



HARCUM COLLEGE

DENTAL ASSISTING PROGRAM STUDENT HANDBOOK

2022-2023

Revised 2022

Dear Student,

On behalf of the faculty, staff and students, we would like to welcome you to the Dental Assisting/EFDA Program at Harcum College.

The course of study you are undertaking will be both demanding and challenging. I'm sure you will find this to be a rewarding experience.

A certificate in Dental Assisting will offer you excellent career opportunities. Upon completion of the first year requirements, you will be eligible to take National Certified Dental Assisting examination. During the program you will also take the Pennsylvania Radiology examination. You will also have the opportunity to continue your education at Harcum College and complete an Associate of Science degree in Expanded Functions Dental Assisting. Upon completion of the EFDA associate degree you will be eligible to take the Pennsylvania State EFDA examination.

During your studies at Harcum, you will study the theory and practice of dental assisting and expanded functions along with basic science and liberal arts courses. The dental assisting clinical component of the curriculum will span over the spring semester and ten weeks in the summer, five weeks at Temple University Dental School and five weeks in private practice. The EFDA clinical component will be completed during the final semester of the program.

This handbook is designed to provide you with the important information you need while you are a student in our program. You are expected to read and abide by the information and policies written here. You will receive a separate Clinic Manual prior to starting your first clinical experience, which contains information and policies for your clinical experience. The College Student Handbook and college catalog contain additional information and policies and can be accessed at www.harcum.edu. If you have any questions or concerns, please feel free to discuss them with your dental assisting/EFDA faculty or myself.

Sincerely,

Dorothea M. Cavallucci, CDA, EFDA, RDH,
Dental Assisting/EFDA Program Director

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2022-2023 Academic Calendar – Bryn Mawr

Fall Semester 2022

New Student Orientation	Thursday	July 28
All Payments Due	Friday	August 05
New Student Orientation	Thursday	August 18
Resident Students Report	Friday	August 26
Classes Begin at 8:30 am	Monday	August 29
Labor Day Holiday (College Closed)	Monday	September 05
Add/Drop Period Ends	Monday	September 12
Homecoming	Saturday	October 08
Mid Term Grades Due	Monday	October 17
Pre-Registration for Spring 2023	Mon – Fri	Oct. 24 – Oct. 28
Last Day to Withdraw with a “W”	Tuesday	November 01
Open Registration	Monday	November 07
Fall Open House	Saturday	November 19
Thanksgiving recess begins after last class	Tuesday	November 22
Residence Halls Close	Tuesday	November 22
Classes Resume at 8:30 am	Monday	November 28
Residence Halls Close at 6:00 pm	Friday	December 16
Last Day of Classes	Saturday	December 17
Final Grades Due by Noon	Monday	December 19

Spring Semester 2023

All Payments Due	Thursday	December 22, 2022
New Student Orientation	Friday	January 13
Resident Students Report	Sunday	January 15
MLK Day (College Closed)	Monday	January 16
Classes Begin at 8:30 am	Tuesday	January 17
Deadline for Incomplete Grade Change from Fall 2022	Monday	January 23
Add/Drop Period Ends	Tuesday	January 31
Mid Term Grades Due	Tuesday	March 14
Spring Recess	Tues – Mon	March 21 – 27
Classes Resume at 8:30 am	Tuesday	March 28
Registration for Summer 2023	Tues – Mon	March 28 – April 03
Pre-Registration for Fall 2023	Tues – Mon	March 28 – April 03
Last Day to Withdraw with a “W”	Monday	April 03
Open Registration	Tuesday	April 11
Spring Open House	Saturday	April 29
Residence Halls Close (non-graduates) at 6:00 pm	Friday	May 05
Last Day of Classes	Saturday	May 06
Final Grades Due by Noon	Monday	May 08
Commencement	Saturday	May 13

MISSION STATEMENT - HARCUM COLLEGE

Harcum College provides its students with an opportunity for outstanding academic, career, and life preparation. We teach, mentor, and prepare students for success in their chosen profession in an experiential environment. Harcum's core values of excellence, civility, empowerment, integrity, community service, and respect for diversity assure that every student is valued and supported.

HARCUM COLLEGE CORE CURRICULUM

The purpose of Harcum's core curriculum is to provide students with a body of knowledge and a set of skills that will lead to growth of independent and lifelong learning. As Harcum students become immersed in a particular associate's degree program to acquire the knowledge and professional experience necessary for a successful career, the core curriculum provides the well-rounded education that the College considers essential.

1. Employ effective oral and written communication skills in a variety of contexts
2. Utilize information literacy skills in conducting academic research
3. Apply critical thinking and mathematical reasoning to problem solve
4. Demonstrate comprehension of basic principles of science
5. Display an appreciation of human achievement and aesthetic values
6. Express an understanding of human behavior, individually and collectively
7. Demonstrates the ability to participate responsibly in a complex global community

DENTAL ASSISTING/EFDA PROGRAM MISSION STATEMENT

The Dental Assisting/EFDA Program seeks to provide an educational environment for Dental Assisting and EFDA students to develop an entry level of competency in the knowledge, skills and abilities necessary in the profession. The program recognizes each student as an individual with different needs and various levels of ability.

DENTAL ASSISTING PROGRAM GOALS/STUDENT LEARNING OUTCOMES

The Dental Assisting Program will prepare the student, by using various educational experiences, to be able to function efficiently as an integral member of the dental team. Students will be able to:

The Dental Assisting Program will prepare the student, by utilizing various educational experiences, to be able to function efficiently as an integral member of the dental team. Students will be able to:

1. Perform the clinical, laboratory, administrative and educational skills used by a dental assistant in a variety of dental environments. (C.6, CM.1, PC.1, PC.2, PC.3, PC.4, PC.5, PC.6)
2. Demonstrate effective asepsis and infection control management according to accepted guidelines. (HP.2)
3. Practice dental assisting within the legal and ethical boundaries set forth by the state. (C.1, C.2)
4. Demonstrate commitment to lifelong learning and professional advancement in the health care delivery system. (C.3, C.4, PGD.1, PDG.2)
5. Demonstrate effective communication skills with patients and other dental team members. (C.5, C.7, HP.1, CM.1, CM.2)

HARCUM COLLEGE DENTAL ASSISTING PROGRAM ESSENTIAL FUNCTIONS

The essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the dental assisting curriculum. The essential abilities required by the curriculum are in the following areas: intellectual, motor, sensory, communication, environmental and the behavioral and social aspects of the performance as a dental assistant. These are attributes that each student must possess and the use of a third party for the fulfillment of these attributes is not adequate.

Intellectual: The program requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, demonstrations, independent study, clinical experiences, written material, material presented through computer imaging and projected images. The student must have the ability to complete reading assignments and to search and evaluate scientific literature. The ability to comprehend three-dimensional relationships and understand the spatial relationship of structures is important. Further, the student must be able to complete computer-based assignments and use the computer for searching, recording, storing, and retrieving information. The student must have the ability to recall, comprehend, integrate, calculate, reason, analyze, and synthesize. Problem solving skills are essential.

Motor/Sensory: Student must have fine motor function and the manual dexterity to provide dental assisting skills when working with patients and assisting the dentist. Students must be able to negotiate and function in the clinical patient care environment. Functional vision, hearing, motor and tactile sensation must be adequate to perform those duties delegated by the dentist, including but not limited to: manipulation and delivery of dental materials, exposure of radiographs, evacuation and retraction of the oral cavity. The student must possess the visual ability to assess and provide services in the oral cavity and interpret radiographs.

Communication: Students must be able to communicate clearly and effectively in both the academic and clinical setting. The student must demonstrate the ability to write coherently, using appropriate grammar, mechanics, punctuation, spelling, and diction. Written communication in the clinical setting must be complete, legible and accurate. The student must

be able to verbally communicate in a professional manner with patients, faculty and other members of the dental care team.

Environmental: Students must be able to work in a clinical environment that is required to follow guidelines for infection control. This may include chemical solutions and aerosols for surface disinfection. Protective gloves, masks, eye-wear and clinical attire must be worn.

Behavioral and Social: The student must be able to work in a cooperative professional and ethical manner with individuals of differing personalities and background. Being able to participate effectively in as an integral part of a team is important. Students must possess the emotional health required to complete all academic and clinical requirements and follow appropriate protocol. The student must be able to understand the basic and content of dental ethics. The student must be able to identify the components of professional behavior and perform accordingly. This includes time management skills, communication styles and interactions.

HARCUM COLLEGE DENTAL ASSISTING GRADUATE COMPETENCIES

The Dental Assisting Curriculum at Harcum College is designed to prepare students to graduate as competent, entry-level dental assistants. These competencies state the abilities expected of the graduating dental assisting student. The competencies required are based on the Accreditation Standards for Dental Assisting Programs from the Commission on Dental Accreditation and the “Competencies for Entry Into the Profession of Dental Assisting,” developed by The American Dental Education Association. These are used widely as the standard in Dental Assisting Education. These competencies will also be used in Program Outcomes.

Core Competencies (C)

These competencies include, ethics, values, skills, and knowledge integral to all aspects of the profession. These are the foundation competencies.

- C.1 Apply the dental assisting professional code of ethics in all endeavors
- C.2 Adhere to state and federal laws, recommendations and regulations in the provision of dental assisting care.
- C.3 Continuously perform self-assessment as a means of promoting life-long learning and professional growth.
- C.4 Promote the values of the dental assisting profession through service-based activities, positive community affiliations, and active involvement in local professional organizations.
- C.5 Communicate effectively with individuals and groups from diverse populations.
- C.6 Provide accurate, consistent and complete documentation for assessment, diagnosis,

planning, implementation and evaluation of dental services.

C.7 Provide an individualized approach to care for all patients.

Health Promotion and Disease Prevention

HP.1 Promote the value of oral and general health and wellness to the public and organizations within and outside the profession.

HP.2 Evaluate and utilize methods to ensure the health and safety of the patient and the dental team in the delivery of dental services.

Community Involvement

CM.1 Provide community oral health services in variety of settings, including underserved populations.

CM.2 Advocate for effective oral health care for underserved populations.

Patient Care

Assessment

PC.1 Perform and evaluate those skills delegated to those dental assistants who work directly with patients.

PC. 2 Systematically collect, analyze and record diagnostic data.

- a. Medical/dental histories
- b. Vital signs
- c. Extra/intra oral examinations
- d. Dental Charting
- e. Radiographs
- f. Preliminary impressions/ occlusal registrations

Planning

PC. 3 Collaborate with the patient, and/or health professionals, to formulate a comprehensive dental treatment plan.

Implementation

PC. 4 Perform basic chairside procedures in a variety of clinical settings.

PC. 5 Provide supportive clinical treatment.

- a) Manage OSHA protocol and HIPAA compliance consistent with published professional guidelines
- b) Prepare tray set-ups
- c) Prepare and dismiss patients
- d) Apply current concepts of chairside assisting
- e) Assist with the application of topical anesthetic
- f) Assist with placement and removal of rubber dam
- g) Assist with the application of fluoride agents
- h) Assist with placement of bases, liners and bonding agents
- i) Assist with placement, fabrication and removal of provisional restorations
- j) Assist with placement and removal of matrix retainers, matrix bands and wedges
- k) Assist with the removal of excess cement or bonding agents
- l) Assist with a direct permanent restoration
- m) Provide oral health instruction
- n) Provide pre and post-operative instructions prescribed by a dentist
- o) Maintain accurate patient treatment records
- p) Maintain treatment area
- q) Assist in the management of medical and dental emergencies
- r) Administer cardiopulmonary resuscitation when indicated
- s) Fabricate custom trays
- t) Clean removal dental appliances

Management

PC. 6 Perform basic business office procedures.

Professional Growth and Development (PGD)

PGD.1 Identify alternative career options within health-care, industry, education, and research.

PGD.2 Access professional and social networks and resources for professional growth.

RESPONSIBILITIES OF THE FACULTY

Education is a partnership between a faculty member and a student. In order for this partnership to succeed, there are responsibilities for which each is accountable. The following list designates the responsibilities of the faculty to the student:

- * The faculty will develop and maintain a program curriculum that meets the standards established by the Commission on Dental Accreditation for Dental Assisting Education
- * The faculty will provide the students with didactic instruction that includes a wide diversity of treatment philosophies, as well as the most current theories related to the clinical practice of Dental Assisting.

- * The faculty will provide the students with an opportunity to explore current theory and practice through research projects and "Hands-on" training of clinical skills.
- * The faculty will assess the student's didactic knowledge and clinical skills on an ongoing basis to insure that students meet the program requirements for entry-level competency.
- * The faculty will conduct themselves in a manner that facilitates a collegial atmosphere and presents the students with positive role models.

RESPONSIBILITIES OF THE STUDENT

In order for a partnership to succeed, both parties must make an active effort. The faculty will expect each student to accept the following responsibilities.

- * Regular and punctual attendance of classes is mandatory. In order to provide for the event of illness or other extenuating circumstances, students are allowed to miss one class per course credit. The course instructor must be notified of absence before class, or as soon as possible thereafter in the event of an emergency situation. Significant lateness (more than 10 minutes) or leaving the class before it is over may count as one absence. Any further absences will result in a final grade reduction of one full letter grade. Exceptions may be made in emergency situations only, and at the discretion of the instructor.

The student is responsible for making up missed work, obtaining handouts, class notes, and other information. If a student is absent on the day of a quiz/exam, the student must contact the instructor prior to the scheduled class time. Makeup quizzes/exams are given at the discretion of the instructor. Failure to contact the instructor prior to quiz/exam will result in a grade of '0' for the quiz/exam.
- * The student will complete and hand in all assignments on time. This includes, completing all assignments as outlined in the course syllabus.
- * The student will follow the appropriate chain of command when voicing concerns about the program. The chain of command is outlined below:
 1. The student will discuss the concern individually with the appropriate lecture or lab instructor. If the matter is not satisfactorily resolved the student will then go to the next level of administration, "2".
 2. The student may make an appointment to discuss the concern with the Program Director. The Program Director will set-up and attend a meeting with the student and the Instructor. If the matter is not satisfactorily resolved, the student may then go to the next level of administration, "3".

3. The student may go to the Executive Vice President of Academic Affairs if matters cannot be resolved by the Program Director. This level of intervention may also include a group discussion with all appropriate parties.
- * The student will dress in a professional and appropriate manner for all classes. The student should follow guidelines stated in the course syllabi or clinic or laboratory manuals for laboratory and clinic attire.
 - * The student is responsible for abiding by all College policies, Dental Assisting policies, and Dental Center policies with regard to academic performances and clinical education.

"It is not the responsibility of your teachers to make it convenient for you to carry on with your life like it was before you enrolled in school. It is your responsibility to modify your life so that you can successfully complete the requirements of the program."

Bill Hendrickson

ACADEMIC POLICIES

Each student is advised to refer to the College Catalog and College Student Handbook for a full description of all College Student and Academic Policies. Both documents can be found on-line at www.harcum.edu.

CLASS CANCELLATIONS¹⁵

The College will, in extreme circumstances, delay or cancel classes due to inclement weather or other emergency conditions.

In the event that the College must cancel or delay the start of morning classes, the President will make that decision before 5:30 a.m. on the day in question. If the decision is made to delay opening, there will be either a one hour delay or a two-hour delay.

- If there is a one hour delay, classes will begin at 10 a.m.
- If there is a two hour delay, classes will begin at 11 a.m.

Notification to the local radio and television stations, Harcum's phone, website, student email and via e2Campus, the College emergency notification system, will be made as quickly as possible.

Students are required to sign up for the e2Campus emergency notification system. Students can choose to receive notifications about closings and other emergencies via text or email. To register, go to <https://www.e2campus.net/my/harcum>

In the event of a school closing on a scheduled practicum day the students **must** immediately notify the clinic site supervisor that they were scheduled for and inform them of the school's closing. Failure to do so will detrimentally affect their clinical grade.

COURSE DROP/ADD

Registration is a process at Harcum College beginning with the student's first day to register and continuing through the end of the drop/add period. Once the semester begins, courses can be added or dropped during the course drop/add period each semester. The drop/add period is listed on the Academic Calendar. If a student drops a course before the end of the drop/add period the course will be removed from the student's registration and will not appear on the student's academic transcript. A student is not charged for a course dropped during the listed drop/add period on the Academic Calendar. A student's status may change from full-time to part-time or to withdrawn which may affect eligibility for financial aid.

ADMINISTRATIVE DROP

If a student does not attend a course during the entire drop/add period, the student will administratively be dropped from that course, and the student will not be charged.

COURSE WITHDRAWAL

After the course drop/add period has passed, students may withdraw from a course up to one week following the posting of midterm grades. See the Academic Calendar for specific withdrawal deadlines and applicable dates. Students must follow drop and withdrawal procedures and deadlines. Students who do not withdraw within stated deadlines and in accordance with this policy will receive the grade earned for that course. Failure to attend class does not constitute as a withdrawal; the student will receive the grade earned for the course unless a withdrawal form is completed and signed. A student who withdraws from a course receives a grade of "W". Withdrawing from courses can affect some student's financial aid, students should check with the financial aid office for their individual information.

GRADING SYSTEM

The Dental Assisting Program does not use the standard grading system established by the College. **Please Note:** Students need a **minimum of 75%** to pass each of their Dental Assisting Courses and a **minimum of 80%** to pass their EFDA Courses, DA 243 and DA 250.

GRADE SCALE

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
C-	70-74
D+	67-69
D	63-66
D-	60-62
F	Below 60

Failure in the laboratory component requirements of a Dental Assisting Course will result in failure of the entire course. Both laboratory and didactic portions of the courses must be successfully completed. Comprehensive grading requirements for individual courses will be listed in the course syllabi.

ACADEMIC NOTIFICATIONS

An electronic academic notification may be filled out for any student who is in danger of receiving a grade of less than "C". Academic notifications may be distributed in the first few weeks of a course indicating excessive absences or academic performance below the "C" level. A student who receives an academic warning should make an appointment to discuss their academic performance with the course instructor. An academic warning does not indicate the student will fail the course, but is meant to be a warning signal that the student's academic performance is not meeting the minimum program standards. A student can fail a course without receiving an academic notification if their performance does not meet the standards stated in the course syllabus. It is the student's responsibility to track their academic progress.

GRADE APPEAL POLICY

The student may appeal grading by a faculty member up to within **two weeks** of the semester following the assignment of the grade. The student must document in writing the reasons he/she considers the grade to be unfair and present the documentation to the faculty member who will

respond within ten business days. The student must present supporting evidence such as tests and papers. If the faculty member denies the appeal, the student may appeal to the Program Director in writing within ten days. If this appeal is denied, the student then may appeal to the Executive Vice President of Academic Affairs in writing who will respond within ten business days.

OTHER ACADEMIC GRIEVANCES

If a student has a cause for grievance in academic matters, the student is requested to meet with the faculty member involved. If an agreeable decision is not reached, the student should then request a meeting with the program director to discuss the matter. If other steps are necessary, the Executive Vice President of Academic Affairs should be consulted.

FINANCIAL AID APPEALS

All students have the right to file a written appeal and submit it to the Financial Aid Office. The Director of Financial Aid will review cases on an individual basis to determine if mitigating circumstances are responsible for poor progress. Mitigating circumstances may include, but are not limited to:

- Illness or injury of the student
- Death of a close family member

In addition, a student will be required to submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress (SAP), and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. If the appeal is approved, students will be placed on probationary status for one semester, and will be permitted to receive additional Title IV aid. Satisfactory academic progress will then be re-evaluated at the end of the next semester to determine if the student has met the requirements.

All circumstances must be documented. Students will be informed of the appeal outcome. Notification letters or emails will be sent to students who are making satisfactory progress after grades are reported for the spring semester.

ETHICS VIOLATIONS

Harcum College offers an effective reporting system to foster a culture of integrity and ethical decision-making through EthicsPoint, a comprehensive and confidential reporting tool to assist management and employees to work together in addressing fraud, abuse, and other misconduct in the workplace. For more information and access to EthicsPoint reporting, visit the link: [EthicsPoint](#)

You may use either of the following two methods to submit a report:

- Select the "**Make a Report**" link at the top of this web page.
- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **855-795-3610**

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After **5-6** business days, use your report key and password to check your report for feedback or questions.

Harcum College is an organization with a strong commitment to compliance and ethics. Our written standards and policies contain general guidelines for conducting business consistent with the highest standards of conduct. Harcum College is committed to maintaining an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management with questions and concerns including instances where you believe violations of standards or policies may have occurred.

In some situations, you may prefer to use this hotline, hosted by a third party hotline provider, EthicsPoint. You may submit reports relating to violations of our written standards and policies, as well as asking for guidance related to compliance or ethics matters. The information you provide to EthicsPoint will be sent to us in a format that protects your confidentiality. We take all reports about compliance and ethics matters seriously and will look into each report and follow up when further action is appropriate.

EthicsPoint is NOT a 911 or Emergency Service:

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

TUTORING

Tutoring services are offered through the Tutoring Center which is housed in the Student Success Center on the first floor of the Academic Center. Tutoring is available in person and online. Tutoring sessions may be scheduled in advance or available on a “drop in” basis depending on the subject matter. All services are free to Harcum students. For more information, visit the SSC website at www.harcum.edu/ssc.

Students are responsible for tracking their own academic progress and can contact the Tutoring Center at any time to use the available resources. The Dental Assisting Program Director is available to assist with any concerns regarding tutoring. It is the student’s responsibility to request tutoring.

ACADEMIC CONDUCT, VIOLATIONS AND PENALTIES

The College Policy on academic conduct and violations is stated in the Harcum College Student Handbook. The Dental Assisting program strictly enforces the college policies.

In addition to the College’s *Student Code of Conduct*, the following behaviors may result in disciplinary actions by the Dental Assisting Program Director and/or faculty. Even a single incident of one of the following acts may result in dismissal. This may mean permanent separation from the Dental Assisting Program and/or the College. These issues of professionally related conduct may include but are not limited to:

- A breach of confidentiality
- A breach of policy and/or procedure of any clinical site

- A behavior that jeopardizes a patient, student or Harcum College personnel
- Cheating, forging any signatures or misrepresenting any clinical work
- Any other unacceptable behaviors, based on the Dental Assisting faculty judgment

Personal integrity is a goal that Harcum fosters. Students should be guided by the fundamental ideals of honor and integrity in the personal conduct of their lives. The Harcum degree represents not only the fulfillment of academic requirements but also the development of character and personal conduct.

Members of an academic community have an unequivocal responsibility to present as their own work only, that which is truly theirs. Dishonest means of obtaining information in examinations or by duplicating the works of other students is a most serious offense and one that strikes at the foundation of academic integrity. The responsibility of the faculty in this area is four-fold:

- To explain the importance of academic integrity
- To explain the consequences of academic dishonesty to those they teach.
- To minimize temptation by careful supervision of all assignments/tests.
- To report all academic violations to the VP for Academic Affairs, so that cumulative incidents may be recorded.

If an academic violation is reported or the question of plagiarism arises, it shall be handled first by the instructor with the individual student.

The penalties for violations are as follows and cumulative:

First offense - failure in the test or assignment

Second offense - failure in the course of instruction

Third offense - expulsion from the College

A student whose academic progress and/or social conduct is deemed by the College to be unsatisfactory may be asked to not return for the second year of studies. The right to invite students to return is reserved by the College and is at the sole discretion of the College.

APPEALS FOR CONDUCT VIOLATIONS

Appeal of any penalty may be made to the Vice President of Academic Affairs who will hear the student's plea in the presence of the instructor who reported the incident. The Vice President of Academic Affairs will determine the guilt or innocence of the student. The Vice President of Academic Affairs will keep records of all cases of academic violations and will carry out penalties as described above. The cumulative effect of violations is for the entire enrollment period to graduation and not merely for a semester or school year.

EXAMINATION PROCEDURES

Students are expected to follow explicitly all directions provided by the faculty or proctor regarding conduct during all examinations. Students should review individual course syllabi for examination policies. Students must take examinations at the scheduled time. Not taking an examination will result in a failure of the examination.

WRITING POLICY:

Students should use great care when preparing all written work and must acknowledge the source of all ideas, language, diagrams, charts, etc. which are not their own work. A student who intentionally appropriates the work of another person and presents it without providing the source is guilty of plagiarism. When in doubt, students should consult with their instructors.

Written assignments are to be prepared according to specifications provided by the instructor and should demonstrate the following conventions of academic writing: a focused thesis or central idea; development that supports and is unified around the thesis; coherence between paragraphs and ideas; and appropriate grammar, mechanics, punctuation, spelling, and dictation. Research assignments are expected to conform to NLM guidelines for utilization and documentation of sources, with emphasis on bibliographic entries and in-text references.

LABORATORY WORK

Unless otherwise directed by the laboratory instructor, students are expected to perform all exercises, activities and tasks independently.

PROFESSIONALISM:

Enrolling in a professional program should reflect a serious commitment to professional behavior. Respect must be demonstrated toward fellow classmates, guest speakers and the instructors. Failure to comply with appropriate professional behavior will result in being asked to leave the class. This occurrence will be considered an unexcused absence. See attendance policy.

Students are responsible for course information indicated in reading, competencies, course outline, computer and AV materials. All information cannot be covered during class time.

Unprofessional or unethical behavior can result in dismissal from the Dental Assisting Program.

CHEATING AND PLAGIARISM:

Integrity is a very important part of the Harcum College ideals. All academic work submitted to fulfill course requirements is expected to be the result of each student's own thoughts, research and self-expression. Plagiarism (using all or part of a previously published or unpublished work that is not the student's own work without crediting the source) or any form of cheating (e.g. looking at someone else's paper, using crib sheets during an exam, falsifying information, talking and/or exchanging examination questions, permitting a test paper to be viewed by others) will result in a zero for the assignment and may subject the student to possible dismissal from the program.

ACADEMIC ACCOMMODATIONS:

If you are a student with a disability needing classroom and/or testing accommodations, please contact the Coordinator of Disability Services in the Academic Center, Room B6 on the ground floor of the Academic Center (610-526-6036). You need to do this at the beginning of the semester in order to be eligible for accommodations during the semester.

In the case of clinical courses, students should be aware that taking lab practical exams in a lab setting with the lab instructor and within specified time limits is considered a major component of the course and cannot be modified.

HARCUM'S STUDENT CODE OF CONDUCT

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus and in the larger community. The preservation of this freedom is the responsibility of the Harcum College community.

Harcum College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs, and aspirations
- Self-realization and participative career preparation
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

The College accepts its responsibilities to provide an atmosphere conducive to learning and living; reasonable protection from physical harm; access to available educational facilities under proper supervision; security in the knowledge that qualified students may pursue an academic program without interruption throughout the year; the right to confidential non-academic guidance, and encouragement of self-identity, provided one does not infringe on the rights of others; free expression of grievances through appropriate channels; and a high standard of curricula.

Accomplishing these ideals requires a commitment from faculty, staff and students to adhere to standards of behavior that assure a safe, healthy and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College. This document sets forth those standards which uphold the ideals of the College's to which students must adhere

CODE OF CONDUCT VIOLATIONS

Appeals processes for a Student Code of Conduct violation can be found in the Student Handbook located on the Campus Life page of the Harcum Website.

CLASSROOM DISRUPTION

Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in

speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with an instructor's individual requests regarding appropriate classroom behavior as listed in the class syllabus.

HARCUM POLICY ON SUBSTANCE ABUSE

Harcum College is a substance-free college and work place. The College policy is stated in the Harcum College Student Handbook and refers to all students and college employees on school premises or as part of any of its activities. This includes clinic and any clinically related activity.

Harcum College observes Pennsylvania law which states that the sale, possession, distribution or consumption of alcohol by any persons under 21 years of age is illegal. Any student or student's guest seen possessing, serving, using or selling alcohol on the College campus will be subject to disciplinary actions.

The use, possession, sale or distribution of non-prescription drugs, narcotics, or drug paraphernalia is prohibited by federal, state and local laws and regulations, as well as College policy. Possession and/or use of illicit drugs and drug paraphernalia by student is grounds for severe sanctions, including expulsion and referral to law enforcement authorities for prosecution.

Regardless of age, dental assisting/EFDA students are not permitted to use alcohol or drugs during class, lab or clinical activity or session; this also refers to lunch breaks when a student is returning to an afternoon class, lab or clinical session. A positive drug test will result in dismissal from the dental assisting/EFDA clinical program.

Please refer to Substance Abuse Policies in the Harcum College student handbook.

DENTAL ASSISTING PROGRAM POLICIES

Listed below are the specific policies for the Dental Assisting Program/EFDA at Harcum College. If you have any questions, please contact the Director for the Dental Assisting Program. Students are advised that policies may be revised and an updated policy statement will be provided in an expedient manner.

ADMISSIONS

All students must meet the current admissions criteria for the Dental Assisting program. Students currently attending Harcum College who wish to enter the Dental Assisting program must complete a program transfer request form. Admissions criteria and curriculum are available at www.harcum.edu

Harcum College is an equal opportunity institution and, as such, does not discriminate in its programs, activities, admissions or employment practices with regard to race, color, creed/national origin, sex, age or disability.

The College Protocol for Serious Communicable and Bloodborne Infectious Disease is available from the Campus Health Center and on the Harcum College website www.harcum.edu.

Child Abuse Clearance and Criminal Record Check

The clearance and criminal record check are done within 60 days of starting the dental assisting program through an online system from Castle Branch. Information is available on the Harcum College website at www.harcum.edu. All required information needs be completed prior to the start of the fall semester. Students must report to the Dental Assisting Program Director immediately if for any reason their clearance status would change during the time the student is enrolled in the program.

A positive criminal check may and a positive child abuse clearance will prevent students from entering the clinical portion of the dental assisting and EFDA programs and therefore dismissal from the program.

ATTENDANCE

Regular and punctual attendance of classes is mandatory. In order to provide for the event of illness or other extenuating circumstances, students are allowed to miss one class per course credit. The course instructor must be notified of absence before class, or as soon as possible thereafter in the event of an emergency situation. Significant lateness (more than 10 minutes) or leaving the class before it is over may count as one absence. Any further absences will result in a final grade reduction of one full letter grade. Exceptions may be made in emergency situations only, and at the discretion of the instructor.

The student is responsible for making up missed work, obtaining handouts, class notes, and other information. If a student is absent on the day of a quiz/exam, the student must contact the instructor prior to the scheduled class time. Makeup quizzes/exams are given at the discretion of the instructor. Failure to contact the instructor prior to quiz/exam will result in a grade of '0' for the quiz/exam.

DENTAL ASSISTING COURSE TRANSFER

All program specific courses for the Dental Assisting Program must be taken at Harcum College. No Dental Assisting courses may be transferred into the program.

DISMISSAL

A student, who fails or receives "W" in a Dental Assisting/Dental Education Course twice, will be dismissed from the Dental Assisting Program.

GRADES

Students are required to achieve a "C" 75% or better in each of their Dental Assisting and Dental Education courses, B- 80% or higher in EFDA courses. A student who receives less than a "C" is considered to have failed the course, and will not be allowed to take further Dental Assisting courses requiring this course as a co-requisite or prerequisite until the failing grade has been remediated. Two failing grades in a course will result in dismissal from the program.

PERSONAL APPEARANCE POLICY

The student must dress in a professional and appropriate manner for all classes. The student must follow the guidelines for laboratory and clinic attire stated in the course syllabi, clinic or laboratory manuals. Standards for attire are based on the standards required to maintain appropriate safety and infection control in the dental setting. Personal hygiene is an important link in the prevention and spread of disease.

CLINIC DRESS CODE

- Uniform:** A regulation V-neck scrub top and pants purchased from designated supplier must be worn during lab sessions and in all clinical settings. A lab jacket also purchased from a designated supplier must be worn in lab and non-patient care experiences. Disposable gown must be worn during patient care. All parts of clinical attire must be clean and neat.
No sweaters/sweat shirts will be permitted; however, solid white cotton long sleeve shirts may be worn under the uniform scrub top in winter. (No thermal tops or turtle neck tops or tank tops).
- Shoes:** Clean **all black or all white**, polished **leather** shoes without any open areas/holes must be worn. **Mesh shoes are not allowed.** Laces must be clean. Open backed shoes are not advised.
- Socks:** **Black or white** knee socks or stockings that **cover the ankle** are required. Heavy athletic socks are **not** permitted. Shoes are to be put on at the beginning of lab and changed prior to leaving the clinic.
- Hair:** Hair should be neatly styled, clean, and worn so hair is up and off the face and collar. Hair ornaments must be simple and worn only to keep hair in place so that the hair does not flip over the shoulder toward the patient.
- Jewelry:** A wrist watch worn under clinic gown and **1 pair** small post earrings are permitted-**no pronged jewelry**. Only 1 earring each ear. Hanging earrings, bracelets, necklaces and other jewelry (including other "piercings") are **not** permitted. No rings are allowed to be worn. **All visible tattoos must be covered during lab and clinical sessions.**

Make-up: Moderate make-up is permitted. Fingernails need to be short and clean. Only clear nail polish is permitted. No acrylics, gels or tips. Excessive perfume should be avoided. Maintain personal hygiene.

NOTE:

- Examination gloves, face masks and protective eyewear with side shields must be worn during patient/student treatment. Goggles or face shields are to be worn for protection of the eyes when wearing prescription glasses. Goggles should be washed regularly throughout the day. Nitrile/Vinyl utility gloves must be purchased from the campus store for use in lab and disinfecting the dental operator.
- An individual wearing inappropriate clinical dress will be dismissed from lab/clinic and graded accordingly.
- Smoking and gum chewing are not permitted during lab or clinical hours.

THE ABOVE STANDARDS ARE REQUIRED IN ORDER TO MAINTAIN APPROPRIATE INFECTION CONTROL IN THE DENTAL SETTING.

Personal hygiene is an important link in the prevention and spread of disease and for the safety of student operators, patients, faculty and staff.

MEDICAL AND BACKGROUND CLEARANCE

Prior to beginning the dental assisting and EFDA programs students must complete the required medical and background check clearances. The clearances are done through an online system from Castle Branch. Information is available on the College website, www.harcum.edu.

All students must meet all of the required medical clearance criteria which includes, but is not limited to:

1. Physical examination
2. Quantiferon Gold Blood test
3. Drug urine screen
4. Updated/current immunizations
5. Titers for Hep B, MMR and Varicella immunizations
6. Influenza vaccination
7. Proof of medical insurance
8. COVID Vaccine

All students must meet all of the required background clearance criteria which includes, but not limited to:

1. Child abuse
2. Criminal background with FBI fingerprinting

The list of specific requirements for the dental programs is available in Castle Branch. The Castle Branch website should be accessed for forms and for uploading all documentation. Students **MUST** be cleared and hold current CPR certification prior to the start of the dental assisting program.

CPR/AED CERTIFICATION

Proof of successful completion of a Healthcare Provider CPR/AED course, such as American Red Cross or the American Heart Association:

1. All students must show proof of completion of a Healthcare Provider CPR (Cardio-Pulmonary Resuscitation) course including adult, adolescent and child and AED prior to beginning the program.
2. It is the students' responsibility to renew and maintain CPR certification throughout their clinical education. Failure to do so will result in suspension from the clinical education assignments.

ACCIDENT AND HEALTH INSURANCE.

All students are required to have Accident and Health Insurance. If a student is not covered under another plan (parent, individual, etc.) the student will need to purchase insurance prior to starting the program. Students participating in clinical education experiences, athletics and other activities do so at their own risk. The College provides reasonable supervision but will not be responsible for injuries, hospital charges or other expenses incurred by reason of such injuries.

The college is not responsible for any medical costs incurred by the student as a result of injuries during sports, intramural, classroom or laboratory activities, clinical educational activities, student activities, or in the residence halls.

ADDITIONAL REQUIREMENTS

Students are responsible for purchase of all required books, typodont, uniforms and lab coats. All travel to and parking at clinical sites is the responsibility of the student. If used textbooks are purchased – students should check on which edition is used by Course Instructor. Uniforms must be purchased from the designated distributor, Ken Allen Uniforms. Dress code is defined in the clinic manual. DA 200 Dental Assisting Practicum is a separate tuition fee. Students must pass the ICE exam during the spring semester and be Pennsylvania radiology certified prior to the start of DA 243 Dental Assisting III.

CELL PHONE/ELECTRONIC DEVICE POLICY

No cell phones are allowed in clinics or laboratories. Cell phones should be turned off during lectures and classroom activities. Smart watches or other electronic devices may not be worn or used during quizzes or examinations or other graded classroom, clinic or laboratory activities.

Course syllabi should be reviewed for cell phone/electronic device policy. There should be no texting during class time. The students' attention should be given to the speaker.

EMAIL CONTACT POLICY

The Dental Assisting Program and faculty will use the College email to contact and respond to students. Students are expected to review their College email for correspondence and notifications on a daily basis during the academic semesters

SOCIAL MEDIA/NETWORKING

The use of social networking by students and health care professionals should be done with careful consideration. In order to avoid any potential biases, students are **STRONGLY** discouraged from initiating or accepting friend requests from anyone associated with the clinical experience. This includes but is not limited to clinical instructors, faculty, professional staff, patients, and/or family members of patients or staff. This allows students to be evaluated solely on clinical performance and not on personal information from social networking sites.

As both a professional ethic and legal requirement, students are expected to maintain patient confidentiality. Due to the public nature of social networking sites, privacy and professionalism may potentially be compromised. Students may not post anything that compromises patient confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, pictures of any part of the patient's body, and any information that may identify the patient. No photographs should be taken or posted of any patients, staff or facility. Students should refrain from posting any comments about their clinical experience, site, clinical instructor, faculty, patients, or any other staff member on their personal social networking profile. Failure to comply with the policy stated above may result in the student being removed from the program.

STUDENT IDENTITY VERIFICATION

Students access online courses or learning management systems through the Harcum College portal. The portal requires secure access. Each student has a unique login and password. The new student registration information letter tells the student how to set up their individual access to the portal and their personal password. Each student has a unique identification number provided to them in their acceptance letter. Students register for courses through the secure portal and course selections are approved by the program director. Only students registered in the course have access to course information and they must log in using their user name and password. Posting, sharing or other disclosure of passwords or access codes is prohibited. Faculty and students are prompted to change their Harcum portal password twice a year.

DENTAL ASSISTING AND EFDA PROFESSIONAL ORGANIZATIONS

American Dental Assisting Association

A goal of the Dental Assisting Program is to create an environment that fosters professional development and lifelong learning. All students are required to become student members of the American Dental Assisting Association professional organization.

Pennsylvania EFDA Association

A goal of the EFDA Program is to create an environment that fosters professional development and lifelong learning. All students become members of the association upon graduating from the EFDA program.

INFECTION CONTROL EXAMINATION (ICE)

The ICE exam is one of three components of the Dental Assisting National Board (DANB) Certified Dental Assisting (CDA) Examination. The ICE exam tests on standard precautions and prevention of disease transmission, prevention of cross-contamination during procedures, instrument and device processing and occupational safety and administrative protocols. Students will take the ICE exam during their spring semester, prior to their summer clinical rotation.

RADIATION HEALTH and SAFETY EXAMINATION (RHS)

The State of Pennsylvania requires that all dental assistants pass the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) examination, another component of the CDA exam, to expose and/or process dental radiographs. The dental radiology course at Harcum prepares students for this exam. Students are encouraged to take the RHS examination in May upon completion of their radiology course.

Students are advised that it is their own responsibility to submit for the examination. Students must pass the RHS exam prior to the start of DA 243 Dental Assisting III.

NATIONAL CERTIFIED DENTAL ASSISTING EXAMINATION (CDA)

Upon successful completion of the dental assisting program graduates are eligible to sit for the last component of the CDA examination, General Chairside Assisting. Harcum College is not responsible for any portion of the certification testing. The exam is given through the Dental Assisting National Board.

EFDA CERTIFICATION EXAMINATION

Upon successful completion of the associate degree in Expanded Function Dental Assisting graduates are eligible to apply to the State Board of Dentistry to sit for the EFDA certification examination. To practice EFDA in the state of Pennsylvania all EFDA's must hold a current EFDA certificate.

LEGAL LIMITATION ON QUALIFICATION FOR LICENSURE

The complete Dental Law # 216 is available online at the Pennsylvania State Board of Dentistry or from the Dental Assisting Program Director.

If any student questions their eligibility for licensure in Pennsylvania, they should check directly with the Pennsylvania State Board of Dentistry. If any student questions their eligibility for licensure in other states, they should contact the state dental boards in those individual states.

The Dental Law #216 of the State Board of Dentistry, Commonwealth of Pennsylvania in Section 4.1 Reason for Refusal, Revocation or Suspension of License or Certificate, states:

(a) The board shall have authority, by majority action, to refuse, revoke or suspend the license of any dentist or dental hygienist or certificate of an expanded function dental assistant for any or all of the following reasons:

For entire list review the Dental Law #216

(4) Having been found guilty of a crime or misdemeanor involving moral turpitude or having been found guilty of a felony in violation of the laws of this Commonwealth or any other state. For purposes of this clause (4), the phrase "having been found guilty" shall include a finding or verdict of guilt, an admission of guilt or a plea of nolo contendere.

Additionally, Section 3 (c) prohibits the Board from issuing licenses to persons convicted of certain drug-related offenses.

PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION

The Harcum Dental Assisting Program maintains a full accreditation status by the Commission on Dental Accreditation. The Accreditation Standards for Dental Assisting Education document is available to faculty and students in the Harcum College Library reserved section, online through the CODA website and upon request from the Dental Assisting Program Director.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A log of any program complaints is located in the program director's office.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The Dental Assisting Program Director is available to discuss any concerns regarding the Harcum College accreditation compliance.

GOLDIE & ABRAM COHEN DENTAL PROGRAM CENTER POLICIES

1. No eating or drinking in any section of the building other than the classroom. No unprofessional conduct in the building. The dental building is a clinical site.
2. Clinic attire in the Clinic at all times.
3. Phones at the front desk are not for student use. Dental Hygiene students may use the college phone in the dental classroom for contacting patients. A Red Emergency phone is located in the clinic to contact security.
4. Cell phones are not allowed in the clinic or lab area in the dental building.
5. We request that small children not be brought to classes, clinics or labs in the dental building. This is due to issues of safety, consideration to the learning environment, and to maintain a professional clinical environment. Since supervision of young children is necessary to avoid any issues with safety, it is appreciated that all dental students adhere to this policy.
6. The photocopying machine in the dental building is not for student use. There are photocopying machines in the library.
7. Students must check-in with the Dental Clinic Manager and sign-in prior to use of Dental Lab. Students are responsible for cleanup of the laboratory after use and must sign out with the Clinic Manager.

DENTAL ASSISTING CURRICULUM

The dental assisting curriculum is one academic year with an additional summer session. The one-year curriculum is stated in the college catalog. Students may continue on for an additional year and complete the requirements for an associate degree in expanded functions dental assisting. Requirements for the two-year degree program are also stated in the catalog.

AMERICAN DENTAL ASSISTANTS ASSOCIATION PRINCIPLES OF PROFESSIONAL ETHICS (2011)

FOREWORD: The Principles of Professional Ethics lists legal and ethical guidelines expected by patients, employers, employees and, in many areas, required by regulatory boards.

- Cause no harm;
- Uphold all federal, state, and local laws and regulations;
- Be truthful and honest in verbal, financial, and treatment endeavors;
- Recognize and report signs of abuse to proper authorities;
- Assist in informed decision-making of treatment options; while respecting the rights of patients to determine the final course of treatment to be rendered;
- Do not discriminate against others;
- Support, promote and participate in access to care efforts through education, professional activities and programs;
- Deliver optimum care utilizing professional knowledge, judgment and skill within the law;

- Be compassionate, respectful, kind and fair to employers, co-workers, and patients;
- Refrain from denigrating by word, print, or in electronic communication his/her employer, workplace, or colleagues at all times;
- Create and maintain a safe work environment;
- Assist in conflict management when necessary to maintain harmony within the workplace;
- Strive for self-improvement through continuing education;
- Strive for a healthy lifestyle which may prevent physical or mental impairment caused by any type of illness;
- Refrain from any substance abuse;
- Never misrepresent professional credentials or education.

Adopted HOD 2011; reviewed 2013; reviewed 2015.

AMERICAN DENTAL ASSISTANTS ASSOCIATION (ADAA) CODE OF MEMBER CONDUCT

FOREWORD:

As an organization charged with representing a part of the profession involved in the practice of dentistry, the American Dental Assistants Association has delineated a Code of Conduct for members, officers and trustees. They are general goals to which each member should aspire and are not intended to be enforceable as rules of conduct for dental assistants.

CODE OF CONDUCT AS A MEMBER OF THE ADAA

As a member of the American Dental Assistants Association, I pledge to:

- Abide by the Bylaws of the Association;
- Maintain loyalty to the Association;
- Pursue the objectives of the Association;
- Hold in confidence the information entrusted to me by the Association;
- Serve all members of the Association in an impartial manner;
- Maintain respect for the members and the employees of the Association;
- Exercise and insist on sound business principles in the conduct of the affairs of the Association;
- Use legal and ethical means to influence legislation or regulation affecting members of the Association;
- Issue no false or misleading statements to fellow members or to the public;
- Refrain from disseminating malicious information concerning the Association or any member or employee of the American Dental Assistants Association;
- Maintain high standards of personal conduct and integrity;
- Cooperate in a reasonable and proper manner with staff and members;

- Accept no personal compensation from fellow members, except as approved by the Association;
- Assure public confidence in the integrity and service of the Association;
- Promote and maintain the highest standards of performance in service to the Association.

Adopted HOD 2011; reviewed 2013; reviewed 2015.

AMERICAN DENTAL ASSISTANTS ASSOCIATION POLICY STATEMENT ON CULTURAL DIVERSITY

Knowing that culture encompasses belief systems, acquired patterns of behavior, transmitted symbols, and historically derived and selected ideas of human groups;

Recognizing that cultural diversity refers to the differences between people based on a shared ideology and valued set of beliefs, customs, norms and meanings;

Knowing that the term *ethnocentrism* refers to the belief that one's own culture is superior to all others;

Realizing that the impact of culture as a causative influence on the perceptions, interpretations and behaviors of persons in specific cultural groups is important; and

Understanding that issues of culture may contribute to an individual's dental health; therefore

The American Dental Assistants Association issues this statement of awareness; and

Asserts that knowledge of cultures and their impact on interactions within the dental health care community is essential for dental assistants in all aspects of the profession;

Believes that knowledge and skills related to cultural diversity can strengthen the quality of oral health care delivery to all;

Upholds that ethnocentric approaches in dental assisting are counterproductive to the delivery of oral health care by the dental team; and

Calls upon all members to recognize and appreciate cultural differences, honor diversity, integrate cultural knowledge, and act, when possible, in a culturally appropriate manner in order to be more effective in advancing the practice of dental assisting toward the highest standards of performance obtainable.

Adopted HOD 2004; reviewed 2013; reviewed 2015.

**HARCUM COLLEGE
DENTAL PROGRAMS
HANDBOOK REVIEW SIGNATURE PAGE**

I, _____, have read and understand all the information in the 2021-2022 Dental Assisting Handbook, including program goals, technical standards, grading policies and dismissal policies. I understand there maybe updates to this Handbook provided to me during my educational experience.

SIGNATURE

DATE