

WELCOME

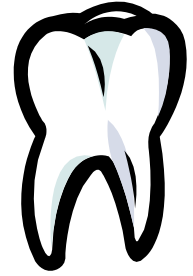
Northwood Tech
DENTAL ASSISTANT
PROGRAM
ORIENTATION

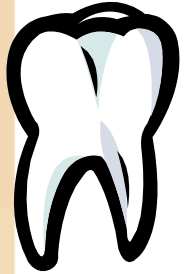


Updated 8/25/2022

Purpose of Orientation

- Increase awareness of Northwood Tech'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. Megen Elliott, MS-OCL, BSDH, RDH,
CDA

Instructor:

Ms. Brooke Walters, CDA



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...



Successful student traits



- Self-motivated
- Organizational Skills
- Detail Orientated
- Multi-tasker
- Good Dexterity
(ability to grasp small items)
- Professional
- Strong
Communication Skills
- Active Listener
- Compassionate
- Desire to help people
- Resilience
(determination and
strong work ethic)





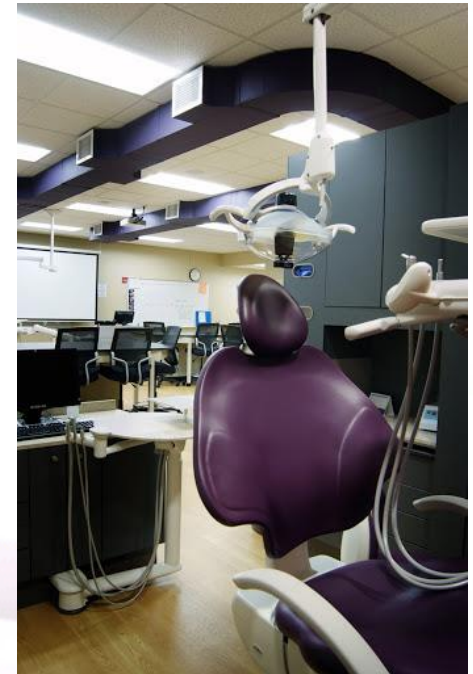
**RADIATION
SAFETY**

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 sheet | August 22, 2022 | ✓ _____ |
| MN Caregiver Background ✓ (if needed) | See cover sheet | August 22, 2022 | ✓ _____ |
| National Criminal Background ✓ | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Copy of CPR certification card (front & back) | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Completed Health Form | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Copy of all required immunizations | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| High School Transcript | Student Services | August 22, 2022 | ✓ _____ |
| Dental Office Visit | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Dental Assistant Permission form | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Confidentiality Statement form | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Student Information form | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |
| Functional Abilities | DA Program Director / Submit to online orientation | August 22, 2022 | ✓ _____ |



Provided for you online, print it and use it!

Blackboard & Online Orientation Dropboxes

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

Megen 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 Northwood Tech.
 - *A complete list of classes are available on the Northwood Tech website
- **All other acceptable CPR classes are listed on the DA webpage under the orientation hyperlink.**

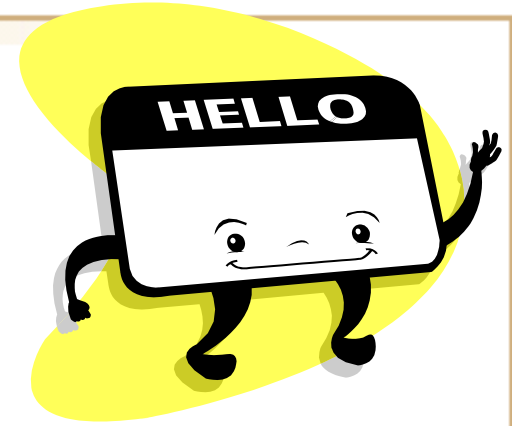


CPR Continued....

- 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 the Northwood Tech 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 Northwood Tech name badge

- ✓ Students should go to the RL library to have a 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



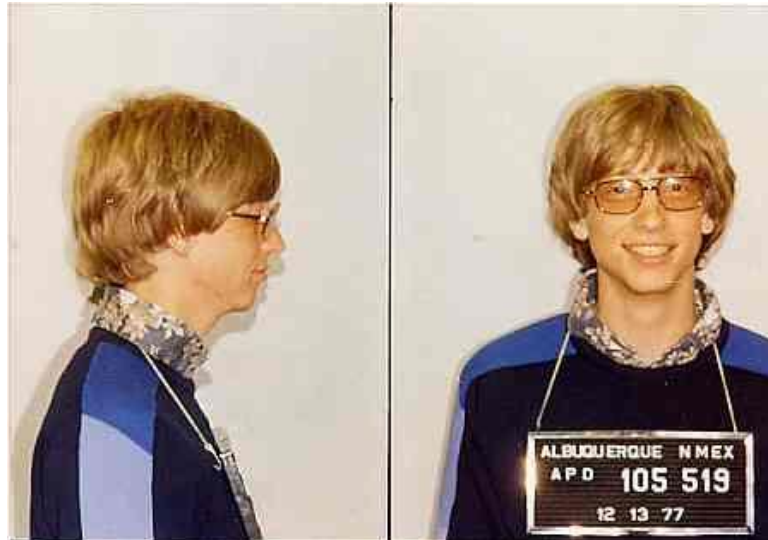
PROGRAM ADMISSION

- 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;">Wisconsin Indianhead Technical College Dental Office Visit For Dental Assistant Program</p> <p><i>Return completed form no later than Monday, August 19, 2019 to:</i></p> <p>Wisconsin Indianhead Technical College 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 style="text-align: right;">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>Questions:</p> <ol style="list-style-type: none">1. What duties did you observe the Dental Hygienist, Dental Assistant, or Dentist performing? 2. What other duties are they qualified to perform?<ol style="list-style-type: none">a. Dental Hygienistb. Dental Assistant 3. What does each dental team member like about his/her career?<ol style="list-style-type: none">a. Dental Hygienistb. Dental Assistantc. Dentist 4. What does each team member dislike or find to be a challenge about his/her career?<ol style="list-style-type: none">a. Dental Hygienistb. Dental Assistantc. Dentist 5. What aspects of the Dental Assistant's responsibilities appeal to you the most? 6. What aspects of the Dental Assistant's responsibilities appeal to you the least? |
|---|--|

Example





SUPPLIES



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



UNIFORMS

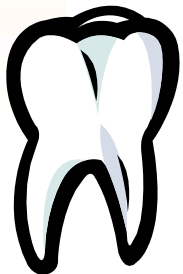


Uniforms, Cont.

- 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.



Textbooks

- The DA program requires a very limited number of textbooks.
- Please use the textlist to purchase the correct textbook editions
- Bundle- please purchase new from bookstore
 - Mindtap Code / online access



Dental Assistant Program



Let's breakdown the cost of the program using the cost sheet... [FY23 DA Program Cost Sheet](#)

Please note:

-DANB exam (\$450)

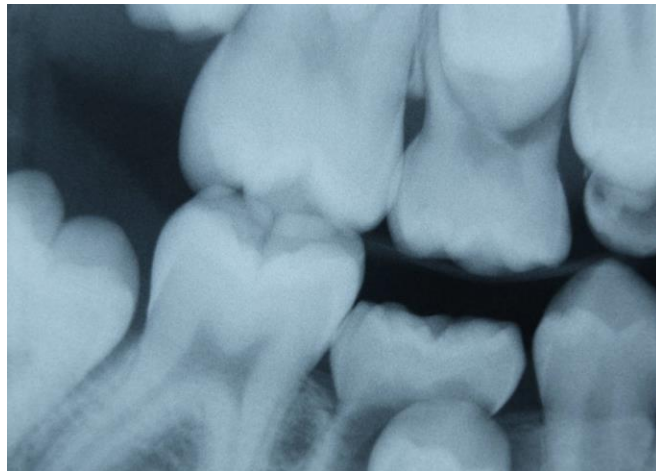
-HESI exam (\$55)

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



DA Student Handbook

- Reviewed on the first day of class
- Always on the DA webpage
- PLEASE READ IT and submit the signature page!!!!
- 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!



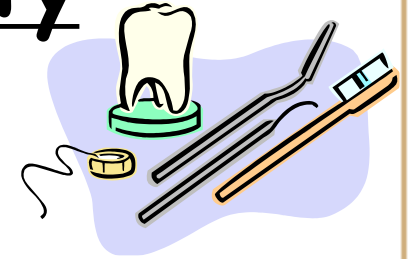
SCHEDULES



- **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 25th from 1:00pm-4:00pm

*See schedule on myNorthwoodTech for all other meeting dates



QUESTIONS



Feedback Form

- Like us on Facebook (Northwood Tech Dental Assistant)
- Please take a few minutes to fill out the orientation survey that will be sent to your Northwood Tech email account.
- Please don't hesitate to contact me with questions/concerns:
 - megen.elliott@NorthwoodTech.edu
 - Phone: 715-788-7150

