

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
DENTAL ASSISTANT
STUDENT HANDBOOK

**DA PROGRAM DRESS CODE, UNIFORMS, REQUIRED EQUIPMENT
& ACCEPTABLE BEHAVIOR**

The instructor reserves the right to send a student home for inappropriate preparation or lab/clinical behavior/appearance with the assumption that the clinical time will be made up. The student must be well groomed, be neat in appearance and wear clean clothing/uniform to all lab and clinical experiences. The uniform is not appropriate attire for street wear.

The following criteria must be met for all **observations, fieldtrips, guest speakers, presentations and lab**:

- No jeans
- No shorts
- No skirts above the knee
- No sweatpants
- No sweatshirts
- No logo t-shirts
- Shirts must have a 3-inch sleeve
- No shirts showing cleavage are allowed
- Undergarments must be worn
- No undergarments can be showing
- No tennis shoes
- No open toed shoes or sandals during observations, fieldtrips and clinicals
- Nylons, tights, or socks **MUST** be worn
- Clothing must be large enough that when moving no bare skin is shown
- Tight fitting clothing is not appropriate
- Jewelry must be modest (also see piercings below)
 - A watch and wedding band are acceptable (rings with prongs are not acceptable)
- Make up must be modest
- No nail polish
- No artificial nails of any kind
- Nails should be trimmed, clean and not able to be seen from the palm side of your hand.
- Perfume or cologne should be kept to a minimum. Consider scent-free products. In addition: Cigarette smoke should also not be detected on clothing.
- Hair must be clean and tied back when in the lab/clinical setting (bangs must not fall forward)
- All visible tattoos must be covered during lab and clinicals
- Any visible body piercings must be removed or covered appropriately. One exception: You may have **one, small** (less than ½ in.) earring in each earlobe.
- Must wear WITC name tag

*It is the policy of the Dental Assistant program that any missed observations, fieldtrips, presentations, speakers or fieldwork must be made up (via another assignment or

rescheduling) on the student's own time. The instructor and the student will determine how to make up content.

CLINICAL UNIFORM

The WITC DA program official uniform includes

1. Navy blue v-neck "scrub" top (most students purchase three)
2. Navy blue warm-up jacket (most students purchase three)
3. Navy blue "scrub" pants (style of your choice / hem your pants if necessary / most students purchase three)
4. White shoes-these must be white (with minimal colored trim) and supportive. Athletic and shoes made specifically for health occupations work best. *Clogs, canvas, and "deck" shoes **ARE NOT** acceptable.
5. WITC ID/Name Badge.

*If you have previously purchased these items, you need to get approval by Dental Assistant Program Director for them to be used as a substitute for the items listed.

Perfume or cologne is not suggested in the clinical agency. Students are asked to consider using "scent-free" personal products since even subtle scents may be intolerable to clients.

Permissible jewelry includes: a watch, plain wedding band, and one small post no larger than 1/4" in each earlobe as appropriate in the clinical situation. No other jewelry is acceptable in the clinical setting.

Nails must be clean and short in length. (They must not be able to be seen when looking at the palm of your hand). Artificial nails and nail polish are not acceptable due to infectious disease concerns.

Hair must be clean and controlled so that it remains in place when leaning forward and styled so that it remains out of the eyes.

No visible tattoos. All tattoos must be covered when in labs and clinicals.

LAB AND CLINICAL REQUIRED EQUIPMENT

The required equipment includes:

1. Blood Pressure Cuff and Stethoscope
2. Nitrile Gloves (obtain from WITC-Rice Lake bookstore)
3. Safety Glasses (must be medical)

****Make sure you try on the nitrile gloves and the safety glasses to ensure they fit you!**

ACCEPTABLE BEHAVIOR

WITC DA students are expected to behave in a professional manner at all times. Respect for all clients, staff, and WITC peers must always be displayed.

Smoking is an unhealthy behavior and highly discouraged. Smoking is only permitted in the clinical setting as defined by the agency and usually is not

permitted at any time. The student may not leave the premises of the clinical site to smoke.

Chewing gum or tobacco is not allowed in the lab and clinical setting.

Cellular phones must be put away during labs and turned off while in clinical settings. They are only able to be used while on a lunch break or to contact his/her instructor.

4/2020 (DA-20 DA Program Dress Code, Uniforms, Equipment & Acceptable Behavior)