

# *WELCOME*

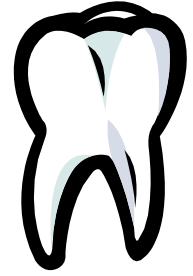
WITC  
DENTAL ASSISTANT  
PROGRAM  
ORIENTATION

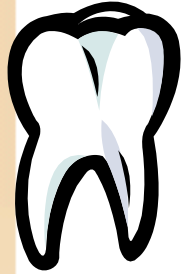


Updated 3/2021

# Purpose of Orientation

- Increase awareness of WITC's Dental Assistant Program.
- Promote an understanding of the commitment needed to successfully complete the program.
- Share information/expectations to provide a smooth start to the program.
- Explain the role of the learner in the DA program.





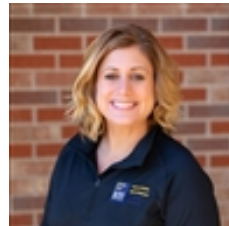
# Instructors:

Program Director/Instructor:



Ms. Jennifer Heutmaker-Holden, M.S. Ed,  
CDA

Instructor:



Ms. Megen Elliott, MS-OCL, BSDH, RDH,  
CDA



# A little about me....

- I have been a Dental Assistant since 1997.
- I began my career as an Instructor in 2005 and with WITC since April 2011.
- I like this profession for several reasons...
  - Flexibility, workday, variety (family practice, specialty, front desk/business office, Insurance Co, etc.), clean working conditions.



## A little about Megen...

- Megen began her career as a Dental Assistant and then went on to attend Dental Hygiene school at CVTC.
- She has an MS in Organizational Leadership
- Megen will introduce a little more about herself...



# Our classroom...





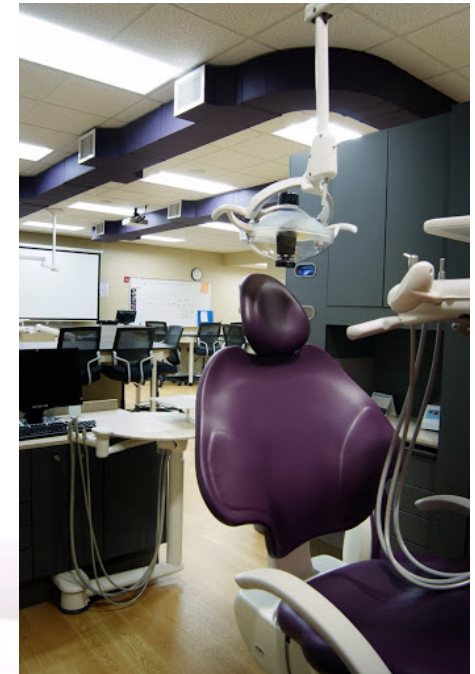
**RADIATION  
SAFETY**

# Program Risks



- Contagious Diseases
- Bloodborne Pathogens
- Radiation Safety
- Should you worry or be concerned?

\*More information regarding safety & protection is in the orientation handouts as well as the Dental Assistant Student Handbook





# ORIENTATION



Attend Orientation





# Student Checklist

ITEM	GIVE INFO TO	DUE DATE	DATE COMPLETED
WI Caregiver Background ✓	See cover <a href="#">sheet</a>	August 16, 2021	✓ _____
MN Caregiver Background ✓ (if needed)	See cover <a href="#">sheet</a>	August 16, 2021	✓ _____
National Criminal Background ✓	DA Program Director / Submit to Blackboard	August 16, 2021	✓ _____
Copy of CPR certification card (front & back)	DA Program Director / Submit to Blackboard	August 16, 2021	✓ _____
Completed Health Form	DA Program Director / Submit to Blackboard	August 16, 2021	✓ _____
Copy of all required <a href="#">immunizations</a>	DA Program Director / Submit to Blackboard	August 16, 2021	✓ _____
High School Transcript	Student Services	August 16, 2021	✓ _____
Dental Office Visit	DA Program Director	August 16, 2021	✓ _____
Dental Assistant Permission form	DA Program Director	August 16, 2021	✓ _____
Confidentiality Statement form	DA Program Director	August 16, 2021	✓ _____
Student Information form	DA Program Director	August 16, 2021	✓ _____
Functional Abilities	DA Program Director	August 16, 2021	✓ _____



Provided for you online, print it and use it!

# Student Passport & Blackboard

What is it? Electronic housing for all student records and the WITC learning platform.

Jen will provide login information to individual students, then you will use your individual login to upload all required documents via pdf.

More info to come...



# CPR

- It is the student's responsibility to obtain CPR certification **prior to the start** of Dental Health & Safety as well as maintain current certification throughout the entire DA program.
- CPR certification classes are offered through WITC.
  - \*A complete list of classes are available on the WITC website
- **All other acceptable CPR classes are listed on the DA webpage under the orientation hyperlink.**

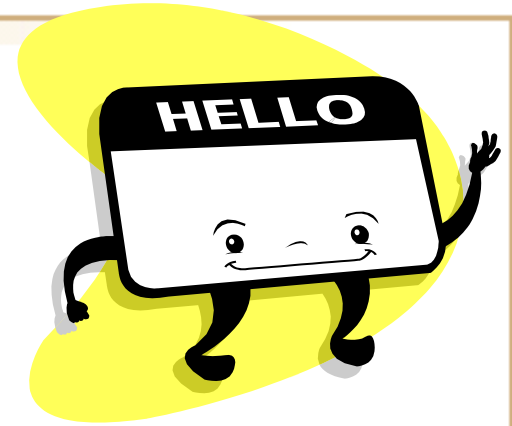


# CPR Continued....

- Please note:
  - CPR must be for Healthcare Providers and must include infant, child, adult, and AED as well as a hands-on exam.
- **\*Online CPR certification is NOT accepted by WITC DA program.**



# Student ID Badges



## **Student *Lab/Clinical* Name Badge**

In order to clearly identify students during lab and at a clinical site, students must wear a WITC name badge

- ✓ Students should go to the LRC to have their picture taken and pick up their Clinical Name Badges
- ✓ Students are to wear a lab coat, scrub top, or uniform top for the picture in order to maintain a professional image



# PROGRAM ADMISSION

- Medical/Dental Exams (Please DO NOT have radiographs taken)
- Immunizations/TB test!
- The "Permission slip"
  - what is it and why do I need it???



# BACKGROUND CHECKS

- All Background checks (WI/MN/Verified Credentials) must be completed before the beginning of class in the fall. (\*all hyperlinks are located on the DA webpage under orientation)





# Dental Office Visit Form

- What is this?
- Why it is important?
- Where do I go?



Job Shadow

Job Shadow



# DENTAL OFFICE VISIT FORM (to be completed by student)

<p style="text-align: center;"><b>Wisconsin Indianhead Technical College</b> <b>Dental Office Visit</b> <b>For Dental Assistant Program</b></p> <p><i>Return completed form no later than Monday, August 19, 2019 to:</i></p> <p><b>Wisconsin Indianhead Technical College</b> Attn: Jennifer Heutmaker-Holden, Dental Assistant Program 1900 College Dr Rice Lake, WI 54868</p> <p>As a new Dental Assistant student, you must spend a minimum of 4 hours in a dental office of your choice. You should spend time observing at least one Dental Hygienist, one Dental Assistant, and one Dentist. Business casual clothing should be worn (no jeans). If you presently work in a dental office, you may interview the office staff that you work with or visit a different office. This form must be completed and submitted to the Program Director prior to starting the program.</p> <p>Student Name _____</p> <p>Name and Type of Dental Office _____</p> <p>Address of Dental Office _____</p> <p>_____ Phone Number _____</p> <p>Signature of a Dental Employee Interviewed _____</p> <p>Date _____</p> <p style="text-align: center;">◀ Continued on Reverse Side ▶</p>	<p><b>Questions:</b></p> <ol style="list-style-type: none"><li>1. What duties did you observe the Dental Hygienist, Dental Assistant, or Dentist performing?</li><li>2. What other duties are they qualified to perform?<ol style="list-style-type: none"><li>a. Dental Hygienist</li><li>b. Dental Assistant</li></ol></li><li>3. What does each dental team member like about his/her career?<ol style="list-style-type: none"><li>a. Dental Hygienist</li><li>b. Dental Assistant</li><li>c. Dentist</li></ol></li><li>4. What does each team member dislike or find to be a challenge about his/her career?<ol style="list-style-type: none"><li>a. Dental Hygienist</li><li>b. Dental Assistant</li><li>c. Dentist</li></ol></li><li>5. What aspects of the Dental Assistant's responsibilities appeal to you the most?</li><li>6. What aspects of the Dental Assistant's responsibilities appeal to you the least?</li></ol>
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Example





# SUPPLIES



- Blood Pressure Cuff and Stethoscope
- Medical Safety Glasses
- Nitrile Gloves
- RINN holder/Typodont
- Purchase through the bookstore OR uniform store prior to class.



# UNIFORMS

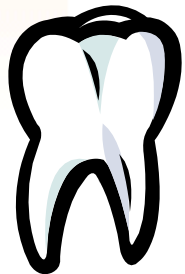


# Uniforms, Cont.

- You will need them by first day of class
- Color/Style



**Mandatory**



# Uniforms Continued....





# Professional Personal Appearance

- Please remember that you are entering the profession of Dental Assisting...as such we ask that you are mindful of things such as:
  - Hair (See next slide)
    - Keep it conservative (color/cut)
    - Bangs back and contained
    - No "disgust-a-buns"
  - Nails
    - **NO ARTIFICIAL NAILS ALLOWED**
    - Nails must be short and well manicured
    - No nail polish
  - Tattoos
    - **ALL VISIBLE TATOOS MUST BE COVERED**
      - Must be covered when you are at clinical sites or in Lab.
  - Piercings
    - **NO** visible body piercings (including oral piercings) are allowed in Labs or clinical \*Exception: one small earring (no bigger an  $\frac{1}{2}$ " ) in each earlobe.  
\*See DA handbook for acceptable ear piercings.
  - Jewelry
    - Jewelry must be kept to a minimum; a watch and a plain wedding band are acceptable. Wedding rings with prongs are not acceptable.





# Dental Assistant Program



Let's breakdown the cost of the program using the cost sheet... (<https://www.witc.edu/sites/default/files/inline-files/FY20%20DA%20Program%20Cost%20Sheet.pdf>)

Please note:

-DANB exam (\$450)

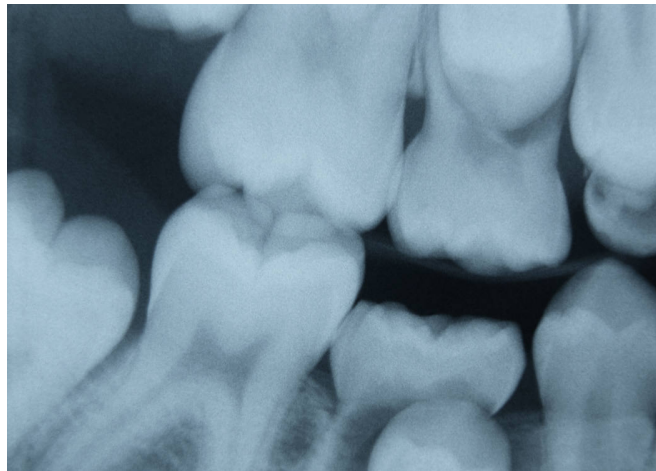
-HESI exam (\$55)

**\*Fees are due to Program Director before the end of Sept.**



# DA Student Handbook

- Provided first day of class
- Place in 3-ring binder
- READ IT !!!!!
- Updates will be provided if needed

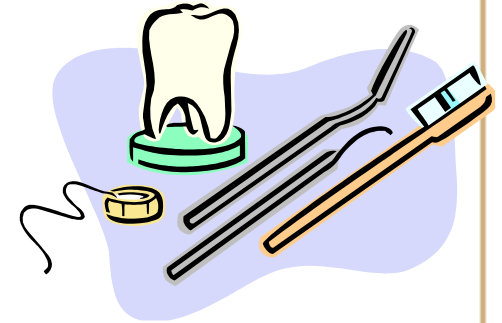


# Highly recommended!

- Register for classes... if you haven't already!
- Complete Oral & Interpersonal Communications over summer, if you are able.
- Ask any questions that you may be wondering about!



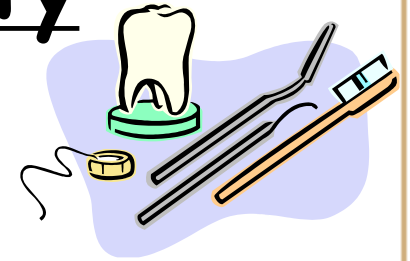
# SCHEDULES



- **Dental Assistant program schedule**
  - Fall Semester
  - Spring Semester
- **Dental Health and safety class (DHS)**



# Dental Health and Safety



## Class information:

Hybrid format- what does this mean?

## Mandatory Attendance!!

-DHS Class info session on August 19<sup>th</sup> from 1:00pm-4:00pm

\*See schedule on myWITC for all other meeting dates



# QUESTIONS



# Feedback Form

- Like us on Facebook (WITC Dental Assistant)
- Please take a few minutes to fill out the feedback form.
- Please don't hesitate to contact me with questions/concerns:
  - [Jennifer.holden@witc.edu](mailto:Jennifer.holden@witc.edu)
  - 715-234-7082 x5146

