



**TriCounty**  

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**TECHNICAL COLLEGE**

**EXPANDED**

**DUTY**

**DENTAL**

**ASSISTING**

**Fall 2021-Summer 2022  
STUDENT HANDBOOK**

Tri-County Technical College  
7900 Highway 76  
Pendleton, South Carolina 29670

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## INTRODUCTION

Tri-County Technical College, a public community college, focuses on teaching, learning, and helping students reach their goals. The College supports economic development for Anderson, Oconee, and Pickens counties in South Carolina by preparing a highly-skilled workforce.

Tri-County Technical College, as an open-door institution of higher education, offers affordable, accessible, collaborative, and learner-centered instruction. The College offers university transfer associate degree programs and applied technical associate degrees, diplomas, and certificates in more than 70 majors associated with business, health, public service, and industrial and engineering technologies and also offers developmental courses for students who need to improve their basic academic skills.

It is the policy of Tri-County Technical College to recruit, hire, train, and promote employees and to provide educational opportunities to students without regard to race, color, religion, sex, qualifying disability, veteran's status, age, or national origin, in compliance with the provisions of the Civil Rights Act of 1964, Title VII of the Equal Employment Opportunity Act of 1972, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Executive Orders 11246 and 11375, Revised Order 4 of the Department of Labor, the South Carolina Human Affairs Law of 1972, the Format Memorandum issued by HEW in August of 1975, and Americans with Disabilities Act.

Tri-County Technical College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Office of Disability Services is located in the Student Center, Suite 155, and coordinates and ensures access to all programs and services by establishing reasonable accommodations for students with qualifying disabilities.

Student inquiries regarding compliance may be directed to the Assistant Vice President for Student Support and Engagement, Pendleton Campus, Student Center, Room 2=159, 864-646-1562.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Tri-County Technical College.

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## **SECTION I 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:

- The Expanded Duty Dental Assisting Program will maintain accreditation standards mandated by the Commission on Dental Accreditation/American Dental Association.
- Graduates will obtain the necessary skills needed to meet the state requirements to function as an Expanded Duty Dental Assistant.
- The Program will maintain acceptable enrollment/retention of students.
- Graduates will meet or exceed national pass rates on the Dental Assisting National Board exams.
- 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.

### **Program Student Learning Outcomes**

1. Perform essential dental assisting skills.
2. Perform chairside dental assisting functions.
3. Perform advanced/ expanded dental assisting functions.
4. Manage dental practice.
5. Apply knowledge of blood borne pathogens and hazard communication standards to all work performed.
6. Use and manipulate dental materials.
7. Expose dental images.

## **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**

Admission into a degree or diploma program requires graduation from an approved accredited high school, from a high school or home school recognized by the State Department of Education where the student resided upon graduation, or a GED certificate. Students holding an associate degree or higher from a regionally accredited college may submit official college transcripts in lieu of the high school credential.

- Students must complete recommended developmental studies courses based on course placement criteria on Accuplacer.
- Students must have an institutional 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 AHS 102 and complete with a minimum of a "C" average.

### **Academic Advisement**

Each student in the Dental Assisting program will be advised by the Program Director 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 who are experiencing academic difficulty should schedule an appointment with the appropriate faculty member for counseling specific for the course. Office hours for the Program Director are posted outside Fulp 210 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. The student must provide the Program Director a copy of the course catalog description and course syllabus. The credit hours must be equivalent, at equal curriculum and competency level and be from other accredited post-secondary institution regionally. The course must have been taken within a one-year period prior to transfer consideration.
2. Credit by examination administered by the Program Director.
3. General Education courses accepted for transfer by the College Registrar.
4. Re-admit students to the EDDA program are eligible to apply for advanced standing in the dental courses with a grade of "C" or better, if courses were taken within the previous year. Students are required to audit or retake clinical courses 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 I  
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

AHS 102 must be taken prior to program entry. BIO 112, BIO 210, or BIO 211 may be substituted. English 155, Math 155 and Psychology 103 may be taken any semester or prior to entry into the program. Course substitutions are English 101 or 103 and Speech 200, 205 or 209, Math 101, 102, 103, or 120 and Psychology 201 or 120.

## **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. In addition to courses, students must earn a minimum of 75% average on chapter tests, lab, preclinical, and clinical checkoffs/practicals. Students will be given a maximum of 3 attempts on clinical evaluations if the first attempt is unsatisfactory. 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.
- Payment of all required fees and financial obligations owed to the College.

## **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 procedure for student withdrawal is:

- Make an appointment with the Program Director 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.
- Make an appointment with the financial aid department to ensure financial aid process is appropriate with regards to federal and state financial aid regulations.

## Re-entry to the Program

Procedure for re-entry:

1. The student shall make an appointment with the Program Director at least one semester prior to the date of desired re-entry. The Program Director 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. A student is eligible for re-entry into the Dental Assisting program one time only and will be considered on a space available basis.
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. 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 non-clinical course. If the score is a 75 or above, the student may be exempt from repeating that 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 will meet with the Program Director to determine re-entry. Upon approval, the student will be placed on the complete list and notified by the Health Education Division office by eTC email.

## **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 ensure 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.

### **College Policy**

Tri-County Technical College believes that class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statues regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course.

A student may not be absent for more than 14 consecutive calendar days in a fall or spring term. The instructor must administratively withdraw a student who stops attending class after the drop period but prior to the completion of 60% of the session for which the class is offered. Please refer to the college catalog for additional attendance policies and procedures.

### **Program Policy**

The Dental Assisting Program has an additional policy to ensure competency and safety for the Dental Assisting students. Students may not miss more than the number of times the class meets in a two-week period for the semester. The number of allowable absences for the summer term or other terms of varying lengths will be 10% of the total number of class meetings.

#### **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 makeups 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 responsible for the clinical site visit. (phone number provided by instructor)
2. Notify the Program Director at 864-646-1385 or e-mail at mhanks@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 a dentist must be an integral part of the educational program designed to perfect students' competence in performing chairside assisting functions, rather than to provide basic instruction. Students must have a minimum of 300 hours of clinical experience.**

Failure to meet the necessary 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.

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 Director. 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 864-646-1427 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 Education 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.

## **Background Checks**

The Health Education Division will oversee criminal background checks on any Dental Assisting student. Criminal background checks will be conducted on all new students. The program uses SR&I. Failure to comply will result in administrative withdrawal from the program. The background check must be done prior to the start of the semester that the student enrolls in a clinical course. Certain clinical agency requirements may necessitate more than one background check and/or drug screen.

## **Drug Screens**

Annual drug screens will be conducted on new students entering the program. The cost for each student is approximately \$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.

## **Academic Concerns and Complaints**

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 Director 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 Director 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 required by federal law; 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 cell phones and other electronic devices that may disrupt the classroom must be turned off during the lecture and lab periods. No cell phones are allowed in the clinic area. No exceptions will be made. No texting is allowed during class or clinical rotations.

Some courses throughout the program will deliver online blackboard testing in face-to-face courses. It is recommended that the student secure and bring a laptop or tablet to class to complete assigned tests on the scheduled dates. If you are unable to meet this requirement, please notify the Program Director for additional information concerning test options.

## Online/Hybrid Courses-Computer Specifications Required

Online and Hybrid courses will be implemented during the program. Orientation will be provided on the first day of the semester in which the online/hybrid course begins. It is the student's responsibility to ensure access to a computer for completion of online tests and assignments. Tests and assignments will need to be completed on a personal laptop. **It is highly recommended that the laptop have a webcam as well as the Windows 10 operating system.** It is also recommended that your computer have a disc drive or you obtain an external disc drive to connect via USB to utilize resources on CD-ROMs/DVDs included in your textbooks/workbooks. Students will be provided with topical outlines to aid students in meeting assignment deadlines. Academic integrity is of utmost importance and parameters are set to ensure students are completing assignments individually. Tests/exams will be timed and questions/answer choices will be randomized. There is also no backtracking allowed, so once you submit your answer, you cannot go back to it. Test/exam answers will not be released until the test/exam deadline has passed.

Student verification will be required to ensure the student who is registered for the course is the one completing assignments/tests and receiving academic credit for the courses in which assignments/ tests are being completed solely online. This verification will require your eTC username and password. The IP address from which assignments/tests are submitted will serve as additional verification.

## Zoom/Blackboard Collaborate Synchronous Sessions

Some online/hybrid courses will require synchronous meetings. This means that you will meet at the normal scheduled class time via the Zoom meeting platform or Blackboard Collaborate instead of being physically present in the classroom at the scheduled time. For synchronous Zoom sessions, your instructor will send you the meeting link and meeting entry information (Meeting ID and password) prior to the session. You will need to enable the webcam and audio on your computer or download the free Zoom app on your phone or tablet. Blackboard Collaborate meetings will be held in Blackboard as needed per your instructor. You will be required to show your video. All participants may be muted by the instructor as needed. Participants will be unmuted for discussions and participants may be placed in groups for additional course engagement and participation. Please ensure that you have adequate internet connection for these sessions. You should treat the sessions like you are in the actual classroom. You should have a "work station" that is not distracting. You will be expected to have your phones away unless a learning activity requires it (Kahoot, etc.). You are

encouraged to have your books, notes, and any pertinent kits (models, instruments, etc.) available throughout the session so you are prepared for instruction.

### **Student Emails**

Students should frequently 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.

### **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 Director 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.

Students may not ask permission to alternate rotation sites due to personal reasons. Students who have been dismissed from a site resulting from unsatisfactory performance will receive a grade of zero "0" for that particular rotation. The student is to report to the dental assisting program director for a consultation. Depending upon the cause of the dismissal from the rotation site and any pending circumstances, the student may receive a failure for the course or possibly withdrawn from the program. 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 assigned for the course.

### **Disruptive Behavior Policy**

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 Campus Police 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 Director.

**Shoes:** Appropriate clinic shoes should be purchased and worn only while in uniform. Socks should coordinate with clinic shoes and be 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 on natural nails are permitted. Artificial nails are prohibited due to infection protocol.

**Hair:** Must be secured back and away from the face. Shoulder 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.

**Mobile phones:** 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. A student that disobey 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.

### **Personal Protective Equipment (PPE)**

PPE (masks, gloves) will be provided to students for lab/clinic procedures. Face shields may also be provided. Students are required to purchase safety glasses to be used on-campus during labs and clinics and also used at clinical rotation sites. Student are also required to purchase a lab jacket to be used in DAT 113 Dental Materials Labs. The uniform jacket must be laundered on-campus after procedures deemed necessary by the lab/clinic instructor. Depending on the clinical site, students may be asked to change into uniforms at the office they are scheduled in (spring/summer) or be asked to bring a change of clothes to change into before leaving the clinical site during lunch or at the end of the day. Students are asked to place contaminated uniforms in transport bag for laundering off-campus for clinical rotations.

### **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.

## **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 a 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.

### **Smartphone/Smart Watch Use**

Smartphones and watches can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, the use of these electronic devices 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 phones/watches be utilized only when expressly authorized by TCTC faculty. Cell phones should be silenced. No personal conversation or texting is allowed at any time in a patient care area. Please remember that in patient areas, cell phones 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 (ICE), Radiation Health & Safety (RHS) and General Chairside (GC). Fees for the RHS/ICE exams are included in spring tuition. The fee for the GC exam is included in summer tuition.

DANB Exam Fees as of January 1, 2020:

RHS/ICE	\$375.00 (Applications sent in April; exams to be taken in May/June of summer term)
GC	\$270.00 (Applications sent in June; exam to be taken in August/September following graduation)

If you do not pass the exam(s) on the first attempt, you are encouraged to reapply, pay, and retest via DANB's website. You may retake the exams individually or collectively.

CDA	\$450.00 (all 3 exams)
ICE	\$270.00
RHS	\$270.00

Students are encouraged to purchase additional practice tests for each exam through the DALE Foundation. Exams are \$39 each and are discounted if more than one exam is purchased at a time. Once purchased, students have access to the practice test(s) for 6 months.

### **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.



CLINICAL ROTATIONS RECORDS RELEASE  
(Type or Print Clearly in Ink)

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

LIST ANY OTHER NAME(S) (INCLUDING MAIDEN NAME) OR NICKNAME YOU MAY HAVE BEEN  
KNOW BY: \_\_\_\_\_

STUDENT ID# (T#) \_\_\_\_\_ GENDER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER(S) AND STATE(S) WHERE ISSUED: \_\_\_\_\_

LIST ALL STATES OF RESIDENCE AND YEARS OF RESIDENCE: \_\_\_\_\_

I understand that I am to advise [ Tri-County Technical College ] of any arrests or criminal charges subsequent to my completing this form and that failure to do so may result in dismissal from the clinical rotation program.

I give permission to [ Tri-County Technical College ] and [ all contracted agencies ], to receive and exchange the CRC, drug test results, and health screens if shared for the limited purpose of determining my suitability to participate in the clinical program. Results may not be shared with any other entity without my express written permission. Such permission expires at graduation.

I release my Social Security and/or College ID number for use with DHEC required radiological requirements.

Signature

Printed Name

Date

\_\_\_\_\_



## Instructions for Immunization Record Form

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

### 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.

\*In addition to the above CPR requirements, the Medical Assisting program requires first aid.

### Chickenpox (Varicella)

Documentation of Immunity must be determined either with proof of immunization (2 vaccines), or titer (blood test) showing positive immunity. **If titer is negative, 2 vaccine series must be completed.** History of disease is not sufficient.

### Flu

Documentation of Flu vaccination is required annually each fall. No titer can be used for this vaccination. Vaccines should be administered after September 1 of that current year.

**(Program specific deadline dates may apply)**

### Hepatitis B Vaccinations

Documentation of either the series of three vaccinations must be completed or a titer must be performed showing positive immunity. **If the titer is negative, student must repeat 3 series vaccine and repeat the titer after series. If still negative after repeating the series, student must provide documentation as a non-responder with a Doctors signature.** 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)

Documentation of Immunity must be determined either with documentation of 2 series immunization, or titer (blood test) showing positive immunity. **If titer is negative, on one component (mumps, measles, or rubeola) then student must have a booster shot for that component. If the titer is negative on more than one component then the student must have a 2 vaccine series completed.** 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.

### Tetanus

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

### TB Skin Test (program specific requirements and deadline dates may apply)

A two-step TB Skin Tests (PPD) is required for all Health Education students with an annual 1-Step PPD. Previous two steps are accepted, as long as the two step has been within a year of entering the program, then only a 1-Stepp PPD will be required thereafter. 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.

**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 health professions. 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	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		

	color variations.	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



## HEALTH PROFESSIONS PROGRAMS: PREGNANCY POLICY

A student must meet with the Program Director 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: \_\_\_\_\_

Program Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Tri-County Technical College Release Form

I give permission for Tri-County Technical College to use my image (photograph or digital image), voice, video, and quotes in publications, advertising, marketing, publicity, web pages, and other promotional activities for Tri-County Technical College and the South Carolina Technical College System. This may include, but is not limited to, television commercials, radio commercials, newspaper ads, billboards, web pages, and others.

**Please Print:** \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date you expect to graduate: \_\_\_\_\_

College Major: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Handbook Disclaimer

The statements and provisions in this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, syllabi or fees. This handbook has been revised to reflect current curriculum changes. Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, age, (except when age is a bona fide occupational qualification), religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability in its education programs, recruitment efforts, employment opportunities, programs or activities.

### **This handbook becomes effective Fall 2021.**

Tri-County Technical College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of [www.tctc.edu](http://www.tctc.edu) is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor, program faculty or program director. In addition, a prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

Your signature on this page is to acknowledge that you have received, read, understand and will adhere to the concepts contained in this handbook.

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Student's name (printed)

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Date

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Student's Signature