, exams, and papers. There will be a deduction of points for incorrect spelling and grammar as stated in each syllabus.

Important: Any course grade lower than a "C" (70%) is a failure. Students must receive a "C" or better in all courses to continue in the Dental Assisting Program.

Attendance

The expectation of students is to be on campus and seated in the classroom prior to the start of each class and laboratory session. Students will also attend every lecture and laboratory session to ensure successful completion of course.

Each course syllabus clearly states the number of missed sessions allowed prior to the faculty being required to drop the student. These program policies are set to ensure compliance with accreditation standards and state regulations for hours requirements.

Missed class sessions involve the student missing a large volume of information that may directly affect their success in the course. Faculty will determine if an absence is "excused" on a case-by-case basis.

The Dental Assistant Program prepares students to enter the workforce as dental professionals. Part of this preparation involves being responsible for communicating to the program if they are late or will be absent from class.

If a student is going to be late or absent, the directive is to call the Program Director at **(951) 571-6430**. Please input this number into your cell phone for easy access.

Course Preparation

The expectation of the program is for students to complete designated readings and other assignments prior to each class period. Due to the volume of information that a student must learn in this program, some course content is not covered during class time. Students are responsible for all information designated in the reading assignments regardless of whether it has been covered in class.

Students are responsible for clarifying their understanding of the course materials. Faculty members have posted office hours and students are encouraged to take advantage of these hours to discuss course material.

All courses have Canvas enhancement, which means that this website facilitates communication between classmates and faculty members. Each Canvas site will have a course syllabus, discussion board, e-mail, and lecture uploads for students to have access to at all times.

Students must strive for excellence in all aspects of the program. This requires students coming to class prepared and staying up with information covered in each course.

Examination Regulations

Students are required to be present at all examinations. Each individual course syllabus will outline the procedure to follow if a student has an emergency on the day of the examination. Make-up examination administration is as stated in each course syllabus.

During examinations, all backpacks, books, cell phones, and personal belongings must be stored in the back of the classroom. Most exams are on computers through Canvas using a lock down browser and random seating in the classroom. Students can utilize a pen or pencil as needed for non-electronic examinations (OSCE).

Grading Procedures

The Dental Assistant Program's curriculum design is for course delivery in a specific sequence. Each course offering occurs once an academic year and that course must be completed with a "C" or better in order to continue in the program.

The program encourages an atmosphere of cooperation and non-competitiveness. The only discussion of grades should occur between the student and faculty member rendering the grade. It is not appropriate to take concerns about grades to another instructor.

Dental assisting students must be able to communicate effectively through oral and written communication. Misspelled words or incorrect grammar will result in a reduction of grade earned as specified by each course syllabus.

Repeat Policy

A student accepted into the Dental Assistant Program, who earns a grade lower than a "C" in a dental assistant course(s), will not be able to continue in the program. The student may be readmitted into the program the following year pending space availability and allowed to retake the course where a grade lower than a "C" was earned. The students will be required to audit the courses in which they were successful.

- Readmission into the program will be determined on a case-by-case basis.
- Consideration for readmission requires the student to re-apply and follow all application procedures and guidelines, including turning in all required documentation by the due date.
- Students considered for readmission into the program — **one time only**.

- Students dismissed from the program or those who were unsuccessful in two or more courses will **not be eligible for readmission** into the program.
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Standard of Conduct

Please refer to the MVC Student Handbook and RCCD policy on Standard of Student Conduct (BP 5500) for expectations of conduct when at school or representing Moreno Valley College.

Students are to be respectful to their faculty, staff, and classmates at all times. Cell phones **MUST be turned off** (not on vibrate) and put away during all classes and clinic sessions. The first time a student's cell phone goes off, the faculty will ask them to turn it off. The second time, they will be asked to leave the classroom.

Riverside Community College District Policy

No. 5500
Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

References:

Ed Code Section 66300, 66301, 76033;
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)
Health and Safety Code Section 11362.79
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District Police shall be called by the receiver of the threat or anyone on behalf of the receiver.

2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military and veteran status, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty

Forms of Dishonesty include, but are not limited to:

- a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
 - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
 - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
 - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
 - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
 - f. Buying or selling authorization codes for course registration.
13. Entering or using District facilities without authorization.
 14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the

violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
 - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.

24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.

- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook, all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007

Revised: May 17, 2011

Revised: August 20, 2013

Revised: September 15, 2015

(Replaces the Standards of Student Conduct portion of Policy 6080)

Dishonest Conduct

Dishonest conduct in the classroom or in clinic is unacceptable. Students are to behave in a professional manner at all times and with academic integrity. Examples of dishonest conduct include, but are not limited to, cheating, plagiarism, forgery, altering of documents or records, falsification of records, or misrepresentation of facts. Students found conducting themselves dishonestly are referred to the Program Director and then to the Dean of STEM/CTE for disciplinary action.

Plagiarism

Plagiarism is defined as: *"The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work."*

Examples of plagiarism include:

- Paraphrasing published material without citing the source.
- Using another person's ideas, outlines, and works without citing the source.
- Submitting as one's own work, papers or other reports that have been prepared by another person.

Cheating

Cheating is defined as using notes, aids, or help from other students on tests or examinations in ways to substitute for lack of knowledge. Students who permit another student to use their work in a way to substitute for lack of knowledge are also guilty of cheating.

Students will submit original work in each course. Submission of a paper or project used previously in another class without the approval of both instructors is prohibited.

If a faculty member witnesses dishonest conduct by a student, they will immediately pick up the exam or quiz and send the student to the Program Director's office. The student is informed of what the faculty member witnessed, and the situation will be handled according to the Moreno Valley College Student Handbook

Professionalism

Behaviors and attitudes required of a dental professional of dental assisting students is expected in the classroom, laboratory, clinic, and externship setting. These include but are not limited to:

- Appropriate and effective communication skills (verbal, nonverbal and written)
- Appropriate, legal, and ethical behavior.
- Professional classroom conduct includes arriving prepared, actively listening, refraining from side conversations, remaining respectful and engaged, and not using earbuds, headphones, or other distractions during instructional activities.
- Assuming responsibilities for one's academic and professional development
- Complying with the program's policies and procedures as specified in the Student Handbook
- Assuming responsibility for seeking assistance from faculty members if academic, professional, or personal problems interfere with their educational process
- Discussing their problems with the individual involved in the disagreement; not taking the problem to another individual in hopes of their solving the problem.
- Displaying academic integrity at all times
- Presenting an image of health, cleanliness and professional appearance at all times
- Personal grooming should not be done in the lab or classroom. (For example, no applying makeup, no adding fake eyelashes, no curling or straightening hair, and etc.)

Professional attire is the responsibility of each student. Professional clothing is conservative, clean, well pressed, neat, and in good taste; this includes wearing scrubs. Tight-fitting, inappropriate clothing should not be worn when at school or at an off-site, school related function.

Students are expected to wear clean and pressed scrubs, closed toe and heel shoes, and socks that cover their ankles when in laboratory and clinic sessions. Failure to wear appropriate attire means the student cannot participate in that clinic or laboratory session.

Students are expected to keep their fingernails short (not longer than the pad of the finger) and with no polish, no gel or dip. Acrylic nails are prohibited. Hair must be pulled away from the face and above the collar.

The Dental Assistant Program emphasizes professionalism in all aspects of the students' experience. Students are expected to address all faculty members as **Mr., Ms., or Dr.** according to their title. All communication must be respectful and professional.

Emailing and Professionalism

Each student will demonstrate professionalism through all communications with faculty and classmates. When communicating through email, make sure to appropriately address the recipients, comment on information, then politely close the email message and sign your name.

Example:

Hello Ms. Fernandez,

I was hoping to stop by during your office hours tomorrow. Please let me know what time would be best for you.

Thank you,
Susan

Faculty will not respond to emails that do not demonstrate professionalism.

Canvas and Google Class Site:

Students will check Canvas and Google class site (Gmail) once a day. If a faculty member sends a class or personal email, each student is expected to respond within 24 hours.

The full-time faculty members will be checking both accounts daily during school hours and the part-time faculty will be checking Canvas once a week during school hours.

Additional Professionalism Information

All dental assistant students are expected to demonstrate professionalism in behavior, mannerisms, and judgment in the dental assisting classroom, radiology, clinic, all clinical externship sites and community events. As a dental assistant student, you are members of the dental community of professionals and are expected to represent the profession as such in your everyday life.

Entering the clinic is the culmination of the practical aspect of your professional education. It is both rewarding and challenging, and it is a privilege all of us must approach with a high degree of professionalism and dedication to the "**patient first**" philosophy. Neglect, abuse or endangerment of a patient may result in withdrawal of clinic privileges and/or dismissal from the program.

Examples of Positive Professional Conduct

- Placing the patient's welfare first when planning and implementing patient care
- Concern about the patient's welfare and comfort
- Willingness to accept faculty feedback recommendations for improvement and evaluations gracefully
- Maintaining physical, mental, and emotional composure in all situations
- Following prescribed treatment plans and abiding by clinic protocols and guidelines
- Eagerness to learn; attitudes of respect, concern, and cooperation toward fellow classmates, staff, and faculty
- Politely asking for clarification when uncertain of instructions or tasks
- Practicing good personal grooming and hygiene
- Demonstrating sound clinical judgment commensurate with level of experience
- Maintaining neat and clean cubicle, and sterile instruments
- Honest with faculty members, patients, and colleagues

Examples of Cause for Concern / Critical Errors (not all-inclusive)

- Failure to place the patient's welfare and safety as first priority
- Failure to maintain physical, mental and emotional composure in clinic, classroom and clinical sites
- Consistent ineffective, inefficient use of clinic time
- Failure to be honest with patients, faculty, supervising dentist and colleagues
- Gross negligence during procedures or in documentation of the patient chart
- Inappropriate disclosure of patient health information
- Unsafe practice of dental assisting procedures
- Failure to practice patient safety (re-using contaminated instruments)
- Not wearing clinical attire and/or protective personal equipment properly
- Inadequate review of medical history
- Falsification of patient records/documentation including but not limited to medical records, chart documents, skill sheets and externship forms, including signatures

Teamwork

Professionalism also includes working as a team with classmates and faculty members. Teamwork is demonstrated in many ways while in the program, such as helping each other be successful didactically and

clinically. Teamwork is also demonstrated through laundry and sterilization assignments. **All students will** help each other every week.

Teamwork is also demonstrated through laundry and sterilization assignments. Each week there will be two students assigned and charged with completing these tasks. Students are expected to work together to make sure things are done during their assigned weeks. As team members, **all students will** help each other every week.

Attitude is a large part of professionalism. Students are to have a positive attitude toward their peers, staff, and faculty members during the program. All decisions about a class are in the best interest of the class, and not the interest of individual members.

Lab and Clinic Session Information

It is difficult to cover all the possible ethical decisions a student may encounter during the course of clinical training. Therefore, students are encouraged to consult with a member of the faculty if there are any questions regarding the correct course of action should the student be presented with an ethical situation.

- All patient interactions are conducted in designated patient care areas during posted clinic hours under faculty supervision. Failure to comply constitutes practicing dental assisting without a license, a serious offense that will result in a Critical Error.
- Signatures and entries in patient charts and on all other clinic forms must be authentic, legible, and accurate. Forgery of signatures, fraudulent entries, or alteration of the patient chart or any other clinic or externship documents are serious offenses that will result in a critical error.
- Professional behavior is expected at all times while representing Moreno Valley College. This includes treating patients, classmates, faculty, and staff with courtesy and respect regarding language, actions, and choice of topic. Professional behavior also includes leaving the operatory clean and ready for use by other students.
- Appropriate clinic attire is worn whenever a student is involved in patient care activities. Clean, well-maintained scrub shirts and pants, closed-heel and toed protective shoes with socks that cover your ankles, and a clean gown are the **ONLY** acceptable clinic attire.
- All charts must be returned to the Faculty in charge of the laboratory or clinic session, when not in a student's personal possession for patient care or chart review. Return all checked out charts to the faculty in charge at the completion of the class or clinic session. All other times charts must be available in the chart cabinet for administrative purposes or for patient care. Charts are never to be stored in a locker or taken off-site for any reason.

- The Dental Assistant Program's Infection Control Policies are always followed. The result of failing to comply with operatory cleanliness protocols will vary, ranging from a negative Progress Report to a Critical Error.
 - **English shall be the spoken language in the clinical environment** as a courtesy to patients, students, faculty, and staff. The use of other languages should be for patient communication only.
 - Students may be immediately dismissed from clinic, class or laboratory for safety reasons or for unprofessional behavior, attire, or attitudes.
-

Medical and Dental Emergencies

All clinical faculty, staff, and students are required to hold current certification in basic life support (CPR). In addition, all students will be required to review the Medical and Dental Emergencies Protocols in the fall semester and prior to clinical assignments and periodically throughout the program. It is unlikely, but not improbable for a medical emergency to occur while in the Dental Assistant Program.

Situation 1 — Signs of Medical Distress

If your patient exhibits signs of **medical distress**, you must be able to assess the situation and determine the severity of the incident quickly and accurately:

1. Stay with the patient.
2. Ask a classmate in the cubicle next to you to get a faculty member, and clinic coordinator to assess the situation. Program Director must be informed of emergency.

Situation 2 — Medical Emergency

Upon recognizing a **medical emergency** (patient loses consciousness, has difficulty breathing, chest pain, seizure, or other life-threatening signs or symptoms) immediately call out "**Sunshine**" to get nearby classmates' and/or instructors' attention.

1. Stay with the patient.
2. Ask a classmate to get a faculty member, and clinic coordinator to assess the situation. Program Director must be informed of the emergency.
3. Have a classmate retrieve the emergency oxygen tank and the Medical Emergency Kit, located in the front supply room and cubicle #17 in the back clinic. Additionally, retrieve the defibrillator located in cubicle #17, or #25 (alerts upper campus)
4. If needed, have a classmate call to initiate EMS. Phones are in the front conference room (A-108) or cubicle #15. **Dial 9-911.**

5. Have a classmate inform the administrative assistant that the EMS has been summoned so they can direct them to the appropriate location in the clinic.

You must stay with your patient unless directed otherwise by the clinical faculty. Remain calm and initiate basic life support as needed.

If you are asked to call for EMS, please follow these procedures:

1. **Call 9-911 to activate the EMS. Phones are in the Front Conference Room (A-108 or Cubicle #15.**
2. Inform the 911 operator of the nature of the medical emergency and the specific location of the Dental Education Center. Directions to DEC are on every phone in the clinic area. An individual should stay by phone.

Emergency Oxygen Tanks — To Turn ON:

- Turn the cylinder valve on top of the tank counterclockwise. Turn regulator valve; turn the knob with numbers clockwise all the way up to 8–10 liters.
- Turn regulator valve (white knob cubicle #17 or silver knob front supply room)
- Turn ON by turning the knob with numbers clockwise all the way up; 8- 10 liters.

To Turn OFF:

- Turn the cylinder valve on top of the tank clockwise until tight.
- Turn the regulator valve counterclockwise until it stops turning.

Following the emergency, complete an **Incident Report**. A thorough chart entry must be made in the Progress Notes of the patient's chart by the student, overseeing instructor, and any instructor who assisted. Program Director must be informed of all emergencies.

Broken Instrument Protocol

1. Call out "Sunshine."
2. Pack the area with gauze.
3. Tell the patient not to swallow.
4. Do not suction the patient's mouth.
5. Do not let the patient get up or rinse their mouth.
6. Do not leave the patient or have any disrupted visual observation.
7. Tell the patient calmly what has happened in a calm manner. Let them know this is not an unusual event and that a faculty member will be called in to assist them.
8. Do not leave your patient or have any disrupted visual observation of your patient for any reason.

9. When classmate arrives, ask a classmate to get the periotriever from the front supply room or cubicle #17 and to get a faculty member immediately.
10. Once the tip is removed, check to make sure all pieces are recovered.
11. Continue to talk to the patient reminding them not to swallow until the faculty member arrives.
12. Take a picture with the intraoral camera of the retrieved instrument tip and instrument together.
13. Take a radiograph of the area to confirm the entire tip was removed.
14. Place in the patient's chart as documentation
15. Sterilize the broken instrument tip and place it in the chart.
16. If the faculty cannot retrieve the broken tip, the patient will be advised to go to Urgent Care or the Emergency Room (depending on the time of day) for medical consultation (e.g. chest x-ray). If this occurs when treating a student, **Athens Careline** (833)284-3670 will be called for a referral to the appropriate clinical site for appropriate radiographs.
17. Document thoroughly and completely all aspects of the event specifying if the tip was retrieved or not.

Swallowed or Aspirated Foreign Object

If an object is lost down a patient or classmate's throat, then the following should be implemented:

- If the patient or classmate exhibits **respiratory distress**, call 911 immediately.
- If the student does not exhibit respiratory, **Athens Careline** will be called (833) 28403670 for a referral to the appropriate clinical site for appropriate radiographs.
- If the patient does not exhibit respiratory distress, they are advised to go to Urgent Care or the Emergency Room for medical consultation (e.g., chest x-ray).

Eye Exposure

1. Call out "Sunshine."
2. Have a classmate get a faculty member.
3. Go immediately to the eyewash station (radiology processing room, cubicles #1 and #30, or wall between cubicles #18 and #19).
4. Turn on the cold-water side of the faucet.
5. For the eye station in the radiology processing room, pull the knob on the eyewash station unit forward to activate the eye wash. Water pressure will hold the eyewash in operation, leaving the user's hands free. In all other cubicles, you can use the single-use bottle to rinse your eyes over the sink.
6. Begin flushing your eyes with water.
7. Hold your eyes open with your fingers.
8. Roll your eyes.

9. Flush for a full fifteen minutes.
10. Take out your contacts

Work-Related Injuries

Any work-related injury should be reported to the supervising faculty and the program director immediately. All incidents must be documented. If the supervising faculty is not available, the injury should be reported to the program director. Any paperwork that is filled out should be given to the program director.

1. After an injury is determined not to be an emergency, it should be reported to supervising faculty.
2. If the supervising faculty is not available, the injury should be reported to the program director.
3. Any paperwork that is filled out should be given to the program director.

Confidentiality of Patient Records

All patient records are confidential and considered personal medical records, used for and in the context of patient care and treatment only. MVC Dental Assistant Clinic Protocols dictate strict adherence to professional standards, including **HIPAA**, and demand compliance to confidentiality of all patient records. All providers and relevant staff are required to understand, acknowledge, and agree to these protocols.

The student is responsible for giving the patient the HIPAA form and placing a copy in the patient's chart. All information obtained from patient records is held in confidence. No copies of patient records are made, and no records or copies are to be removed from the clinical facility including all clinical rotation sites.

Security standards for the protection of electronic protected health information and the health information for economic and clinical health act (the "**HITECH Act**") are also adhered to.

Policy and Procedure: Student Use of Social Media

The use of social media by the Moreno Valley College Dental Assistant students presents concerns for the privacy and confidentiality of patients, other students, and faculty. The following policy is specific to confidential information regarding the MVC Dental Assistant Program (faculty, staff, students, patients or clinical affiliates) and is not applicable to the general personal use of social media by dental assistant students.

The faculty and administration of the Dental Assistant Program recognize that dental professionals and dental assistant students have an ethical and legal obligation to maintain privacy and confidentiality of those entrusted to

their care. Inappropriate disclosure of confidential information is considered a breach of integrity and damages the individuals involved as well as the general trustworthiness of the dental profession.

Official MVC Dental Assistant Program communication regarding academic courses will occur only through MVC sanctioned channels (e.g., MVC email, Canvas, and program websites).

Prohibited Disclosures via Social Media

- Protected Health Information as defined by HIPAA — individuals may not disclose patient names, or otherwise refer to patients in any way that identifies them, including their initials or by their location.
- Clinical discussions that include any identifiable information related to patients at the MVC dental clinic or clinical affiliated sites.
- Using or posting any MVC logos.
- Copyrighted or intellectual property (e.g., recordings/videos from class or clinical seminar/clinical documents).
- Comments that express or imply sponsorship or endorsement by MVC Dental Assistant Program.

Suggested Best Practices for E-Professionalism

- Do not share any clinically related information about patients, families, working conditions, staff, colleagues, or incidents at clinical or academic settings.
- Consider professional boundary issues and do not "friend" patients or families that are being cared for, or are likely to be cared for in the future.
- Dental assistant students engaging in clinical rotations are held to the same professional, legal and ethical standards as Dental Assistants and Registered Dental Assistants.
- "Off-duty" conduct is just as likely to be scrutinized and evaluated against professional standards.
- Know and follow the policies and restrictions and guidelines for cellphone use, photography and electronic communications
- Do not share any information that one would not want others to know. Posting information online is the equivalent of posting information on a public bulletin board.
- Always consider the audience and the context of postings. Stop and think before posting any information.
- Do not discuss school or work-related issues online, including complaints about others. This includes not criticizing or presenting unflattering images of the educational institution, teachers, or fellow classmates.

Consequences

- Students who share confidential information will be subject to disciplinary action, up to and including failure in a course and/or dismissal from the program.
- Violations of patient privacy may also be subject to the clinical agency's HIPAA procedures/guidelines and disciplinary consequences.

- Violations of other students' privacy may be subject to RCCD FERPA procedures/guidelines and consequences.
- Each student is legally responsible for individual postings and may be subject to financial liability if postings are found defamatory, harassing, or in violation of any applicable law. Students may also be financially liable if postings include confidential or copyrighted information.

Clinic Attire

Appropriate size and fit, clean and pressed scrubs must be worn when in the clinic. The student's midriff cannot be exposed when sitting down for treatment or at any time. Students can wear any color scrubs while at MVC dental clinic or lab. **A black pair of scrubs** must be worn in externship at Loma Linda University and when representing the program in community and school events.

A washable MVC issued gown completely buttoned must be worn over your scrubs when working in the Moreno Valley College dental clinic or in the laboratories. A disposable gown will be worn when you are out in externship offices.

Students must wear low-heeled, protective, clean tennis shoes with enclosed toes and heels. Socks must cover the ankles.



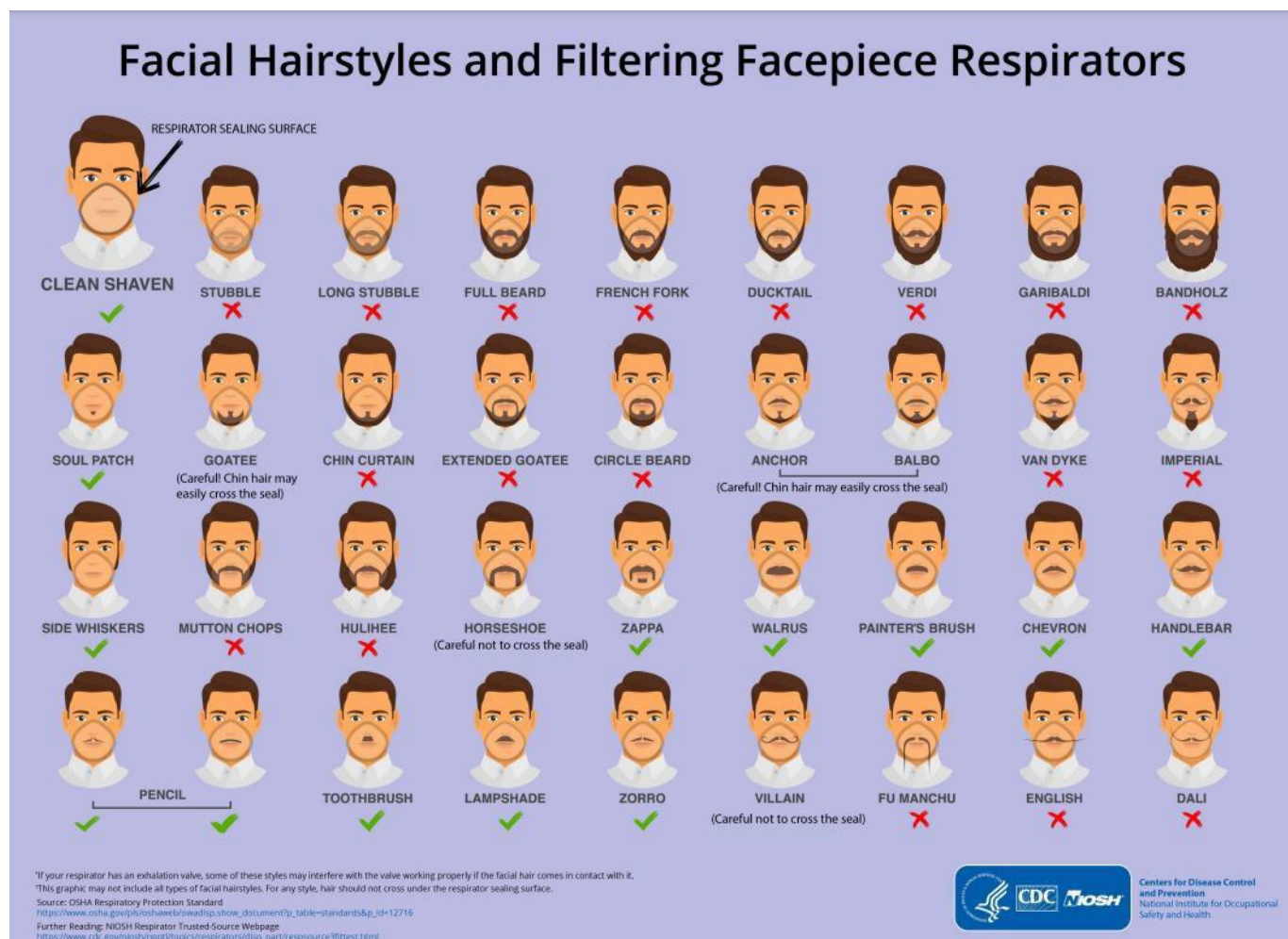


Personal Grooming

Dental assistant students work in proximity with patients and classmates. Unless one is meticulous, even minor violations of good grooming may leave a patient with an unfavorable impression.

- Personal hygiene is of utmost importance. Body deodorant is applied daily.
- Food consumption: garlic and onions produce oral and body odor which can be offensive even until the next day.
- Oral hygiene: dental floss and brush your teeth carefully before entering clinic and after consumption of food.
- Moreno Valley College is a **smoke-free environment**. Smoking is strictly prohibited on all grounds of any MVC facility, including the Dental Education Center.
- Perfumes and scents are not to be worn when in clinic and are discouraged when in the classroom.
- Hands must be neatly manicured, free of hangnails and ragged cuticles. Fingernails clean and trimmed short, no nail polish, no artificial or gel nail products, natural nails only. A student presenting with acrylic or gel nails will be removed from the clinic or lab until the nails have been removed.
- Hair (male or female students): natural color, confined, tidy and professional (off the neck, face, and collar).
- Make-up application should be natural and kept to a minimum. Inappropriate or unprofessional applications may result in students being released from the clinic and may affect the student's ability to meet student learning outcomes.
- Jewelry: Professional watch with a second hand. Earrings: small, stud-pierced type in the ear lobe only. Only one earring per ear. No additional jewelry is to be worn.
- No visible body piercing jewelry other than earrings (including tongue).
- No sweaters, sweatshirts, or jackets are allowed in the clinic care areas.
- Compression long-sleeved tee in a solid color may be worn under MVC uniform top. No color or marking should be visible. No other garments or styles will be permitted.

- Undergarments should be worn but not visible through the uniform T- shirts or tank tops worn under the uniform must be of a solid color and not show below the uniform sleeve line.
- Tattoos must be covered so that they are not visible in the clinical setting.
- Beard and moustaches are closely trimmed, clean, and appropriate so that they do not interfere with the respirator seal. Hair off the collar always.



Policy on Physical Activity Restrictions

Students are required to report to the director any change in health status (examples: broken bone, skin lesions, chest pain, contagious disease, pregnancy, injury, back injury, surgery). The student is required to submit a statement to the director from their healthcare provider stating that he/she may participate in unrestricted functional activities essential to chairside dental assistant duties. This statement must be on file prior to the student having patient contact or being in their clinical assignment or lab.

Restricted physical activities may prohibit participation in clinical/laboratory experience and delay progress in the dental assistant program.

MVC Student Health and Psychological Services

The college maintains a health services center for all students to promote health, prevent disease, and to provide care for acute illness. The student is responsible for maintaining good health practices. Information about the student health and psychological services is available at <https://mvc.edu/student-support/health-wellness/health-services/index.php> and **(951) 571-6103**.

Any illness or injury occurring when school is not in session is the responsibility of the student. If hospitalization, diagnostic tests, medication or referrals are required, any expense incurred will be the responsibility of the student. Students are encouraged to maintain private medical insurance. Injuries that occur in class, clinic, or laboratory are reported immediately to the instructor. All accidents/incidents require completion of written reports by the student and instructor, in accordance to the RCCD Risk Management protocols.

Policy on Alcohol / Drug Abuse and Mental Disability

The dental assistant student must be emotionally and mentally healthy and free from illegal or recreational drugs/alcohol (**including medical marijuana**) in all MVC Dental Assistant classes, laboratories, and clinical rotations as consistent with RCCD Board Policy 5500. Additionally, students cannot have impairment by any prescribed medication while attending any school functions. Students are required to report any change in health status and provide clearance to participate in unrestricted activities pertaining to chairside dental assisting. Students must be free of any evidence of impairment.

A student who exhibits behaviors suggesting impairment by alcohol, drugs and/or emotional/mental disability will:

- Be removed from clinical/laboratory or class assignment immediately to ensure patient and team member safety.
- Be referred for a medical evaluation and/or blood/urine test.
- Have documentation of the incident on the DA Progress Report and on an RCCD Accident Report.
- Be immediately reported to the program director, the Dean of CTE, and the Dean of Student Services.
- Be informed prior to leaving the facility that that he/she may not return to classes or clinical assignment until they have met with the director and Dean as soon as possible to:

- Review the incident, including the documentation of behaviors, signs and symptoms of impairment exhibited by the student necessitating action.
 - Provide students with the opportunity to offer further explanation and additional relevant information.
 - Review results of student drug screen.
 - Review with students the program's policy on Alcohol/Drug Abuse and Mental Disability and potential academic/clinical consequences.
 - Have a consultation with the Dean, DA director, faculty, mental health experts, RCCD Legal Counsel, RCCD Risk Management, and/or the appropriate Department Chair regarding whether a policy violation has occurred and whether the procedure should move forward.
 - Be notified by the Dean or Department Chair in the event there is confirmation of violation. They will notify students of the decision and the consequences, which may vary from suspension, loss of privileges, probation and dismissal from the program.
-

Pregnancy Protocol for Students

If a student is pregnant, they must inform the program director immediately. A pregnancy waiver must be signed prior to the student being allowed in the lab/clinic or externship.

Key Information for Occupationally Exposed Women Who Are Pregnant

Precautions should be taken to limit exposure to young women, especially if they could be pregnant. X-ray exposure to the abdomen of such workers or students would involve radiation dose to the embryo or fetus if they are pregnant

The following facts are discussed with the students:

- The first three months of pregnancy are the most important as the embryo-fetus is most sensitive to radiation.
- In most cases of occupational exposure, the actual dose received by the embryo-fetus is less than the dose received by the mother, because some of the dose is absorbed by the mother's body
- Presently the occupational dose equivalent limits the risk to the unborn baby and is small, but experts disagree on the exact amount of risk.
- There is no need for women to be concerned about sterility or loss of ability to bear children from occupational exposure.

- Once pregnancy becomes known, the radiation dose of the embryo-fetus shall be no greater than 0.5 rem (5mSv) for the entire pregnancy. Special circumstances apply if the pregnant student has already exceeded this dose prior to declaring her pregnancy.

Available options for protecting embryo/fetus:

Temporary assignment to tasks which involve less risk of being exposed to radiation of protective lead apron (full size) while actually exposing patients.

Abiding by the regulatory prohibitions:

- Use of monitoring devices such as a film badge worn on the abdomen
- Staying out of the X-ray room and behind the protective barrier during exposure.
- Pregnancy waivers will be signed prior to treating patients.

The following guidelines are in accordance with the CDC.

A Pregnant Student May NOT

- Be in the sterilization area while a Chemiclave or other hazardous chemicals and vapors are in use.
- Be within six feet of a patient during exposure to radiation, unless wearing a lead apron.
- Assist with administration of nitrous oxide or have nitrous oxide administered on them.
- Receive local anesthesia.

A pregnancy waiver is signed by the student prior to treating patients. A release form from the pregnant student's physician may be required prior to performing chair-side dental assistant duties.

Laundry Protocol

1. Check pockets for pens and any other items.
2. Only 8–10 gowns per load.
3. Gowns do not need to be turned inside out (after patient care they are placed in a bag to be transported).
4. It is okay to mix the white gowns with colored gowns (they do not bleed).
5. Add laundry detergent (follow instructions posted on the laundry wall).
6. Wash.
7. Dry and remove quickly so wrinkles do not set in.
8. Hang on hanger that correlates with gown sizes (follow color code for size).
9. Place faculty gowns on the faculty hangers.
10. Blankets and towels are folded and taken to clinic to put away.

As a courtesy to both programs and classes, we all work together. If you enter the laundry room and there are dental hygiene items in the washer, please place them in the dryer. If there are dried dental hygiene items in the dryer, lay them out flat on the countertop to prevent wrinkles.

Please do not place wet gowns or gowns with detergent on them back in the baskets. If laundry detergent is present after a wash cycle, please rewash them. If you see DH students nearby, you can also alert them and tell them their items are dried and ready to hang.

If at the end of the day there are gowns in the washer or dryer, the assigned student is responsible for staying until the load is completed, all gowns are hung up, and blankets and towels are put away in the clinic.

Both the washer and dryer must be **empty before leaving**. Do not start the laundry if you are unable to complete it before you leave or before DEC closes.

Lab and Clinical Requirements / Tracking and Skills Forms

All clinical paperwork including skills evaluations, competencies, radiographic evaluations, and externship forms should be turned in **daily**. Professionals are expected to submit complete and accurate paperwork.

Students will be 100% responsible for monitoring clinic paperwork available on Google Drive documents. If there is an error in the paperwork, students are expected to bring the necessary documentation to the faculty or clinic coordinator.

Unsafe Patient Practices

Any infraction of policies or procedures in class, at any clinical site or externship office that is perceived as a threat to the health and safety of the student, fellow classmates, faculty members and/or patient will result in:

- Immediate removal from clinic
- Written notification of a negative progress report
- Directions to see the Program Director

After consultation with the Program Director, the students will receive a letter stating that they have lost their clinical privileges until the matter has been reviewed by the Health, Human, and Public Services Department Chair and the Dean of CTE at Moreno Valley College.

The Dental Assistant Program is not required to provide an avenue for a student to make up missed clinic sessions due to the suspension of clinic privileges. Missed lab/clinic or externship sessions can have several effects on a student's grade ranging from no effect to a lower grade earned or failing the course due to not meeting clinic requirements. Consequences can vary from being placed on a contract to a **critical error and dismissal from the program**. A student dismissed from the program will not be eligible for readmission.

The consequences will be determined on a case-by-case basis and can vary from being placed on a contract to a critical error and dismissal from the program. A student dismissed from the program will not be eligible for readmission into the Dental Assistant program.

Any infractions of policies or procedures in class, clinic, or externship site, will be followed up with a student progress report. The report will describe the incident and is signed by the faculty member and the student. A copy of the progress report is given to the students, the faculty and the program director. The consequences of any infractions will be determined on a case-by-case basis ranging from a negative progress report to a critical error and dismissal from the program.

Student Feedback

An important element of any student's learning experience is the need for informed and meaningful feedback to aid in the student's progress. The Student Progress Report will provide a detailed description of the problem or cause for concern and will include what a student must do to correct the problem. This may include a discussion, clinical tutoring, didactic tutoring, or other suggestions.

Progress Reports and Critical Errors

During the fourth week of each semester and throughout the program as needed, students will receive progress reports on their professionalism and clinical and academic performance. These reports are given for the purpose of promoting student success in the program by allowing the students to work in the areas that need improvement. If a student receives **two unsatisfactory progress reports**, they will be required to meet with the Program Director. The consequences of the unsatisfactory progress report can range from immediate dismissal from clinic or class; the student being placed on probation to the student receiving a critical error and being dismissed from the program.

A **critical error** or unsafe practice is a procedure, process, or end-product that could adversely affect the health and/or safety of the patient, student, classmates, staff, or faculty member. All critical errors and unsafe practice citations will be reported to the program director and the Dean of Instructions at the Moreno Valley Campus for disciplinary action. All critical errors are documented in the appropriate form with copies going to the student, course director, program director, and Dean of Instructions.

The result of a critical error is **dismissal from the Dental Assistant program**.

Exceptional Performance Review

Exceptional Performance Reviews (EPRs) may be given when a student exhibits exceptionally good performance in patient care or other clinical related areas. All EPRs will be documented on the appropriate form, with one copy going to the student, one to the clinic coordinator, and one kept by the clinic instructor. EPRs can be given a point value that will be added to the student's final course grade.

Medical Consultation

If a patient requires medical consultation, all information must be obtained in written form — either from the patient hand carrying the medical consultation to their physician, or by the Clinic Coordinator or Program Director faxing the medical consultation. It is **inappropriate** for the student to obtain any medical information via a phone conversation with the medical office. All medical consultations will be finalized by the Program Director.

Clinical Rotations (Externship)

Dental Assistant students will be assigned to affiliated clinical sites in a variety of private practice offices and at **Loma Linda University School of Dentistry** and/or **Western University College of Dental Medicine**. These rotations give students learning opportunities in a clinical setting. All clinical experiences must be completed at the assigned sites.

It is the students' responsibility to have transportation to the assigned clinical locations. Clinical attire and professional deportment is expected of all students while in their clinical rotations. Unprofessional behavior or appearance may result in immediate dismissal from the clinical site.

Required Instruments and Supplies

Students are expected to purchase a protective face shield for themselves and a set of protective goggles for their patients. These can be purchased at any uniform store or online. Students are expected to come to each clinic and laboratory session prepared with their face shield. The face shield must be long enough to cover the entire face and come below the chin, wide enough to protect the sides of the face, with no gap at the top. It should accommodate any glasses or loupes a student may wear.

The program will provide students with disposable and expendable clinical supplies necessary for treating a patient. "Helping yourself" to supplies, instruments, equipment, and such could be constituted as stealing and resulting in dismissal from the program.

Students are asked to use program supplies conservatively since the programs budget is very limited. Wastefulness may result in problems keeping adequate supplies available throughout the year.

Some laboratory and clinical classes will require the use of dental equipment, simulator models, and dental instruments. These will be provided for students use in the **laboratory and clinic only**. Students will be assigned a Sin-Man and a kit with dental instruments. Students will be responsible for returning **all of these materials** assigned to them by the last day of class or laboratory, in good condition. If issued materials are not returned by the last day of class, the student may have a hold placed on their records.



Practice of Dental Assisting by Students

The Dental Board of California is the governing body to the practice of dentistry, including dental assisting. Any student who practices registered dental assisting duties without a license or outside of the educational setting is engaged in the illegal practice of dental assisting. **Dismissal from the program** will result from a student's participation in the illegal practice of dental assisting.

Patient Responsibility

Students are required to demonstrate clinical competencies on live patients during the program. It is each **student's responsibility to provide patients** to fulfill the course requirements. The following is a list of the clinical experiences needed

Fall Semester — DEA-22: Introduction to Supervised Externship

- Three patients for coronal polishing. These patients must have a prescription/referral from their **dentist of record** stating they are calculus free and noting the specific teeth to be polished. The prescription/referral must be dated within 18 weeks of the coronal polishing procedure being done.

Winter Semester — DEA-31: Radiology for Dental Assistants

- Four patients to take a full mouth radiographic series (18 films).
- These patients must have a prescription/referral from their dentist of record indicating what radiographs are needed for diagnostic purposes.
- More information will be provided about these patient needs in DEA-21 Introduction to Radiology for Dental Assistants.

Spring Semester — DEA-40C: Advanced Restorative Dental Assistant

- Four patients to place pit and fissure sealants. Each patient must have a minimum of one un-restored caries-free, posterior tooth in each quadrant. Patients need a prescription/referral from their dentist within 18 weeks of the sealant being placed.
 - More information will be provided about these patient needs in DEA-30
-

Policy on Professional Use of Electronic Devices

The program's policy on the use of electronic devices is in accordance with the District policy concerning use of audible devices discussed under *Standards of Student Conduct* as printed in the *MVC Student Handbook*. Using electronic recording or any other communications device in the classroom without the permission of the instructor is prohibited.

DA Program Guidelines on Electronic Devices

Student conduct must conform to District policy and regulations, and College procedures. Violations of such regulations and procedures for which students are subject to disciplinary action include but are not limited to the following:

Using electronic recording or any other communications device (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor (MVC

Disciplinary Action

- Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the College President or designee.

The various types of disciplinary actions are set forth hereafter:

- The District may utilize any level of discipline without previously using a lower level of discipline and may use more than one type of discipline in a case, if appropriate.
- Removal from Class – Suspension invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and at the next class meeting if such removal occurs, the instructor will immediately notify the appropriate Department Chair and/or Dean of Student Services or designee.

In order to maintain an environment in the class or clinical setting that is conducive to learning, the Dental Assistant faculty have set forth the following guidelines related to electronic devices:

- Students must sign the Audio Recording Agreement to audio record any class seminar discussions.
- Students do not have the permission of faculty, staff, patients, and/or community healthcare agencies regarding the use of names, likeness, recordings, and documentation on any internet or electronic media sites.
- No electronic devices whatsoever are allowed during exams, including finals, without the appropriate determination made by Disability Support Services.

The Dental Assistant Program Faculty enforces the following disciplinary action for inappropriate use of any electronic devices

- The student may be asked to immediately leave class or clinical site for the day, including exams. Grade on exam may be that earned up until the time of the incident.
- The student may be referred to the Dean of Student Services or designee.
- The incident will be documented in writing on a DA program Progress Report and placed in the student's file.

Policy on Use of AI

Students in the Dental Assistant Programs may use AI tools only under direct faculty supervision and for educational enhancement purposes, not for fulfilling core academic or clinical responsibilities. Augmented intelligence is an evolving tool in healthcare and education. This policy ensures its thoughtful, ethical use while preserving academic integrity, patient trust, and clinical competency.

Permitted Uses

- Brainstorming for patient education/communication materials (with attribution)
- Grammar or language suggestions for non-graded drafts
- Marketing ideas for front office management

Prohibited Uses

- Submitting AI-generated responses as original work
- Using AI to record a lecture, faculty, classmates, patients, etc.
- Using AI to fabricate, alter, or falsify patient records or documentation
- Employing AI tools during exams, quizzes, or performance assessments

Students must disclose any use of AI in written work. Failure to follow these guidelines constitutes academic dishonesty and may result in sanctions as outlined in the program's Academic Integrity Policy.

Always check with your faculty if you require clarification or are unsure if the intended use is acceptable.

Textbooks

Textbooks are required by the course instructors to assist the student in achieving the objectives and competencies for the course. The program has purchased textbook bundles; students can check out and use these while in the program at **no cost** via the MVC library. Students are expected to keep the borrowed textbooks clean and free from writing or highlighting and return them in good condition at the completion of the program.

Textbooks in the health areas are updated frequently. Students who decide to purchase their books should check with the course instructor before purchasing used textbooks to ensure the correct edition.

Life at DEC

The Dental Education Center (DEC) is home to the Dental Assistant Program and Dental Hygiene Program. It is imperative that the programs are respectful of each other and the needs of their students.

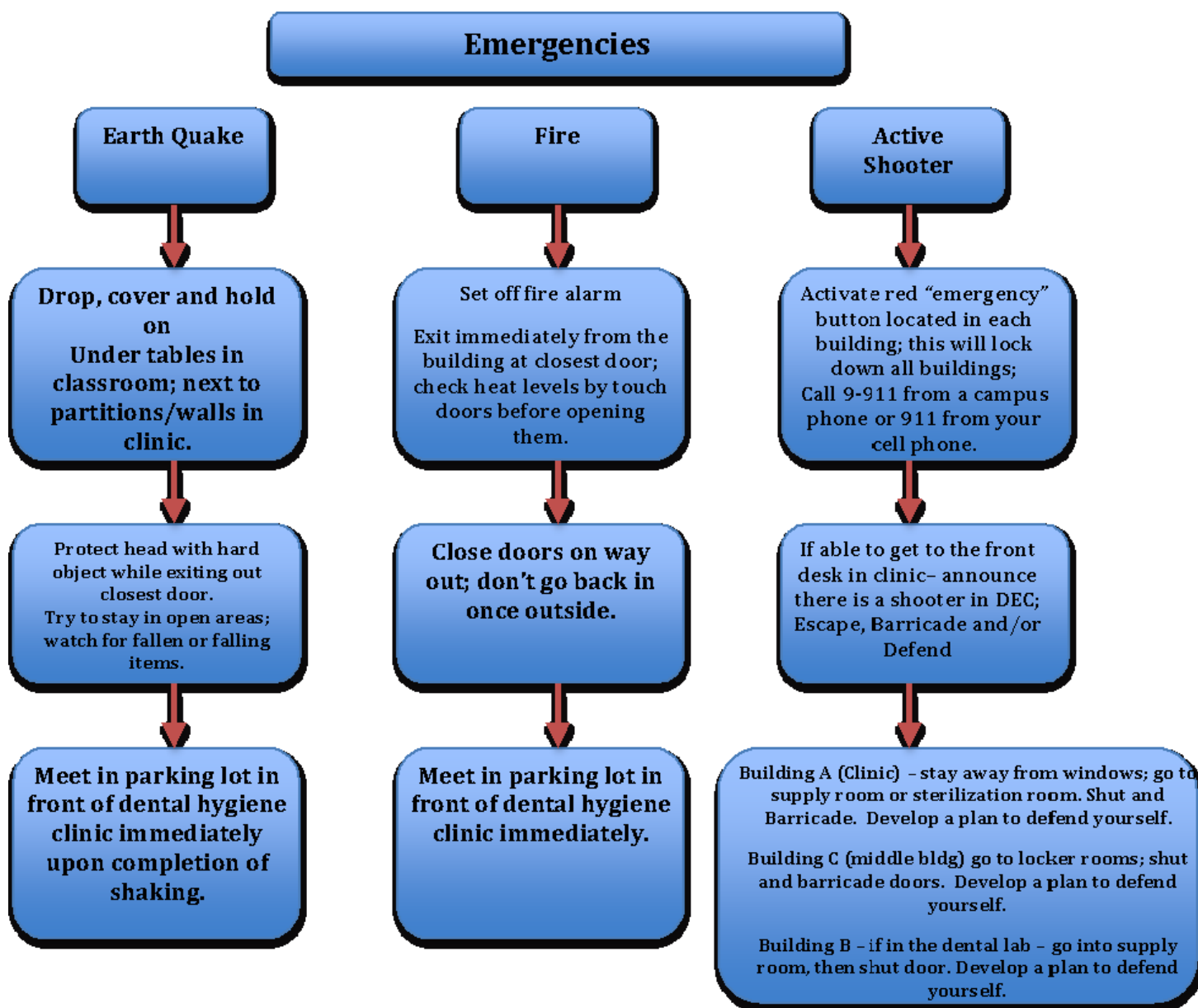
- The dental assistant and dental hygiene students use gowns during clinic and lab classes that must be laundered. Students will be assigned a laundry rotation in which they will be responsible for laundry for a specific week. Schedules are posted on the door to the laundry room and in the classroom. See the laundry section for specific steps in completing this task. The Dental Assistant students are responsible for processing and sterilizing clinical instruments.
- The faculty will supervise sterilizing procedures. Students will be assigned sterilization rotation in which they will be responsible for sterilization for a specific week. Students must alert the faculty or clinic manager when the instruments are ready for sterilization to ensure proper supervision of the process. Schedules are posted in the sterilization room and in the classroom

Life at DEC requires everyone to be responsible for themselves and their property. We ask that you treat everything in the building as if it was your personal property and as if it was your home.

- When you get out of a chair, please push it back under the table. When you are through eating your lunch, please throw away your trash.
- Do not leave soda cans and trash lying around on tables.
- You can bring lunch and snacks for the day with the anticipation of using the student area across from the laundry. Food is not to be left overnight.
- At the end of the day, any food left in the student lounge will be thrown out.

Emergency Protocol at DEC

In the event of an emergency at the Dental Education Center, follow all posted emergency protocols. Direct EMS to the appropriate location using the directions posted on every phone in the clinic area. Refer to the [Medical and Dental Emergencies](#) section of this handbook for detailed procedures.



Signature Pages

Student Handbook Evidence of Understanding

I have read the Student Handbook for the Moreno Valley College Dental Assistant Program. I understand the contents and agree to adhere to all the specific policies and procedures set forth in the MVC Student Handbook and the Dental Assistant Program's Student Handbook. I am willing to abide by the consequences identified in each individual course syllabi and the policies and procedures in both Student Handbooks.

Print Name

Date

Signature

Computer Usage Agreement

I understand that I can check out and use a PC Tablet computer while I'm in Dental Assistant classroom B104. I understand that I must check out and check in the computer with a faculty member or staff, and I am responsible to make sure the correct computer number is on the checkout/check in sheet. I understand that the computer is not to be left unattended at any time while I have it checked out. The protocol is that if a computer is found unattended, it will be taken and the student who has checked it out will not be able to do so again.

Additionally, I understand that if a computer I have checked out is lost or damaged, I am responsible for replacing this computer. This responsibility includes replacing the computer with the same computer (brand, style, and capabilities).

I accept the above responsibility and understand the consequences that accompany this agreement, including having a hold placed on my records.

Print Name

Date

Student Signature

Date

Faculty Signature

Date

Mock Patient Evidence of Understanding

I understand that as an enrolled dental assistant student at Moreno Valley College, I will be required to serve as a "mock patient" for my classmates. Serving as a "mock patient" for clinical skills development is a common practice in dental assistant programs and is necessary for students to learn in a realistic setting.

Print Name

Student Signature

Date

Medical History

I give permission for Moreno Valley College Dental Assistant Program to provide my medical history information to any clinical facility that requires it for my ability to rotate through their clinic.

Print Name

Date

Student Signature

I further give permission for my faculty and classmates to review my personal history as a learning tool.

Print Name

Date

Student Signature

Unsafe Patient Practice

I understand that if any infraction of policies or procedures at any clinical site that is perceived as a threat to the health and safety of myself, classmates, faculty, staff and/or patients will result in immediate removal from laboratory/clinic or clinical site. This will be followed by written notification of a negative Progress Report, and directions to see the Program Director.

I further understand that the consequences will be determined on a case-by-case basis and can vary from being place on a contract to a critical error and dismissal from the program. Loss of clinical privileges may result in my inability to complete my clinical requirements, which may ultimately result in my dismissal from the program.

Print Name

Date

Signature

Agreement for Using Simulator Models and Instruments

Some laboratory and clinical classes in the Dental Assistant Program will require the use of dental equipment, simulator models and dental instruments. These will be provided for your use in the **laboratory and clinic only**. Students will be assigned a Sin-Man, and a kit with dental instruments. The students will be responsible for returning **all of these** materials assigned to them by the last day of class or laboratory, in good condition. If the issued materials are not returned by the last day of class, the student may have a hold placed on their records until the materials are returned.

I, _____, have read and understand the above statement and agree to the conditions for using the Simulator Models and Instruments.

Print Name

Date

Signature

Patient Responsibilities Evidence of Understanding

I have read the patient requirements of the Moreno Valley College Dental Assistant Program, and I understand the contents and acknowledge that I am responsible for providing patients to meet certain live patient requirements. I also understand that providing these patients is a requirement to successfully complete these courses.

Print Name

Date

Signature

Fingerprinting / Background Check and Drug Testing Acknowledgment

I have read the MVC Dental Assistant Program fingerprint/background check and drug testing policy and procedures as outlined in the student handbook. My signature certifies that I understand, and I agree to comply with this policy. Furthermore, my signature certifies that I understand that for licensure in California, I must be fingerprinted, report information related to the illegal use of controlled substances, and any convictions or pleas of nolo contendere even if the charges were dismissed. In addition, the application for state licensure requires specific information related to convictions, misdemeanor or felony, associated with state or federal action. I understand that if I have the before mentioned history, it may prevent me from becoming licensed as a Registered Dental Assistant in the State of California

Print Name

Date

Signature

Audio Recording Agreement

I understand that, as a student enrolled in the Moreno Valley College, Dental Assistant Program I may record my class seminar discussions, **with the permission and knowledge** of the faculty, for use in my personal studies only. I understand that seminar discussions recorded for this reason may not be shared with other people without the written consent of the faculty and my Dental Assistant Program classmates. I understand that recorded lectures may not be used in any way against the faculty member or other Dental Assistant Program students whose classroom comments are recorded as part of the class activity. I am aware that the information contained in the audio-recordings is protected under federal copyright laws and may not be published or quoted with the expressed written consent of the faculty and without giving proper identity and credit to the faculty.

I agree to abide by these guidelines regarding any seminars I record while enrolled as a student in the Moreno Valley College Dental Assistant Program. I understand that failure to comply in any manner with this Audio Recording Agreement will result in disciplinary action and may result in dismissal from the program.

Print Name

Date

Signature

Drug Test Result Acknowledgement

I understand that my enrollment in the Dental Assistant Program is conditional pending the results of my drug test, and I must have a **negative result** for all drugs, including medical marijuana. A positive test result will lead to immediately being dropped from the program. I acknowledge that there are **NO exceptions** to this rule.

Print Name

Date

Signature

Policy on the Use of Artificial Intelligence (AI) Acknowledgement

I have read, understand, and will abide by MVC's Policy on the use of Artificial Intelligence (AI).

Print Name

Date

Signature

Policy on Distance Education Acknowledgement

I have read, understand, and will abide by MVC's Policy on Distance Education and will not share my Canvas log in credentials nor use other students' credentials.

Print Name

Date

Signature

Dental Assistant Program

Moreno Valley College
Dental Education Center (DEC), Building C

Program Director: (951) 571-6430
Dental Assistant Program Administrative Support: (951) 571-6433
DEC Hours: 8:00 a.m. – 5:00 p.m. Daily
Accessibility Resource Center: (951) 571-6138
Student Health Center: (951) 571-6103

STUDENT HANDBOOK · 2026 – 2027