



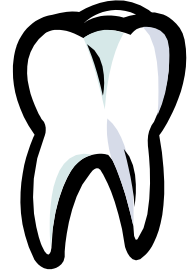
WELCOME

WITC
DENTAL ASSISTANT PROGRAM
ORIENTATION



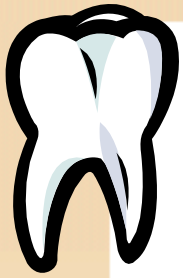
Updated 3/2019

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.





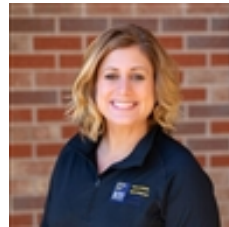
Instructors:

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 a number of 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.
- She has an MS in Organizational Leadership
- Megen will introduce a little more about herself...





**RADIATION
SAFETY**

Program Risks



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

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



Student Checklist



Provided for you online, print it and use it!

Checklist Cont.

2019-20 DA Student Checklist

ITEM	GIVE INFO TO	DUE DATE	DATE COMPLETED
WI Caregiver Background ✓	See cover sheet	August 19, 2019	✓ _____
MN Caregiver Background ✓	See cover sheet	August 19, 2019	✓ _____
National Criminal Background ✓	DA Program Director	August 19, 2019	✓ _____
Copy of CPR certification card	DA Program Director	August 19, 2019	✓ _____
Completed Health Form (keep a copy for yourself)	DA Program Director	August 19, 2019	✓ _____
Copy of all immunizations	DA Program Director	August 19, 2019	✓ _____
High School Transcript	Student Services	August 19, 2019	✓ _____
Dental Office Visit	DA Program Director	August 19, 2019	✓ _____
Dental Assistant Permission form	DA Program Director	August 19, 2019	✓ _____
Confidentiality Statement form	DA Program Director	August 19, 2019	✓ _____
Student Information form	DA Program Director	August 19, 2019	✓ _____
Functional Abilities	DA Program Director	August 19, 2019	✓ _____

CPR COURSE AVAILABILITY: Visit the [WTC website](#)

3/19 (spw) Orientation (student checklist)



ORIENTATION



Attend Orientation



CPR

- It is the student's responsibility to obtain CPR certification **prior to the start** of DA courses / 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 acceptable CPR classes are listed on the DA webpage under the orientation hyperlink.**

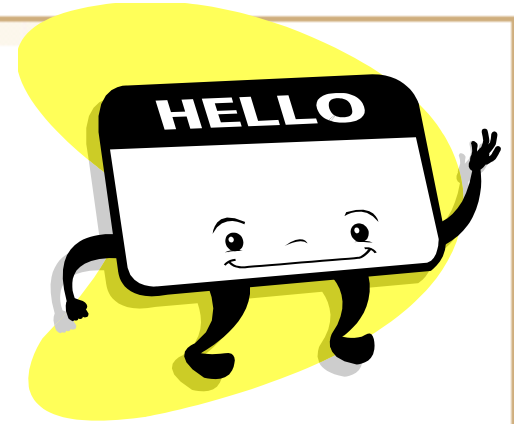


CPR Continued....

- CPR 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 (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

**Wisconsin Indianhead Technical College
Dental Office Visit
For Dental Assistant Program**

Return completed form no later than Monday, August 19, 2019 to:

Wisconsin Indianhead Technical College
Attn: Jennifer Heutmaker-Holden, Dental Assistant Program
1900 College Dr
Rice Lake, WI 54868

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.

Student Name _____

Name and Type of Dental Office _____

Address of Dental Office _____
Phone Number _____

Signature of a Dental Employee Interviewed _____

Date _____

◀ Continued on Reverse Side ▶

Questions:

1. What duties did you observe the Dental Hygienist, Dental Assistant, or Dentist performing?
2. What other duties are they qualified to perform?
 - a. Dental Hygienist
 - b. Dental Assistant
3. What does each dental team member like about his/her career?
 - a. Dental Hygienist
 - b. Dental Assistant
 - c. Dentist
4. What does each team member dislike or find to be a challenge about his/her career?
 - a. Dental Hygienist
 - b. Dental Assistant
 - c. 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
- Purchase through the bookstore OR uniform store prior to class.



UNIFORMS

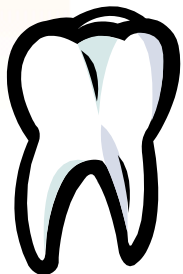


Uniforms, Cont.

- 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

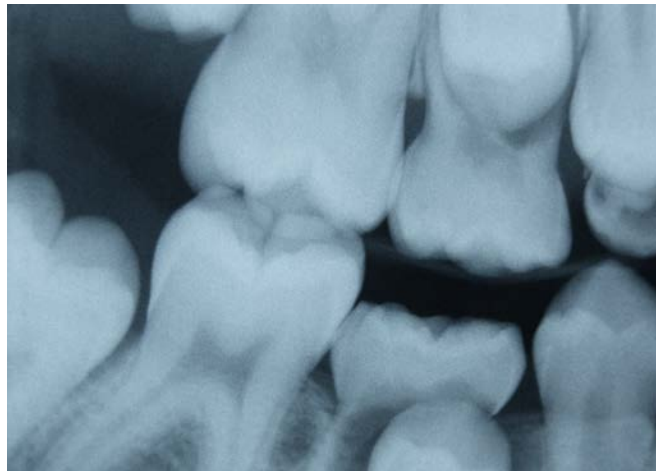


Let's breakdown the cost of the program using the cost sheet...



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!



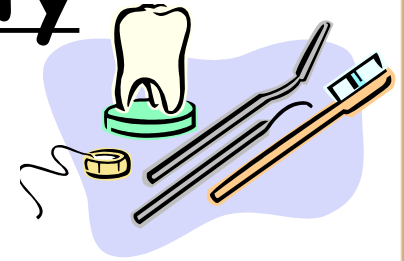
SCHEDULES

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



Subject to change

Dental Health and Safety



Class information:

Hybrid format- what does this mean?

Mandatory Attendance!!

-DHS Class info session on August
22nd from 1:00pm-4:00pm

*See schedule on myWITC for all other meeting dates



QUESTIONS



Feedback Form

- 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
 - 715-234-7082 x5146

