

**EXPANDED
DUTY
DENTAL
ASSISTING

FALL 2011
STUDENT HANDBOOK**

Tri-County Technical College

7900 Highway 76
Pendleton, South Carolina 29670

Mailing address: P.O. Box 587
Pendleton, SC 29670
864-646-1347
1-866-269-5677
dshanno1@tctc.edu

Name	Title	Telephone	Office
Donna Shannon	Program Coordinator	864-646-1347	FP 302

INTRODUCTION

Tri-County Technical College is a public, two-year community college dedicated to serving as a catalyst for the economic and lifelong development of the citizens of Anderson, Oconee, and Pickens counties through outstanding programs and unparalleled service. An open admissions institution with primary focus on teaching and learning, the college serves approximately 6,000 to 7,000 students through both on-campus and distance learning courses. The College grants certificates, diploma and associate degrees in technical, career, and transfer programs. The College also offers certificates in continuing education programs.

Tri-County Technical College will be the role model for community college education through dedication to high standards, a nurturing environment, community alliances and innovative leadership.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. (1866 Southern Lane, Decatur, Georgia 30033-4097)

TABLE OF CONTENTS

<u>SECTION I</u>	<u>EXPANDED DUTY DENTAL ASSISTING</u>	pg. 1 - 3
Mission Statement Program Goals and Objective Dental Assisting Pledge		
<u>SECTION II</u>	<u>ACADEMIC INFORMATION</u>	pg. 4-7
Academic Advisement Academic Misconduct Curriculum Sequence Grading Progression Graduation Withdrawal Entry/Re-entry		
<u>SECTION III</u>	<u>DENTAL ASSISTING STUDENT INFORMATION</u>	pg. 7 - 11
Attendance Policy Policy for Infectious Diseases Grievance Health Status Background Checks/Drug Screenings Insurance Electronic Devices Parking Financial Aid/Scholarships Dental Assisting Student Association Professional Meetings/ Community Service		
<u>SECTION IV</u>	<u>PROFESSIONAL CONDUCT</u>	pg. 11 - 12
Conduct in Classroom and Clinical Facility Disruptive Behavior Policy Uniform Attire Privacy and Confidentiality Social Media Policy		
<u>SECTION V</u>	<u>PROGRAM INFORMATION</u>	pg. 12
CPR Verification Dental Assisting National Boards Nitrous Oxide Monitoring Course Radiology Certification Requirement		

SECTION 1 EXPANDED DUTY DENTAL ASSISTING PROGRAM

Dental Assisting Mission Statement

The Expanded Duty Dental Assisting Program will provide the dental community with graduates that are technologically skilled in the clinical environment. The graduates will be prepared to visualize, take advantage of, and fulfill the opportunities of their calling to be a dental assistant. They will be loyal to their patients and to the practitioner whom they serve. The dental community will value the Expanded Duty Dental Assisting Program as the primary work force trainer. The program will be responsive and accessible to all persons interested in Dental Assisting.

Dental Assistants are multi-skilled dental professionals specifically trained to work in many specialty areas of dentistry to include restorative dentistry and preventive oral health care, patient education, applying pit and fissure sealants, producing intra-oral and extra-oral radiographs, polishing teeth and fillings, assisting the dentist, preparing dental materials, and dental office management.

Program Goals and Objectives

The Expanded Duty Dental Assisting Program provides opportunities for the student to:

- Obtain the necessary skills needed for entry-level positions as a chair_side Expanded Duty Dental Assistant.
- Obtain the necessary information to take the Dental Assisting National Board.
- Participate safely and effectively in a variety of practice settings.
- Communicate effectively with patient, the public, and health care providers.
- Commit to continued learning and professional development.

The Dental Assisting Pledge

"I solemnly pledge that,
in the practice of my profession, I will
always be loyal to the welfare of the patients
who come under my care, and to the interest
of the practitioner whom I serve.

I will be just and generous to the members of my profession,
Aiding them and lending them encouragement to be
loyal, to be just, and to be studious.

I hereby pledge to devote my best energies to the
Service of humanity in that relationship of life to
Which I consecrated myself when I selected to
Become a Dental Assistant."

SECTION II ACADEMIC INFORMATION

Dental Assisting Admissions Procedures

Regular admission into a degree or diploma program requires documentation verifying the earning of a high school diploma or GED and must submit an application for admission to Tri-County Technical College Admissions Office. In addition to meeting general admission requirements, Dental Assisting majors are required to meet the curriculum specific requirements outlined below:

- Students must complete recommended developmental studies courses based on course placement criteria on either the ASSET or COMPASS.
- Students must have a cumulative GPA of 2.0 or higher.
- Students must meet required “Technical Standards”.
- Students are required to carry professional liability insurance, which is obtained through the College.
- Students must take BIO 100 and complete with a “C” average.

Academic Advisement

Each student in the Dental Assisting program will be advised by the program coordinator to assist in scheduling sequential courses in the curriculum. It is the responsibility of the student to schedule an appointment with his/her advisor during the early advising period to identify courses that need to be taken for course completion and graduation requirements. Students presenting academic difficulty should schedule an appointment with the appropriate faculty member for counseling specific for the course. Office hours for the Program Coordinator are posted outside office 302 for appointments and advising as necessary for students.

Academic Standing

The College allows students the opportunity to earn credit through transfer of courses from other postsecondary institutions and through advanced standing opportunities. However, a student must earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College. Included in the approved coursework for a diploma or degree must be two courses selected from the curriculum major, unless specifically exempted by both the department head and dean.

The Dental Assisting Program admits students with advanced standing in using the following methods:

1. Transfer of credits from other regionally accredited post-secondary institutions. The student must provide the Program Coordinator a copy of the course catalog description and course syllabus. The credit hours must be equivalent and at equal curriculum and competency level. The course must have been taken with a one year period.
2. Credit by examination administered by the Program Coordinator.
3. General Education courses accepted for transfer by the College Registrar.
4. Readmit students to the EDDA program are eligible to apply for advanced standing in the dental courses with a grade of “C” or better, and if courses were taken within the last year. Students are required to audit the clinical courses taken to assure that clinical skills are acceptable.

Academic Misconduct

The Dental Assisting program at Tri-County Technical College expects academic integrity. It is the student’s responsibility to ensure proper conduct and behavior with regard to testing, clinical evaluations and proficiencies. An instructor who has reason to believe that the student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information in which it is based. Once a decision has been made concerning the academic misconduct, the instructor may impose one of the following academic sanctions:

- Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
- Assign a failing grade for the course.
- Require the student to withdraw from the course.

It is the student’s responsibility to read the student handbook regarding academic misconduct.

Curriculum Sequence

Fall Semester

DAT 154	Clinical Procedures
DAT 112	Integrated Human Sciences
DAT 113	Dental Materials
DAT 118	Dental Morphology
DAT 115	Ethics and Professionalism

Spring Semester

DAT 121	Dental Health Education
DAT 127	Dental Radiography
DAT 123	Oral Medicine/Oral Biology
DAT 185	Dental Specialties

Summer Term

DAT 122	Dental Office Management
DAT 177	Dental Office Experience

English 155, Math 155 and Psychology 103 may be taken any semester or prior to entry into the program. Course substitutions are English 101 and Speech 205, Math 120 and Psychology 201.

Grading and Progression

The Dental Assisting Program grading scale will be used to determine grades as follows:

93 - 100	= A
86 - 92	= B
75 - 85	= C
74 - 68	= D
Below 68	= F

A grade of "C" or better must be achieved in each curriculum course for a student to progress in the Expanded Duty Dental Assisting program. A final grade of less than 75% is not passing and in the Dental Assisting program, does not meet progression requirements. All courses must be completed within a two year time limit to ensure competency of required Dental Assisting functions.

Graduation Requirements

To graduate from the College, the Dental Assisting student must meet and complete the following requirements:

- Satisfactory completion of all required courses and have maintained an overall grade point average of 2.0 on a 4.0 scale.
- Paid all required fees and financial obligations owed to the College.

- Submitted an “Application for Graduation” form to the Office of Registrar, paid the required graduation fee, and submitted by the deadline.

Withdrawal from the Dental Assisting Program

The Withdrawal Policy of Tri-County Technical College will be followed as outlined in the current College Catalog. In addition, the requirements of the Dental Assisting Program stipulate that once the student is in the course sequence, course withdrawal will result in withdrawal from the program. The following information will be the procedure for student withdrawal:

- Make an appointment with the Program Coordinator to discuss reasons for withdrawal.
- File a course withdrawal form with Student Records after obtaining appropriate faculty signature. The student may also utilize the withdrawal procedure that is available through the student’s eTc account.
- It is the student’s responsibility to complete this procedure. Failure to do so may result in a grade of “F” assigned for the course.

Re-entry to the Program

Procedure for re-entry:

1. The student shall make an appointment with the Program Coordinator at least one semester prior to the date of desired re-entry. The Program Coordinator should validate progress made toward meeting any recommendations stipulated at the exit interview.
2. The student must have an academic standing in the College of a grade point average of 2.0 based on a 4.0 scale on prior courses excluding the failed curriculum course for which re-entry is desired.
3. Priority for re-entry will be given to the student who has demonstrated a satisfactory performance in theory and clinical practice at the time of exit from the program.
4. Re-entry to the program will be determined by availability of clinical space at the time of desired re-entry and by faculty review of the student’s status at the time of exit from a program.
5. Each request for re-entry will be considered as a unique situation, taking individual circumstances and merit into consideration. No precedent will be set by the decision of the faculty.
6. All curriculum requirements must be completed within a prescribed period of time. The program must be completed within two years of the time the student begins the first curriculum course.
7. The student approved for re-entry must contact the admission counselor for the program in Student Services to re-activate the student’s file and update transcripts.
8. The student should receive a letter stating the final decision regarding re-entry.
9. Students may take related courses for the program while waiting to re-enter the full-time program.
10. A student is eligible for re-entry into the Dental Assisting program one time only and will be considered on a space available basis.
11. If more than one year has lapsed since withdrawal for any reason from the program, the student must repeat all Dental courses. A student may, however, request a challenge exam for any previously completed Dental Assisting course. If the score is a 75 or above, the student may be exempt from repeating that course.

SECTION III - DENTAL ASSISTING STUDENT INFORMATION

Attendance Policy

The faculty for the Expanded Duty Dental Assisting Program has a responsibility to assure that all Dental Assisting students have an adequate background of knowledge and skills. The faculty must insure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide knowledge of patient care and opportunities to apply this knowledge toward developing skills in the clinical laboratory.

Tri-County Technical College and the Dental Assisting program expects that students will participate in all scheduled instructional classes and clinical/lab periods. The College Policy states that “any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period is subject to being withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. Students who arrive late may, at the discretion of the instructor, be marked absent for that class. Three tardies constitute one absence. Students who continually arrive late to class are subject to being withdrawn from the class.

A. Absence from an examination

Students absent from an examination will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination day or on the examination day before the exam is scheduled to be given. The instructor is in no way required to allow makeup on missed exams. Any make-up testing permitted is only at the discretion of the instructor. Exams must be taken on the first day back to classes or a time decided by the faculty member. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. This arrangement may be done by telephone or e-mail. Messages sent by other students are not acceptable.

B. Clinical Absence

In the event of an unavoidable clinical absence, the student must follow the following protocol for the clinical absence.

1. Immediately call the clinical faculty that will be responsible for the clinical site visit. (phone number provided by instructor)
2. Notify the Program Coordinator at 864- 556-3930 or e-mail at dshanno1@tctc.edu
3. Note: It is the student’s professional responsibility to contact the clinical site to report their absence, on the day in which he/she is to attend. Students will be given a “0” if this is not accomplished.

As mandated by the Commission of Dental Accreditation:

2-22 Clinical experience assisting the dentist must be an integral part of the educational program designed to perfect students’ competence in performing dental assisting functions, rather than to provide basic instruction.

Each student should have approximately 300 hours of clinical experience in performing the functions listed in the Accreditation Standards.

Failure to meet the 300 hours of clinical experience mandated by accreditation standards, will result in the inability of the student to pass the course and will prevent the student from graduating the program. Make-up for clinical absences must be completed before the end of the term. The student must make this request in writing and state reasons for absences.

At the discretion of the clinical instructor, make-up for clinical absences may be assigned for completion of clinical hours.

Punctuality is an important element of professional behavior. Students are expected to arrive at clinical sites on time. It is the student’s responsibility to call the clinical site to verify their clinical rotation and determine the location of the site.

Please follow the College Policy in the event of hazardous weather. For clinical experiences, if TCTC is closed, then clinical is automatically canceled. If the College is on a delay then the student is expected to report to the clinical facility at the appropriate time. Please call the clinical site before reporting to ensure their office is open for the day. Contact the appropriate faculty member for verification of clinical attendance.

Policy of Infectious Diseases/Needle Stick Policy

The Expanded Duty Dental Assisting program will use and implement “Guidelines for Infection Control in Dental Health-Care Settings – 2003” as mandated by the CDC. The Dental Assisting program extends the concept of “*Universal Precautions*” to “*Standard Precautions*” as recommended by the CDC. Standard precautions integrate and expand the elements of universal precautions into a standard of care designed to protect Health Care Providers and patients from pathogens that can be spread by blood or any other body fluid, excretion, or secretion. Standard precautions apply to contact with blood, all body fluids, secretions, and excretions (except sweat), regardless of whether they contain blood, non-intact skin and mucous membranes. Students will receive and sign the “Policies and Procedures” manual for “Hazardous Communication and Infection Control” for the Expanded Duty Dental Assisting program.

Post-exposure management is an integral component of infection control and an occupational exposure to blood or body fluids. After an occupational blood exposure, first aid should be administered as necessary. Puncture wounds and other injuries to the skin should be washed with soap and water; mucous membranes should be flushed with water. Please notify attending faculty and Dentist of the exposure **immediately**. Once the exposure is verified by attending Dentist or faculty, then it must be reported and documented by the Program Coordinator. College protocol will be followed and contact with the College Physician for appropriate testing for the student and source patient will be scheduled. Please contact the Division office at 864-646-1423 for information regarding injury protocol and insurance information.

Health Status/Health Screening

All students entering the Dental Assisting program are required to submit the results of a TB skin test, and Immunization records as mandated by the Health Science Division. Students must show proof of Chickenpox immunity or dates of the disease. The student must have the first two injections of the Hepatitis B vaccine before clinical assignments can be made or sign a declination form. Entry into the clinical phase will not be allowed until this requirement is met.

Safe/Security Information

Students will be made aware of safety and security information through Health Stream online courses at www.healthstream.com. The user name, password and deadline for completion will be assigned in DAT 154 – Clinical Procedures. When all courses are completed, a transcript must be printed and submitted to the Dental Department. The cost is \$15.00(subject to change) and is added as a fee for this course, paid with the tuition payment.

Background Checks/Drug Screening

The Health Education Division will oversee criminal background checks and/or drug screens on any Dental Assisting student. Criminal background checks will be conducted on all new students. Currently, the program uses PreCheck.com. Failure to do so will result in administrative withdrawal from the program. The check must be done prior to the start of the semester that the student enrolls in a clinical course.

Drug Screens

Annual drug screens will be conducted on new students entering the program. The cost for each student is \$40.00(subject to change) and is attached to the student’s tuition. Student should be prepared to present photo identification at the time of the screening. A 10-panel rapid drug screen (urinalysis) will be utilized. This test will be given prior to clinical rotations in the Spring semester. Positive results may lead to withdrawal from the program.

Grievance Policy

Procedure:

The student must go to the instructor where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. If the student is not satisfied with the results of the informal meeting then the student will schedule a meeting with the Program Coordinator for additional clarification of the grievance. Please refer to the TCTC Catalog/Student Handbook for additional information.

The Expanded Duty Dental Assisting Program is accredited by the American Dental Association and the Commission of Dental Accreditation. Any complaints or problems associate with this program should be reported to the Commission of Dental Accreditation. All comments must relate to accreditation standards for the discipline and required accreditation policies. Please contact the Program Coordinator for a copy of the accreditation standards and policies. Any complaints or problems associated with the program should be addressed to the following:

Commission on Dental Accreditation
Of the American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611-2678
312-440-2500

Health/Malpractice Insurance

Individual health insurance is strongly advised; the College disclaims any medical coverage except that which is covered under Worker Compensation. Insurance information can be obtained by contacting the Dean of Students at 864-646-1560. Malpractice insurance is provided by a college policy. A student fee for the premiums is paid the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage.

Electronic Devices

All pagers, cell phones and other electronic devices that may disrupt the classroom must be turned off during the lecture and lab periods. No pagers or cell phones are allowed in the clinic area. No exceptions will be made. No texting is allowed during class or clinical rotations.

Student Emails

Students should periodically check their college email for important messages. If a student chooses to forward email to another account, please be aware that TCTC email may be filtered or blocked. Also, if a student does not check TCTC email periodically, the account may expire due to inactivity or reach quota and no emails will be received. (See Health Education Division Policy on page 18)

Parking

Students must park in designated areas and obey all parking regulations as established by the College. Violations are punishable by fines or towing of vehicle at the owner's expense. Students must register their vehicle with campus security and display parking decal to avoid penalties.

Clinical facility parking will be specified by the dentist or office manager.

Financial Aid/Scholarships

All financial support is handled through the Financial Aid Office. However, if you are experiencing acute unforeseen financial difficulties, IMMEDIATELY consult with the program coordinator before making decisions about your academic process.

Scholarships are available from the American Dental Assisting Association and the South Carolina Dental Association. Information will be available upon request.

Dental Assisting Student Association/Professional Meetings

Each student will be a member of our Dental Assisting Student organization which is will be involved in continuing education and student learning. This will allow students to become members of the American Dental Assistant Association, which is called SADAA. Dues are \$25.00. All students are strongly encouraged to join and support the association.

Section IV – Professional Conduct

Conduct in Classroom and Clinical Facility

Students are expected to follow professional standards of conduct when in clinical areas. A student who does not conform to the professional standards may be required to leave the clinical setting. If a student is asked to leave the clinical setting, he/she will receive a “0” for their clinical grade for that day. A student whose behavior threatens or endangers the wellbeing of the patient will be terminated from the course and a grade of “F” will be issued for the course.

Disruptive Behavior Policy

Disruptive Student Behavior

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity.

Instructors should call Public Safety and the Division Dean immediately if any or the following situations occur.

- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. If the disruption is deemed repetitive and/or serious by the Division Dean, the Dean of Student Development will be immediately involved in final disposition and handling of the matter.

Uniform Policy

Uniform: The uniform should be clean and ironed. Uniforms will be purchased by each student and worn when designated by the Program Coordinator.

Shoes: Appropriate clinic shoes should be purchased and worn only while in uniform. Socks should be white and above the ankle.

Jewelry: One small wedding band, but no other rings are allowed in clinic. No tongue rings or multiple earrings are allowed while in uniform. No facial rings are allowed or other visible body piercings.

Nails: Must be neatly manicured and no more than 1/16th inch above the pad of the finger. Clear nail polish or French manicure is permitted. Artificial nails are strongly discouraged due to infection protocol.

Hair: Must be secured back and away from the face. Should length hair must be pulled up when rendering patient treatment. Hair color should be natural tones.

Makeup: Should be used in moderation and please avoid strong colognes or fragrances due to possible patient allergies.

Gum: Is not allowed in the lab/clinical area or during clinical rotations.

Smoking:

Smoking will not be permitted for any Health Education student PRIOR TO or DURING THE CLINICAL DAY. The odor of cigarettes (and related products) is offensive to many individuals.

Additionally, some people are allergic to cigarettes. Smoke smell on the student's clothing, chair, or body may be cause to be dismissed from clinical and get a "zero" for the day.

Tattoos: Visible tattoos, which may be perceived as offensive, may result in the student's inability to complete clinical rotations. This may result in failure to meet program requirements.

Beepers or mobile phones: Beepers and mobile phones must be kept on silent mode and messages returned only during breaks or at lunch. Phones should not be visible in the classroom, lab or clinical area, Texting is not allowed during class, lab or clinical facilities, Student s that disobeys this directive will be asked to leave the clinical facility and a zero will be given for that clinical rotation assignment.

Name Badges: Each student will wear a picture ID issued by the Tri-County Technical College Security Department.

Privacy and Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in 1996 to protect the privacy of all health information. It is the responsibility if every Dental Assisting student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone no involved in the care of the patients. Students are also expected to maintain professional confidentiality regarding other students, employees and dentists. Breach of this policy may result in disciplinary action and termination from the program.

Social Media Policy

HEALTH EDUCATION DIVISION

GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA

PURPOSE

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA)

Students are prohibited from posting any comment that is personal health information including patient images on any social media site. Posting of veterinary-related images must be approved by the Veterinary Technology Department Head in advance.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that publishing information on a social media site

may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a Tri-County Technical College student, public perception expands beyond the individual student to the program, division and the College. Examples of social media include, but are not limited to,

YouTube

Facebook

iTunes

LinkedIn

Twitter

Blogs (except for course or College approved platforms such as Blackboard with faculty oversight)

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

PDA USE

PDA's can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, PDA use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any PDA be utilized only when expressly authorized by TCTC faculty. If the PDA is combined with a cell phone, the cell phone should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, PDA's may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code of Conduct).

eTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

RESPONSIBLE USE OF COMPUTER TECHNOLOGY AND SOCIAL MEDIA IN HEALTH EDUCATION

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled “External Communications” 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their “electronic” behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

Section V Program Information

Dental Assisting National Boards

Each Dental Assisting student will take the Dental Assisting National board. It is divided into three sections; Infection Control, Radiology and General Chair side. The student will be responsible for paying for each part. The total cost is \$375.00.

DANB Exam Fees as of January 1, 2011:

CDA	\$375
GC	\$200
ICE	\$175
RHS	\$175
RHS/ICE	\$250

The DANB can be taken as one complete test or by component.

Nitrous Oxide Monitoring Course

The State Board of Dentistry requires that each student receive a course in Nitrous Oxide Sedation prior to graduation from the Dental Assisting program. This course will be taught during the summer term and a state board exam will be given to each student. Upon completion of the course and passing the state exam, each student will be issued a certificate for monitoring nitrous oxide sedation from the South Carolina State Board of Dentistry.. Fees are mandated by the South Carolina State Board of Dentistry.

Radiation Certification

Upon graduation and successful completion of DAT 127, each student will receive radiology certification as mandated by the State Board of Dentistry and the State Dental Practice Act.

The Dental Assisting National Board Radiology certification or graduation from an ADA accredited program will serve as the official documentation for DHEC requirements.

Instructions for Immunization Record Form

A minimum of a month and year is required for each item listed in the Immunization History.

TB Skin Test

A two-step TB Skin Tests (PPD) is required for all Health Education students. If a positive skin test occurs, the student will need to have a chest x-ray completed showing that the student has no evidence of TB. Chest x-rays must be repeated every five years.

Hepatitis B Vaccinations

Either the series of three vaccinations must be completed or a blood screen must be performed showing immunity. The normal course of administration is one month between the first and second administrations, with the third administration following five months after the second.

MMR (Measles, Mumps, Rubella)

Proof of Immunity must be determined either with proof of immunization, or titer (blood test) showing positive immunity. If born prior to 1957, documentation of one MMR, or live virus vaccine must be provided. If born on or after January 1, 1957, documentation of receipt of two doses MMR must be provided.

Chickenpox (Varicella)

Proof of Immunity must be determined either with proof of immunization (2 administrations), or titer (blood test) showing positive immunity. History of disease is not sufficient.

Tetanus

Tetanus vaccination is required and must be renewed every ten years. No titer can be used for this vaccination.

Flu

A Flu vaccination is required annually each fall. No titer can be used for this vaccination.

CPR

Healthcare provider CPR is required, which includes adult, infant, and children CPR with AED and choking. Online CPR Certification or recertification is not acceptable.

**TRI-COUNTY TECHNICAL COLLEGE
HEALTH EDUCATION DIVISION
TECHNICAL STANDARDS**

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples Of Necessary Activities (not all inclusive)	YES	NO
Critical Thinking	Critical thinking and problem solving ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations, use problem solving methods to assess, plan, carry out, and evaluate nursing or allied health care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.		
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel.		
Communication Ability	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable.	Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures.		
Physical/ Psychological Ability	Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients.	Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours.		
Skin Condition	Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.)	Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.)		
Adequate Height	Ability to reach and operate overhead equipment.	Reach, manipulate, and operate all equipment.		
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting.		
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment.	Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches.		
Hearing Ability	Auditory ability sufficient to access non-direct essential information.	Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty.		
Visual Ability	Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty.		
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements.		

Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client's needs.	Must be able to distinguish odors. Must be able to distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety(fire).Has a significant tolerance to foul smells which may be part of the routine job.		
Professional Presentation	Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability.	Demonstrate emotional stability and psychological health in the day-to-day interaction with clients, peers, and healthcare personnel related to work environment. Work under stressful conditions and irregular hours. Show concern for others.		
Exceptions	NONE			

Have you ever been dismissed from any clinical facility? Yes No

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

Student Name (Please Print)

Program Enrolled

Student Signature

Date

Advisor Signature

Date

Revised 2/2011

Tri-County Technical College
Expanded Duty Dental Assisting

PREGNANCY POLICY

A student must meet with the Department Head as soon as she knows that she is pregnant. The following information will need to be discussed:

- The stage of pregnancy
- Whether the student intends to continue in the program
- The student's stage in the program

The student will be advised of the following risks:

- Biohazards
- Teratogens
- Cytotoxic compounds
- Ionizing radiation
- Anesthetic gases
- Hormonal agents
- Physical injuries

The option of taking a medical leave with possibility of returning to the program will then be discussed.

Confidentiality of a student's pregnancy will be maintained; however, those instructors and personnel directly involved in courses in which the student may be exposed to biohazards will be notified.

I have read the above statement and understand the risks.

Student's signature _____

Department Head's signature _____

Date _____