



DENTAL ASSISTING STUDENT HANDBOOK



NORTHWEST FLORIDA STATE COLLEGE



Northwest Florida State College
Dental Assisting Program

Student Handbook

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Introduction

Welcome to the Northwest Florida State College Dental Assisting Program. The information and guidelines contained in this handbook are written specifically for students in the Dental Assisting Program. They are based on recommendations of the American Dental Association Commission on Dental Accreditation, Florida Department of Education, Occupational Safety and Health Guidelines, Center for Disease Control Guidelines and Northwest Florida State College school policies.

The information in this handbook relating to protocol for patient treatment shall be the standard for **training purposes** and does not mean a patient will receive treatment in the NWF State College lab or clinic.

Since the dental profession is ever changing with increased awareness and knowledge, our policies and procedures will also change. This ensures fulfillment of the programs objectives and assures the student of quality and up-to-date education.

Additional policies and procedures that are not specific to Dental Assisting students, but relate to all NWF State College students, may be found in Northwest Florida State College Catalog Student Handbook.

The program requires full-time commitment and it is recommended that you study a minimum of two hours for each contact hour of lecture classes. Fulfilling program requirements is similar or equivalent to having a 34-40 hour per week job. Lecture and lab time is limited in the program so study skills and time management are critical to your success in the Dental Assisting program. It is your responsibility to seek assistance as needed to meet course /program objectives. You will be required to use computers to meet some course requirements. Therefore you **must have some basic computer skills**. You are urged to utilize computer resources available to you on campus in the Academic Success Center, the LRC and/ or computer labs.

Dental Assisting Blood Borne Infection Prevention Policy

OUR COMMITMENT

The Northwest Florida State College (NWFSC) Dental Assisting program is committed to addressing the prevention of the spread of blood borne pathogens that may cause infectious diseases. The program faculty and staff recognize that a key element of infection control and prevention is the use of *Standard Precautions*. Teaching students to protect themselves and others is vital to the prevention of disease transmission.

SCOPE

All patients must be regarded as potentially infectious.

Standard Precautions are taught to each student and used in both simulated and human situations.

The rights of individuals who may have a blood borne infectious disease will be protected.

REFERENCE

Kohn, W. G., Collins, A. S., Cleveland, J. L., Harte, J. A., Eklund, K. J., & Malvitz, D. M. (2003).

Guidelines for Infection Control in Dental Health-Care Settings --- 2003 Retrieved from:

<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm>

DEFINITIONS

Pathogens – Viruses and bacteria that cause disease or illness.

Standard Precautions – The protocols apply to contact with 1) blood; 2) all body fluids, secretions, and excretions (except sweat), regardless of whether they contain blood; 3) non-intact skin; and 4) mucous membranes. Saliva has always been considered a potentially infectious material in dental infection control. *Standard Precautions* 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.

Personal Protective Equipment (PPE) - Items such as gloves, masks, protective eyewear and protective attire (lab coats) intended to prevent exposure to blood and body fluids.

ADMISSION and EMPLOYMENT

NWFSC Dental Assisting Program does not discriminate against employees, students, patients, or applicants for admission based solely on infectious disease status. Those who test positive for infectious disease or who are carriers of an infectious disease should seek counsel from their health care provider.

DENTAL ASSISTING SERVICES

Patient infected with blood borne pathogens can be safely treated in the dental assisting laboratory or clinic setting. Although the primary method of instruction in the laboratory is simulation, selected skills are performed on actual patients. Current evidence indicates that there is no significant risk of contracting blood borne diseases through the provision of dental treatment when *Standard Precautions* are routinely followed.

IMMUNIZATIONS

The risk for exposure to Hepatitis B is higher for Dental Health Care Providers than the general population. It is recommended that students start the vaccination process for Hepatitis B as soon as possible upon application to the program. A comprehensive medical history, physical examination, dental examination, Tuberculin Skin Test and additional immunizations are required prior to enrollment in the Dental Assisting Program.

HIV TESTING

Testing of NWFSC students for HIV is not required by the Dental Assisting Program. However, health care workers and students who perform exposure-prone procedures on patients are encouraged to be tested voluntarily in order to know their HIV status.

OBLIGATION TO REPORT

Students are obligated to report any illnesses or conditions that may affect their ability to complete the program requirements. Students are allowed to continue their education as long as their medical condition permits patient care and their health or another individual's health is not at risk as determined by a student's health care provider. In the event that an individual poses a risk to others, the Dental Assisting Program Director will assist the student.

CONFIDENTIALITY

All information regarding the health status of an individual is confidential and protected by the Family Education Rights and Privacy Act of 1994 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

STANDARD PRECAUTIONS

Standard precautions involve the use of protective barriers such as gloves, gowns, masks, and protective eyewear, which can reduce the risk of exposure of the individual's skin or mucous membranes to potentially infectious materials. Personal protective equipment (PPE) for faculty and students is removed before leaving the clinic and disposed of properly. All students and faculty are to take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. In the event of injury, the *Dental Assisting Occupational Safety Manual* is located in the Dental Assisting Laboratory.

BLOOD BORNE PATHOGEN AND INFECTION CONTROL TRAINING

The Dental Assisting program complies with all local, state, and federal infection control policies including the application of Standard Precautions as stipulated by the Centers for Disease Control. Written policies and instruction on infection control protocols are used to minimize the risk of disease transmission. Students are taught Blood Borne Pathogen and Infection Control subject matter during a mandatory orientation prior to any potential for exposure. The program curriculum incorporates required infection control and prevention methods into new skill development and subject matter.

ENFORCEMENT OF PRACTICE LIMITATIONS OR MODIFICATIONS

Any student or faculty member who engages in unsafe or careless clinical practices, which create risks to the health of patients, employees, or students, will be subject to disciplinary action that may include dismissal from the program.

Fingernails

Keeping nails short is key to infection prevention because the majority of flora on the hands are found under and around the fingernails. Fingernails should be short enough to allow for thorough cleaning underneath them and to prevent glove tears. Sharp nail edges or broken nails are also likely to increase glove failure. Long artificial or natural nails can make donning gloves more difficult and can cause gloves to tear more readily. Students and faculty will abide by the program's Dress Code/Uniform Policy as outlined in the Dental Assisting Student Handbook.

EXPOSURE TO BLOODBORNE PATHOGENS

Faculty or students who are exposed to blood borne pathogens in the course of their clinical care are expected to follow the procedures set forth in the Dental Assisting Occupational Safety Manual. If a student is exposed to a patient's body fluid in a manner that may transmit a blood borne or infectious disease, the student should follow Post-exposure Control protocol in accordance with the Blood-Borne Pathogen Standard and consult his or her health care provider for health care.

ENGINEERING AND WORKPRACTICE CONTROLS

Engineering controls reduce exposure to blood and OPIM from needles and other sharps. Students and faculty will utilize Work Practice controls consistent with the OSHA Blood borne Pathogens Standard for safe handling of sharps. Puncture resistant disposal receptacles are located near the area where sharps are used. Only a single handed needle recapping technique and use of needle recapping device are approved practices in the program.

ENVIRONMENTAL HAZARDS

Environmental hazards of dental assisting include: disorders associated with repetitive activities, exposure to high decibel sounds, exposure to hazardous chemicals or substances, exposure to blood or body fluids, accidental injury, exposure to radiation and allergic reactions to latex or other chemical agents.

UNIFORM LAUNDERING

Uniforms consist of a scrub top, pants and a long sleeved lab jacket with ribbed cuffs. Dental Assisting students must wear the lab jacket over the scrubs when participating in procedures generating splash, spatter or aerosols. Uniforms and lab jackets that become contaminated with blood or OPIM should be removed and placed in a fluid impervious bag to be laundered separately from general laundry at home to avoid transmission of potentially infectious materials.

COMMUNICATION OF BLOODBORNE PATHOGEN POLICY TO PATIENTS

The Dental Assisting Program policy on Blood borne Infection Prevention is available upon request to all patients. Patients are asked to read and sign the Application for Treatment and Statement of Release for dental assisting laboratory participation.

DENTAL ASSISTING PROGRAM PURPOSE

The purpose of the Dental Assisting program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of dental assisting.

The Dental Assisting program is dedicated to the concepts of equity and equal opportunity and it is the specific intention to provide educational opportunities regardless of race, creed, color, national origin, religion, sex, handicap, academic or economic disadvantage.

The Dental Assisting program is intended to produce graduates who are prepared for employment as dental assistants. Program graduates are to be competent in the general areas of communications, mathematics, and interpersonal relationships.

Graduates will also be competent in the technical areas of preventive dentistry; four-handed dentistry; chairside assisting, expanded functions, dental practice management and dental radiology. Emphasis will include diagnostics as they relate to operative procedures, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, and surgical specialties.

Each course in the Dental Assisting Certification program is intended to be an integral part of the whole program. Thus no certificate will be awarded for Radiology or any Expanded Function until all college and program requirements have been successfully completed.

PHILOSOPHY

The basic beliefs, attitudes, and concepts that are the foundation of the Dental Assisting program are expressed in the following statements.

Dental Assisting is a program of study which is compatible with the policies of the Florida Department of Education and encourages each Dental Assisting program student to benefit and contribute as a partner in the economic development and stability of Okaloosa and Walton counties in Florida.

The Dental Assisting program mission and goals are consistent with those of the college. The program provides academic foundations in psychology, communications, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of dental assisting and are well prepared for employment and subsequent life long learning experiences.

The Dental Assisting program provides the student with the knowledge and skills to become a qualified dental assistant. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the job requirements. This field has presently experienced rapid expansion and the trend is expected to continue through the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field which requires attention to current curriculum and up-to-date instructional equipment. The Dental Assisting program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the dental assisting field.

Physical and Mental Requirements:

Due to the nature of the work required in the Dental Assisting program offered at Northwest Florida State College and the role of a dental assistant, required abilities the student must have include but are not limited to:

- Stand, bend ,stoop or sit for long periods of time, Reach, manipulate and operate equipment
- Lift a minimum of 20 pounds
- Maintain correct posture positions while assisting the dentist
- Use fine motor skills
- Ambulate /move around quickly without assistance or assistive devices
- Visually assess patient's condition
- Clearly communicate in English, both verbally and in writing, with patient, family members and other allied health personnel; disseminate information relevant to patient care and work related duties; and hear to accurately gather information relevant to patient care and performance of duties.

DENTAL ASSISTING

CODE OF ETHICS

A student enrolled in the NWF State College Dental Assisting Program is expected to:

- Assume a professional manner in attire and conduct at all times.
- Establish a positive rapport with dentists and their office staff.
- Respect patient confidentiality.
- Strive to increase efficiency and quality through organization.
- Be willing to accept responsibility for one's own work and results.
- Establish rapport and trust with patient through kindness and empathy.
- Follow clinical procedures and guidelines.
- Achieve the highest degree of honesty and integrity.
- Maintain adaptability in action and attitude.
- Show respect and consideration for the patient, regardless of race, religion, age or handicap.
- At all times, remember the patient's needs and welfare comes first.
- Strive to expand your knowledge

Dental Assistant's 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, 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 elected to become a Dental Assistant."

Dr. Charles Nelson Johnson of Chicago
American Dental Assistant's Association

GOALS

The goals of the Dental Assisting program are to:

1. Provide access to technical education and training to meet the occupational needs of qualified students.
2. Increase the health technology career workforce in the college district.
3. Promote understanding, application and use of technology related to dental health careers.
4. Provide better health services for new and expanding industries.

DENTAL ASSISTING PROGRAM OBJECTIVES

The Dental Assisting Program Expected Outcomes are as follows:

1. Identify principles of microbiology, disease prevention as well as perform infection control procedures.
2. Apply knowledge of dental and general pathologies in dental assisting practice.
3. Demonstrate knowledge and principles of dental pharmacology and anesthesia as they relate to dental assisting practice.
4. Perform techniques of preventive dentistry.
5. Perform chair side assisting for general and specialty dental procedures.
6. Record patient assessment data and other general patient information.
7. Using customary technology, perform general office procedures.
8. Perform dental radiographic procedures.
9. Use, maintain and store dental instruments and equipment.
10. Adhere to the legal and ethical responsibilities of the dental assistant.

Citizens of Okaloosa and Walton County should receive the highest quality dental health care available to them. The Dental Assisting Program is designed to help meet that challenge by offering a program that meets the needs of the community for excellent dental health services by dental assistants.

The Dental Assisting program of study provides an environment in which students can learn, grow personally, develop decision-making and problem-solving skills as technically competent caring members of the dental health care team. The program curriculum combines didactic learning and practical application of skills that are competency-based, i.e., that reflect knowledge and awareness of roles and responsibilities of the practicing dental assistant within the Northwest Florida dental health community. Clinical faculty serve as curriculum designers, Directors and professional role models who work directly with students within both a simulated laboratory and a community practice setting to assist students to meet their educational goals. Faculty advise and counsel students in all program matters and serve as resources for students' active learning.

Graduates of the Dental Assisting program will be qualified to apply to take the certification examination that prepares them to begin safe practice as dental assistants.

DENTAL ASSISTING DESCRIPTION OF CURRICULUM

The Dental Assisting curriculum follows recommendations and standards established by the American Dental Association Commission on Dental Accreditation. The curriculum provides the student with the opportunity to gain the knowledge and skills for dental assisting. The course of study is three (3) semesters in length and provides both classroom, lab, and supervised clinical experience.

The program is accredited by the Commission on Dental Accreditation. Graduate Dental Assisting students are eligible to take the Dental Assisting National Board Examination (DANBE). DANBE review will be incorporated into the curriculum as an effort to prepare students for the exam.

A course syllabus with descriptions and specific objectives for each course is given to Dental Assisting students at the beginning of each semester. Course descriptions can be found in the current College Catalog/Student handbook. This program requires familiarity with basic computer skills.

DENTAL ASSISTING CERTIFICATE COURSES

DEA0020	Pre-Clinical Procedures Theory	2.0V
DEA0020L	Pre-Clinical Lab	3.0V
DES0400B	Dental Anatomy	2.0V
DES0103	Dental Materials Theory	1.0V
DES0103L	Dental Materials Lab	2.0V
DEA0803L	Clinical Practice I	3.0V
DES0602	Pharmacology & Dental Office Emergencies	1.0V
DES0324	Interpersonal Communications Skills	1.0V
DES0844	Dental Science (<i>Online Course</i>)	1.0V
DES0830	Expanded Function Theory	1.0V
DES0830L	Skills Seminar	2.0V
DEA0852L	Clinical Practice II	5.0V
DEA0130	Allied Dental Theory (<i>Online Course</i>)	1.0V
DES0501	Practice Management	1.0V
DES0205	Dental Radiology Theory	1.0V
DES0205L	Dental Radiology Lab I	3.0V
DES0206L	Dental Radiology Lab II	3.0V
DEA0851L	Clinical Practice III	6.0V
DEA0936	Dental Assisting Seminar	2.0V

A. Grading:

The general grading policy is outlined in the current NWF State College catalog. You are subject to all policies published in this handbook and in each course syllabus. A high level of academic and technical competency is required of all students in the program. You must earn a final grade of no less than "C" in both the theory component and the laboratory component of each co-requisite course to be able to progress to the next level of dental assisting courses. Students earning a grade less than "C" in a course for which there is a co-requisite, lab or theory, will receive the failing grade on the transcript. The "NG" grade will be given for the companion course and you must repeat **BOTH courses**. You may repeat a course only once. It is not possible to graduate from the Dental Assisting program with a "D", "F", "I", "NG", or "W" in any course.

The grading scale is:

93-100 = A
85-92 = B
75-84 = C
65-74 = D
0-64 = F
NG = No grade

REQUIREMENTS FOR GRADUATION

Graduation from the Dental Assisting program is not automatic. You must **apply for graduation** and it is contingent upon fulfilling all requirements established by Northwest Florida State College the Dental Assisting program and the Commission on Dental Accreditation. The course of study is one year in length. Northwest Florida State College awards each Dental Assisting graduate a Vocational Certificate for satisfactory completion of program requirements. The Dental Assisting program awards a Certificate of Completion to include designated Expanded Functions.

I. Student Services:

A. Academic Advising and Orientation

Academic Advising and Orientation are available to help students make academic decisions. These services are provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

B. Computer Access/RaiderNet



All students are expected to maintain current and up-to-date communication information in RAIDERNET. This includes, but is not limited to, name changes, home address, home phone number, cell phone number, alternate phone numbers, and current email address(s). Occasionally, instructors and course administrators will need to contact students about clinical assignments, classroom changes, and other pertinent information related to the program. They make communication efforts by using the information available in RAIDERNET. This information is also vital for student communication in the event of school emergencies such as inclement weather reports, campus closings, and other drills.

B. The Academic Success Center (ASC)

The Academic Success Center is located on the Niceville Campus. The ASC provides free learning support services for all NWF STATE COLLEGE students. The ASC offers tutoring in many subjects, writing assistance, CLAST (College Level Academic Skills Test) review, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with tapes available in a variety of subjects, Internet access and computers for student use. Dental Assisting students are encouraged to use the ASC. Limited ASC services are available at the Fort Walton Beach Campus, the Robert L. F. Sikes Education Center in Crestview, and the Chautauqua Center in DeFuniak Springs. For more information, call the Academic Success Center at (850) 729-5389.

C. Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, a counselor, or to visit the Career Resource Center on the Niceville Campus or at the DeFuniak Springs Campus to discuss career opportunities. Research indicates that students who have made career decisions are more likely to be academically successful than are those who have not.

D. Testing Services

The Testing Center is located in the Student Services Center, at the Niceville Campus. Various tests are administered by the center. To receive the Dental Assisting certificate of program completion, students must meet requirements of the Test of Adult Basic Education (TABE), validating basic skills in mathematics, language and reading at the 10th grade level. **(You must sit for the TABE examination no later than the first five weeks of the beginning of the program)** Contact Testing Services at www.NWFStateCollege.edu/testing or call 729-6016 for information regarding the test and tutorial assistance.

E. Employment Placement Services

The Dental Assisting program DOES NOT provide employment placement during enrollment nor upon completion of the program. Students seeking assistance in securing employment while enrolled at NWF STATE COLLEGE may utilize NWF STATE COLLEGE resources including faculty advisors,

counselors, and the Financial Aid Office. Upon completion of their studies, students may utilize NWF STATE COLLEGE resources including the Career Center and refer to various bulletin boards for local employment opportunity listings.

F. Student Government Association

The Student Government Association represents the student body of the college. Every student of NWF State College is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. They are responsible for making and implementing decisions concerning monies allotted for student activities. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, blood drives, and chili suppers. All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in the College Mall, Building "K", Room K-136. The SGA president may be reached at telephone extension 6786 in his/her office.

G. Child Care

The NWF State College Mary Lou O'Connor Child Development and Education Center provides comprehensive, quality care for children ages 2 to 5. The center is nationally accredited and is open to dependents of NWF State College students, staff, faculty and members of the community on a space available basis. The center is located in Building "M" on the Niceville Campus and is open Monday through Friday from 7:00 a.m. to 5:30 p.m. Call (850) 729-6081. NWF STATE COLLEGE participates in the Florida Voluntary Pre-Kindergarten (VPK) program. For more information call (850) 729-6081.

H. Services for Students with Special Needs

NWF State College is committed to providing equal opportunities for education to all students. A counselor is available in the Academic Success Center on the Niceville Campus to assist students with special needs in accordance with the Florida State Board of Education Rule 6A-1.041. All students are encouraged to make known any disability that may affect their presence at NWF State College. All information is kept confidential. Disabilities can be identified by completing the proper form in the Academic Success Center, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Sikes or Chautauqua Centers. **Information is available by calling (850)729-6079**

I. Student Organizations

The college has chartered several student organizations. These include general and special interest groups, honor societies, service clubs and social groups. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify, without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex, except for those particular groups which are selective on the basis of scholarship. For more details on any of these organizations, please call the Student Activities Office at (850) 729-5348 or visit www.NWF State College.edu/sa. The names of recognized student organizations at NWF State College are owned by the college. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of an NWF State College student organization. The American Dental Assistants Association is the professional organization for Dental Assistants and DA students are strongly urged to join.

QUICK REFERENCE FOR COMMUNICATION INFORMATION

The NWF State College Catalog lists key departments and personnel; see the catalog for specific phone numbers. Other important resources:

Office/Personnel	Telephone Number/Email Address: 850-
Administrative Services	729-5364
Academic Success (N)	729-5389
College Store	729-5384
Displaced Homemakers	729-5291
Financial Aid	729-5370
Office of Enrollment Services	729-6922
Career Resource Center	729-5227
Program Office	729-6444
Testing Services	729-6016

To contact program instructors see course syllabi for specific Instructional Faculty contact information/procedures.

J. Counseling Services for students

Troubled students or students otherwise in need of counseling services should contact the designated counselor located in the Student Services Center. Information is available by calling (850) 729-6079 for the Niceville campus and 863-6508 for FWB campus.

Students who are experiencing difficulty with the required course work and require academic guidance counseling are advised to seek assistance from the course instructor. Refer to course handouts for instructor contact information. If you are unable to meet with an instructor contact the Dental Assisting Program office for an appointment with the program Director.

II. Student Health

A. Health Status

You are required to submit verification of the following competency and health screenings in order to participate in laboratory and clinical experiences. These items must be complete and current throughout the program and upon program completion:

1. ****Infant / adult CPR and AED proficiency training** (strictly online sources are not acceptable). Certification **must be current** at the time of graduation from the program for students to sit for the DANB exam. You are responsible for keeping the CPR current throughout the program. Failure to do so will result in lost clinical time and the time must be made up to successfully complete the course.
2. Hepatitis B Vaccine (3) injections (Discuss your health status with your healthcare provider before receiving the vaccines). Initial documentation of Hep B** is acceptable or a signed declination statement must be submitted upon entry into the program. Proof of completing the (3) injections must be provided by program completion. Additional up-to-date immunizations may include MMR, TB skin test within 90 days, Hep B series & titer, Varicella titer, Tdap and influenza vaccine.
3. Complete Physical and Dental Examination** (Discuss and verify any allergies ESPECIALLY TO LATEX). Date of any previous examinations must be **within one year** of the start date of the program to be considered current.

Latex Advisory: The use of latex/latex-based products may exist in health care and in environments such as, but not limited to, Health Sciences' classrooms and training labs, hospitals, laboratories, clinical areas and medical/dental offices. If you have a latex allergy, you should seek expert advice from your health care provider so that you may receive information to make an informed decision regarding your exposure to latex in the health care field.

4. Laboratory results of a TB Skin Test or chest X-ray as recommended by the CDC; MMR (Refer to Allied Health Program Health Certificate / Required Immunizations) **

Negative TB results must be provided according to CDC guidelines or established medical protocol prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential. PPD must be updated yearly or, if history of +PPD, chest x-ray or TB screening questionnaire must be updated yearly. Each student is responsible for the cost of this test. A copy of the results must be delivered to the Dental Assisting Program Director.

**** Complete documentation of these requirements must be on file in the office of the Dental Assisting Program Director prior to the first day of clinical rotations. Failure to comply with these requirements may result in withdrawal from courses.**

Further, you must report to the Dental Assisting program director any prescription medications you are taking, within 24 hours that may affect your behavior &/or ability to perform skills, and clinical procedures. In addition, for safety reasons, you are responsible for informing the Program Director/Instructors immediately of any health condition which increases your potential risk, such as pregnancy, allergies, communicable and/or immune disease. Refusal to maintain currency in any/all of the above could result in your dismissal from the program. Other health requirements may apply.

B. PREGNANCY POLICY

- Any suspected or known pregnancy should be immediately reported to the Dental Assisting Program Director however, the program honors the student's right of self disclosure.
- The Dental Assisting Program Director and/or an instructor will discuss with the pregnant student the effects of irradiation in utero, inclusive of radiation protective procedures.
- The pregnant student will acknowledge, by signature, comprehension of said information as identified (above).
- The pregnant student must make an immediate decision concerning her program status.
- The decision must be submitted to the Dental Assisting Program Director in writing.
- All self-disclosed pregnant students must sign a Pregnancy release form.
- All female students must sign a form indicating that they received a copy of the Pregnancy Policy

Students who do not voluntarily disclose the pregnancy are not considered to be pregnant.

Student may recant admission of pregnancy at any time and will be considered not pregnant.

C. PERSONAL ASSUMPTION OF RESPONSIBILITY FOR DISEASE &/OR INJURY

You are responsible for your own health care. Should you contract a communicable disease or become injured in a clinical facility through no fault of the facility, you must assume the cost and responsibility for diagnosis, treatments, and/or appropriate interventions.

You are responsible for informing your instructor(s) of any health condition, which increase your potential risk, i.e., pregnancy, allergies and/or immune disease. You must also report any health condition, which may potentially harm a patient or fellow student (for example, a contagious illness or infectious skin lesion).

NOTE: YOU MUST NOTIFY THE LAB /CLINICAL INSTRUCTOR (S) WHEN USING ANY PRESCRIPTION DRUGS OR MEDICATIONS THAT MAY AFFECT BEHAVIOR OR YOUR ABILITY TO PERFORM ASSIGNED TASKS.

IF YOUR HEALTH STATUS (PHYSICAL OR MENTAL) IS, IN THE OPINION OF THE FACULTY IMPAIRED, YOU MAY BE REQUIRED TO SUBMIT PROOF OF MEDICAL ASSESSMENT AND INTERVENTION BY APPROPRIATE PHYSICIAN AND/OR AGENCY. SHOULD YOU BE UNABLE TO MEET THE PROGRAM STANDARDS AFTER RECOMMENDED INTERVENTION, YOU WILL BE DISMISSED FROM THE PROGRAM. YOU MAY APPEAL THE DISMISSAL BY CONTACTING THE VICE PRESIDENT OF ACADEMIC AFFAIRS WITHIN 24 HOURS OF THE DISMISSAL.

D. FIRE SAFETY

All students must comply with college and clinical facility policies on fire safety.

E. HEALTH SERVICES

See the college catalog for:

- Available first aid and emergency services.
- AIDS information and counseling provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach campuses. Contact with the AIDS counselor is confidential. Call 729-5372 for more information.

Alcohol and drug abuse information is available from a counselor located in Student Services on the Niceville and Fort Walton Beach campuses. Call a counselor at 729-5372. The counselor maintains information on local treatment programs and their locations.

“Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01 (17). Violation of this policy will subject a student to disciplinary action. The college will refer for prosecution any violation of local, state, or federal laws.” (See current NWF State College Catalog/Student Handbook).

F. DENTAL ASSISTING EXPOSURE DETERMINATION

NWF State College complies with OSHA standards for hazardous materials control, exposure and infection control. If you are injured or exposed to blood or other bodily fluids in the clinical/lab setting, report the incident IMMEDIATELY to an instructor or agency supervisor. You must complete an agency/site incident report and provide a copy to the Dental Assisting Program office as well as complete the appropriate college incident report form(s).

OSHA guidelines will be followed with respect to follow-up of exposure to blood and bodily fluids. ALL HEALTH CARE SERVICES YOU RECEIVE ARE YOUR FINANCIAL RESPONSIBILITY.

To evaluate a student's or employee's chances of having an occupational exposure to blood-borne pathogens, an exposure determination is made. An occupational exposure is any reasonably anticipated eye, mucosa, skin, parenteral (cut, needle-stick, puncture, etc.) or any contact with blood, or saliva that may be a result of employment or educational tasks. The determination is made based on three categories:

TASK CATEGORY LISTING FOR EXPOSURE DETERMINATION

I. CATEGORY I TASKS :

Require universal precautions and all Personal Protective Equipment (PPE) to be utilized.

PPE (protective eyewear with side shields, surgical face mask, examination gloves, and protective clothing). Tasks involving exposure to blood, bodily fluids such as saliva and body tissues. This list includes but is not limited to dental assisting tasks that fall into Category I.

1. Suctioning Oropharynx
2. Performing CPR- adult, child, infant
3. Autoclaving/ Sterilizing/ Disinfecting Instruments
4. Handling and Disposing of sharps/ disposable needles
5. Assisting Dentist or Hygienist with all intraoral procedures
6. Exposing and developing intraoral radiographs
7. Taking alginate impressions
8. Applying pit and fissure sealants
9. Removing sutures
10. Placing and removing of periodontal dressings
11. Applying topical fluoride
12. Sterilizing and Disinfecting treatment rooms
13. Rebonding and removing ortho brackets
14. Removing dry socket medication
15. Removing excess cement
16. Removing and cementing temporary crowns and bridges
17. Applying topical anesthetic
18. Placing and removing rubber dams

The use of gloves is required for all faculty members and students involved in the performance of Category I task. Personnel shall wash their hands or use approved Antimicrobial hand rub after the removal of gloves and at the end of the procedure. Gloves punctured or when their ability to function

as barrier protection is compromised should be removed immediately. Gloves shall not be washed or decontaminated for reuse and shall be changed between each patient contact. A variety of types of gloves are available, especially for those with a latex sensitivity or allergy.

- Masks and eye protection (goggles, or glasses with solid side shields or chin length face shields) are required if there is a potential for splashes, spills, spray, splatter or aerosolizing of blood or other potentially infectious body materials (O.P.I.M.) and contamination of mucosal membranes, eyes, mouth, or nose is likely. Masks used for airborne pathogen protection must be approved by the National College of Occupational Safety and Health for this purpose. Lab coat, gown, apron or other protective clothing is required if there is a likelihood for soiling clothing with blood or O.P.I.M. The type and characteristics of the protective clothing will depend upon the task and the degree of exposure anticipated. The protective clothing selected shall form an effective barrier for the faculty member or student.
- Resuscitation equipment (pocket masks or other ventilator devices) shall be immediately available at the laboratory and work-site and used where the need for emergency resuscitation is likely to occur.

II. CATEGORY II TASK LISTING

Requires following Universal Precautions and all Personal Protective Equipment (PPE) be utilized. The PPE required will vary with the task, procedure, or activity. This task listing includes tasks that involve no exposure to blood, body fluids such as saliva, or body tissues, but occasionally may involve unplanned tasks from Category I. The list below includes but is not limited to all dental assisting tasks that fall into Category II.

1. Monitoring patients under nitrous oxide
2. Fabricating (extraorally) temporary crowns and bridges
3. Packaging, transferring and receiving laboratory cases
4. Exposing extraoral radiographs
5. Performing vital signs
6. Taking a medical/ health history
7. Assisting with exams
8. Providing post-operative instructions
9. Fabricating mouthguards, bleaching trays, and custom trays
10. Providing home care instructions

The use of gloves is recommended for all faculty members and students in performing Category II tasks and they must be made available by the College. Mask and eye protection is required if there is the potential for splashes, spill, spray, spatter, or aerosolizing of blood or O.P.I.M. and contamination of mucosal membranes, eyes, mouth or nose is likely. Although it may be unlikely in the performance of a Category II task, these items are to be made available to faculty members and students. Masks used to prevent transmission of airborne pathogens must be of a type approved by the National College of Occupational Safety.

- Lab coats, gowns, apron, or other protective clothing is required if there is likelihood for soiling of clothing, to be worn away from the work-site, with blood or other O.P.I.M. The type and characteristics of the protective clothing will depend upon the task and the degree of exposure potential.
- Resuscitation equipment shall be readily available and used where the need for emergency resuscitation is likely to occur.

III. CATEGORY III TASK LISTING

Requires no special precautions to be utilized. This task listing includes all tasks that involve no exposure to blood, body fluids such as saliva, or body tissues. The list below includes but is not limited to all dental assisting tasks that fall into Category III.

1. Front office duties/tasks; answering telephone, scheduling appointments, computer information input, insurance generating, general mail duties.

All students in Northwest Florida State College's Dental Assisting Program will be familiar with the above information and will implement all necessary precautions to protect themselves and others from an occupational exposure. Failure to comply with these standards shall be considered unsafe behavior and may result in termination from the Dental Assisting Program.

Examples of unsafe clinical practice include but are not limited to:

PHYSICAL SAFETY: unsafe behaviors: inappropriate use of equipment, lack of proper protection of the patient or yourself which could result in potential injury or undue exposure incidents

BIOLOGICAL SAFETY: unsafe behaviors: failing to recognize errors in aseptic technique, attending clinical site while ill; performing technical actions without appropriate supervision; failing to seek help when needed, etc.;

EMOTIONAL SAFETY: unsafe behaviors: making patients fearful, providing patient inappropriate or incorrect information; failing to seek help when needed; demonstrating unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated which are inappropriate to the student-instructor, student-student, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Dental Assisting Program or Northwest Florida State College. Examples include, but are not limited to, verbal or non-verbal language, actions or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, other students or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards (see "Dental Assisting Code of Ethics").

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. Communications devices:

Cell phones, pagers and other such electronic devices must be turned off during class, lab and clinic times.

Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.) students may be required to temporarily deposit cell phones and other electronic communication devices with the instructor or lab supervisor for the duration of specific class activities. Where emergency or employment situations require access to electronic communication services, arrangements may be made **in advance with the instructor**. Cell phones are not allowed in the testing center at the Niceville Campus or in any designated testing areas at other NWF STATE COLLEGE locations.

B. Cheating

All students are expected to uphold the Dental Assisting Code of Ethics which include honesty and integrity.

Cheating in any form, including plagiarism is prohibited (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student). Refer to current College catalog and NWF State College Student Handbook

C. Attendance

Students are expected to attend all of their scheduled lecture classes, laboratory and clinical classes, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor. (Refer to each course syllabus for specific attendance policy). Three consecutive absences or three absences in a month will be reported to the Office of Enrollment Services as excessive absences. Due to the nature of the Dental Assisting program and time constraints, absences totaling 10% of the class hours shall be considered excessive. Three tardies are considered one absence. A student with excessive absences under NWF State College attendance policy may be withdrawn from class for nonattendance. Withdrawal for nonattendance

prior to the established withdrawal deadline will appear as "W" on the student's transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade -appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be "F". Withdrawals under these circumstances will be counted as "attempts" for purposes of full cost and repeat course rules.

It is your responsibility to arrange transportation to and from classes and any assigned clinical site location at your own expense. You will not be reimbursed by the college nor any community agency for travel expenses. You are expected to arrive on time and remain there for the entire assigned time regardless of location.

D. Grievance/Disciplinary Appeals

Refer to the current NWF State College Catalog / Student Handbook for policy

E. Emergency Closures

Refer to the NWF State College Catalog/Student Handbook for college protocol for Inclement Weather and Emergency Closure. However, if the college closes for inclement weather or other emergency it is your responsibility to listen to the local radio and monitor local TV stations for scheduled college reopening dates and times. In some instances a phone announcement may be available by calling the main college switchboard number 678-5111.

F. Clinical Closures

In the event of an emergency arises while you are attending a clinical site, you will contact the Dental Assisting Program office (729-6444) and follow the procedures for that clinical site.

G. Hazing and Harassment

Florida Statute 240.326 prohibits hazing at colleges. Harassment of NWF State College students is prohibited.

Harassment of college employees by NWF State College students is prohibited. Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Refer to the NWF State College Catalog/Student Handbook for complete policy.

H. Children on Campus

It is the policy of NWF State College that employees, students and visitors should not use the college in lieu of a childcare provider. Further it is the policy of the Dental Assisting program that children are not permitted to attend classes/ labs or clinicals with students. Refer to the NWF State College Catalog/ Student Handbook for college policy details.

I. Confidentiality

Confidentiality is just one part of many ethical concepts applicable to patient care in the healthcare setting, and is a standard of care which all U.S. health care workers must comply with. Each patient has a right to privacy and confidentiality, and health care workers must constantly ensure patients' rights are upheld. There are several state and federal statutes that protect confidentiality of medical information. Health care facilities have developed policies to comply with the Health Insurance Portability and Accountability Act (HIPAA), which has provided national standards to protect patient privacy and personal health information. Students, as guests during clinical experiences in each health care facility, must comply with the same policies as employees.

The Dental Assisting student should be aware of the obligation of patient confidentiality. The obligation of patient confidentiality goes beyond the period of dental services. Absolutely DO NOT discuss patients, employees, employers or any institutional business with coworkers, friends, fellow students or family. Nothing observed or learned concerning a patient during a procedure should be divulged. The patient's condition and/or diagnosis should not be discussed with other individuals unless they are professionally involved and will be subsequently treating the patient and have the "Right to Know". Confidentiality and privacy are topics included in the first semester curriculum before attending clinicals in community facilities. There are many ways you will maintain confidentiality as a student, for example: **a.** You will not state patients' names during class or clinical discussion, **b.** You will not discuss clinical experiences or names of health care team members with family or friends, and **c.** You will provide information about the events of your clinical experience as a learning activity during conference sessions, in a professional manner, in regards to the health team members and their actions. Furthermore, you will not copy or keep documents related to the patient, such as the schedule with patient's names or any part of the

medical record. All parts of the medical record are confidential; you may review these records only as a part of your educational experience. **Non-compliance with this standard may result in disciplinary action, to include dismissal from the program and possible legal action.** In addition, you should understand that to maintain privacy, the patient may refuse to allow you as a student to participate in a procedure. See attached STATEMENT OF UNDERSTANDING REGARDING CONFIDENTIALITY AND DISSEMINATION OF PATIENT INFORMATION

J. Religious Considerations

If a student has a religious consideration that affects the educational experience, the student should inform the program director.

K. Gifts

Gifts to or from faculty, staff or clients, other than greeting cards, are prohibited.

L. Student Contact Information

It is your responsibility to ensure that NWF State College Registrar and the Dental Assisting Program Office has current and accurate contact information for you. This information should include all modes of contact (e.g. mailing address, home phone, cell phone number etc...) for you. This information must be maintained accurately while you are enrolled as a student at NWF State College.

M. Critical Incidents

Definition: A critical incident is defined by the instructor(based on the expertise and knowledge of the instructor) and supported by established standards of practice as any incident in which the health and well-being of a patient, fellow student or staff person or the threat of same is threatened and/or jeopardized due to the action/error of the student. Note: ***If the instructor prevents the error, the student is still at fault.*** A critical incident may result in immediate dismissal from the program.

Examples of "Critical Incident" behaviors include but are not limited to:

- Performing functions outside the scope of practice for what is legally allowable for dental assistants in the state of Florida
- Failing to follow radiation safety guidelines and procedures
- Behavior that is unethical ,e.g. performing in the laboratory or clinical setting while chemically impaired or ill with a communicable disease
- Breach of confidentiality; violation of HIPAA regulations or program policies.
- Any threat to the health or well-being of anyone: patient, self, faculty, or fellow students
- Falsifying documents and/or information
- Committing willful or negligent acts (e.g. injuring a patient ,student or staff person)
- Failure to follow general safety guidelines
- Any behavior that would threaten the welfare or reputation of the Dental Assisting Program in the community.
- Stealing or cheating in any form

Procedure:

Your instructor will document a critical incident on a Student Conference Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified. Your instructor will meet with you to review the behavior, make recommendations, and obtain your comments and signature. You will receive a written notice of actions taken as a result of the incident, including a recommendation for academic dismissal from the course, or program if applicable.

Should you wish an academic hearing regarding the incident and possible dismissal from the program, you must request such in writing to the program director within two days following the critical incident conference with your instructor. A hearing with an ad-hoc faculty committee will then be arranged. You cannot perform in the clinical laboratory but may attend theory classes until the hearing has been conducted. Following the hearing, the committee will submit the recommendation to the Program Director who will meet with you to advise you of the decision to retain or dismiss you from the program. You may continue the appeal process (see College Catalog/Student Handbook regarding grade appeals). Future readmission to the program may be contingent upon completion and documentation of appropriate remediation activities.

IV. Clinical Education

The Dental Assisting program is a sequence of courses that prepare students for positions in Dental offices, schools, clinics as well as for state and federal positions. Learning opportunities develop academic, technical and professional knowledge, as well as skills required for job acquisition, retention and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Dental Assisting Certificate and have qualifications of a dental assistant. The Dental Assisting program is available to full-time students with some courses taught at night. Each course in the program is designed to be an integral part of the whole program and does not stand alone as a means to receive Expanded Functions certification. No student will receive a certification until all college and program requirements are successfully completed.

The Clinical education experiences are provided by licensed dentists in Okaloosa and Walton Counties. After receiving the initial training to lab competency at the school, clinical sites allow the students to perform most types of dental assisting procedures under the supervision of a licensed dentist.

Methods of evaluations for the clinical (psychomotor) and professional conduct aspects of the curriculum will include but are not limited to:

Participation evaluation
Homework assignments
Independent study papers
Competency evaluations (**Formative/Summative**)
Film critique evaluations
Clinical performance evaluations
Self-evaluation
Peer evaluation
Portfolio

Practical applications

Methods and examples of forms used for the evaluation process in the clinical area are provided to each student at the beginning of that course.

A. Clinical Responsibilities of Student Dental Assistants

- The student Dental Assistant should follow through on all tasks designated to him/her by the dentist
- The Dental Assisting student must never discuss or criticize a dentist. The Dental Assisting student should never express to the patient a preference for the services of any dentist.
- The Dental Assisting student must never interpret radiographs or diagnose a patient's condition.
- The Dental Assisting student must always give the dentist and staff the proper respect and consideration.
- The Dental Assisting student should always be conscious of the responsibility of his/her chosen profession.

- The Dental Assisting student must treat every patient with respect, empathy, honesty, and professionalism.
- The Dental Assisting student should recognize **and** appreciate the contributions of all members of the dental profession.
- The Dental Assisting student must never participate in gossip and/or adverse criticism of others.
- The Dental Assisting student should support and participate in their professional organization.(American Dental Assistants Association ADAA)
- The Dental Assisting student should promote the profession of Dental Assisting whenever possible.

Failure to uphold these responsibilities may result in course withdrawal, probation and/or dismissal from the program with no chance for readmission.

B. Liability Insurance

You should have hospital insurance to cover personal illness or injury while in the program. As a student in this program, you have been assessed a fee for malpractice insurance during registration. Additionally, students are encouraged to join and become actively involved in the American Dental Assistants Association. The ADAA is the profession's national organization and membership is open to interested student Dental Assistants. There is a membership fee which includes professional liability insurance as well as other special offers. Further, student members will receive a year subscription to *The Dental Assistant Journal*, a student lapel pin, and a certificate of membership to the ADAA. Should you decide to join, fees must be submitted with application. Students holding full or part time student status in a course lasting at least three months may apply for ADAA Student Membership through the program.(See Dental Assisting Program Director for details)

C. CPR

While enrolled in the Dental Assisting Program, you must maintain immunizations, health screens (e.g., TB skin testing, Hep B vaccine, tetanus) and you are also required to maintain CPR competency, with corresponding documentation in your student files. If your CPR card expires while you are enrolled in the program, you may not be permitted to attend clinical classes. Your CPR card must be current at the time of graduation for you to be eligible to sit for the DANB exam. **Strictly online CPR sources are not acceptable, you must participate in a course to demonstrate proficiency.**

D. Immunizations

Although it is not mandatory, all students enrolled in the Dental Assisting program are **strongly** encouraged to receive the Hepatitis B vaccination. All vaccines will be at the student's expense. Students who cannot or do not wish to be vaccinated must sign a waiver. This waiver will be kept in the student's file. Any student declining vaccination will be counseled on the benefits and safety of the vaccine.

Students should receive the first vaccine dose prior to patient/clinic contact and before practicing any tasks, procedures or activities that involve exposure potential. Documentation of all vaccines must be provided to the Dental Assisting Department as part of the program admissions process.

E. OSHA

NWF State College complies with the Occupational Health and Safety Administration (OSHA) standards for infection control, hazardous materials, and exposure control. In addition, these topics are included in the first semester curriculum, and throughout the program. You will be responsible for applying the concepts in community clinical facilities.

F. HIPAA Privacy Policy

There are several state and federal statutes that protect confidentiality of medical information. Health care facilities have developed policies to comply with the Health Insurance Portability and Accountability Act (HIPAA) which has provided national standards

to protect patient privacy and personal health information. Students, as guests during clinical experiences in each health care facility, must comply with the same policies as employees.

Absolutely DO NOT discuss patients, employees, employers or any institutional business with coworkers, friends, fellow students or family. Nothing observed or learned concerning a patient during a procedure should be divulged. The patient's condition and/or diagnosis should not be discussed with other individuals unless they are professionally involved and will be subsequently treating the patient and have the "Right to Know". Confidentiality and privacy are topics included in the first semester curriculum before attending clinicals in community facilities. There are many ways you will maintain confidentiality as a student, for example: **a.** You will not state patients' names during class or clinical discussion, **b.** You will not discuss clinical experiences or names of health care team members with family or friends, and **c.** You will provide information about the events of your clinical experience as a learning activity during conference sessions, in a professional manner, in regards to the health team members and their actions. Furthermore, you will not copy or keep documents related to the patient, such as the schedule with patient's names or any part of the medical record. All parts of the medical record are confidential; you may review these records only as a part of your educational experience. **Non-compliance with this standard may result in disciplinary action, to include dismissal from the program and possible legal action.** In addition, you should understand that to maintain privacy, the patient may refuse to allow you as a student to participate in a procedure.

G. Drug Screening/Substance Use &/Or Abuse

Substance abuse is inconsistent with the ethics of the Dental Assisting Program, all NWF State College Allied Health programs and Northwest Florida State College.

Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors which can be life threatening to self and others.

You may be asked by the Dental Assisting Program, NWF State College or an affiliating clinical agency to submit to individual, group and/or random drug screening at any time. The college reserves the right to determine the agency to conduct the drug screening.

Random and group drug screening costs will be paid by the college. You are responsible for drug screening costs for individual screening.

Refusal to comply with requested screening within the time frame directed will result in dismissal from the program.

You may be subject to background disclosure for any previous arrests, convictions or other behavior that could damage the reputation of the program or that could be considered as unethical. These behaviors may subject you to withdrawal. **Any arrests &/Or convictions made during the program will subject you to dismissal.**

H. Background Check Policy

Facilities associated with our clinical education program require background checks and may require drug screening on incoming students to ensure the safety of the patients treated by students in the program. Some affiliated clinical agencies may have a policy that will not allow students convicted of a felony to perform clinical duties at their agency. If this is the case, the student will not be allowed to enter the program as clinical experiences would not be readily available to him/her. You will be required to order your background check prior to starting the program. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck. www.PreCheck.com An additional background affidavit must also be completed and cleared by clinical affiliates. The Dental Assisting National Board also requires exam candidates to disclose any felony convictions and the responses will be reviewed on a case-by-case basis to determine eligibility to sit for the DANB exam. All Dental Assisting Program applicants must submit a notarized Background Check Statement and complete the PreCheck Background check as part of the application process.

I. Clinical Accident/Incident Policy

Should you become injured in a clinical facility, through no fault of the facility, you must assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions as a result of the accident. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

J. Sudden Illness or Exposure to Communicable Disease

You are responsible for your own health care. Should you contract a communicable disease or be exposed to same via body fluids or other means, you must report such exposure of condition to the Dental Assisting Program director and a clinical staff person **immediately**. Should immediate assessment & treatment be deemed necessary (including emergency care), you must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college/university incident reporting.

Recapping of contaminated needles or other sharps is prohibited. When recapping of contaminated needles is determined to be necessary for a specific procedure it is to be accomplished through the use of recapping devices, self-sheathing needles or syringes, forceps or other one-handed method of recapping that has been approved by a faculty member.

Any student who is stuck by a dirty needle at the clinical site must:

- Report the incident to the supervising dentist
- Follow the office's procedure regarding needle sticks, including filing an NWF State College incident report.
- A copy of the incident report should be forwarded to Northwest Florida State College to be placed in the student's permanent record.
- Report the incident to Northwest Florida State College Dental Assisting Program Administrator.

K. Transportation

Transportation to and from class and clinical facilities is the responsibility of the student. You will be assigned to a variety of clinical sites throughout Okaloosa and Walton counties. You are responsible for your own transportation. You will receive no remuneration from NWF State College nor from the clinical agency for expenses incurred for travel.

L. Clinical Practice Courses

The clinical practice experience is divided into three separate courses. Pre-requisite and co-requisite courses must be successfully completed to progress. Progression from one course to the next is based on successful completion of each course's requirements and objectives. These experiences are strictly educational and you will receive no remuneration, reimbursement or gratuity while enrolled in the program. A course syllabus containing course objectives will be given at the beginning of each semester. Students will be given Skills Evaluation sheets at the beginning of Clinical Practice rotations. You will be required to have a competency evaluation at each clinical rotation site. The evaluation sheet must be signed by a Licensed Dentist or Certified Dental Assistant as indicated on each document and returned to the Dental Assisting program office sealed confidentially in the envelope provided.

Clinical rotation assignments are scheduled for students during daytime office hours, and may be **scheduled Monday through Friday** after initial classroom and laboratory instruction. There are various dental offices who have volunteered to participate as clinical rotation sites. Students are responsible for their own transportation to their assigned clinical site. Adjustments will be made only in an extreme emergency. Requests for changes in clinical site assignments must be submitted in writing to the instructor and are not guaranteed. You are required to adhere to the assigned schedule at all times. Failure to do so will result in withdrawal from the course and possible dismissal from the program.

M. Clinical Practice Requirements

Students are required to maintain a journal of experiences during each Clinical Practice course. Initially the journal is intended to describe the procedures observed and the student's personal comments. As your learning progresses, you must document procedures you performed, as well as set-up. (Refer to Clinical Course Syllabus for detailed policy on journal entries). You must be able to relate the knowledge learned during these experiences when you return to class. Students must also maintain time sheets signed by the dentist to attest to the hours of attendance; additionally you must **sign In and Out at each clinical site each day**. You must be on time and in attendance for all scheduled clinical hours. If you miss any hours they may be made up at the discretion of the Dental

Assisting Program Director and at the convenience of the participating clinical site. All clinical hours must be completed prior to the end of the Drop/Add period of the next semester. Any incomplete hours will result in an "I" (incomplete) in the clinical course until hours are completed. If the hours are not completed prior to the end of the Drop/Add period of the following semester, you will not be permitted to progress. Unmet clinical requirements may result in a grade of "F" on your official transcript.

N. Clinical Attendance

Students are expected to be present and on time for all clinical assignments. Any absences from clinical sites will affect the student's clinical education and the course grade. In the case of illness or other emergency, the student must personally notify the clinical instructor **and** the clinical site office at least one hour prior to the scheduled clinical time. Failure to notify appropriate personnel will result in an unexcused absence, and more than two unexcused absences in a course may result in withdrawal from the course and possible termination from the program. All Course requirements must be met, and clinical time missed must be made up prior to the end of the semester in order for the student not to receive an "I" (incomplete) for the course.

If you miss more than 10% of a course's hours, you may be dropped from that course for excessive absences. This policy will be in effect for all Dental Assisting Clinical Courses.

O. Exception to Clinical Attendance Policy

Assignments to Jury or Military Duty will be excused and will not be considered an absence for grading purposes. Time missed in clinics must be made up to complete the required number of clinic hours for each term however, extended absences will require withdrawal.

The student who is admitted to the hospital by a physician for an illness or accident must notify the Dental Assisting instructor as soon as possible. The Dental Assisting Department will work with the student to meet missed clinical education requirements. This could result in a delayed graduation date depending on the length of time a student is hospitalized or unable to perform school requirements.

The death of an **immediate** family member such as a parent, spouse, child, or sibling, will excuse a student for no more than three (3) consecutive clinical days. Any other funerals will be considered excused only when prior approval and arrangements have been made with Dental Assisting instructors. Even excused absences in clinics will have to be made up.

Lunch/Breaks

- The student is permitted one (1) fifteen-minute break during mid-morning and afternoon during clinical hours. This time must first be approved by the dentist or site manager.
- Students may receive one (1) 60 minute lunch break if clinical hours exceed five (5) hours. Lunch time must coincide with the clinical site's lunch time.

V. Professional Appearance (Campus/Lab and Clinical)

Clinical Professional Image Requirements:

Appearance is a vital element of being a professional and is highly valued and evaluated throughout the Dental Assisting Program. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

The Dental Assisting Student represents Northwest Florida State College at all times while in uniform. For this reason, students are expected to present a professional attitude and appearance at all times. It is required that each student practice good hygiene. All students are required to follow the dress code. Any student with inappropriate dress will be dismissed from the clinical site. Time will be made up according to program policy, the student will be counseled by a Dental Assisting instructor to correct this inadequacy, and will receive a Deficiency Notice; three (3) Deficiencies for unprofessional attitude or inappropriate image may result in course withdrawal for failure to comply with program policies. (Refer to Course Syllabus for details on Deficiencies)

A. Dress Code/Uniform Policy:

The complete uniform consists of program approved scrub pants and top, a lab coat with Dental Assisting emblem, (from NWF State College store) clean and approved clinical shoes, (no clog type shoes, cloth type shoes, or shoes with holes), a watch with a second hand, optional program approved white long sleeve T, identification badge and radiation monitoring badge (as appropriate).

- Under garments must be worn and must not be visible.
- White Crew type socks without ornamentation or white hose. NO ankle socks
- Tattoos –**students are discouraged from displaying visible tattoos** as some health care facilities do not find this acceptable
- Fingernails should be kept neat, clean, and short. Not visible when looking from the palm of the hand. **No nail polish, No acrylic nails.**
- No jewelry except - A wrist watch with a second hand and a plain **wedding band** with no raised projects, one none distracting post type item of jewelry worn on the earlobes only. NO Cartilage studs, No additional visible body piercing: (eye, nose, chin, tongue, lip, etc. is permitted)
- Personal Hygiene/Body odor: daily baths, shampoos and the use of a good deodorant. Smoking/tobacco use for dental health care workers is **Strongly discouraged**, therefore students who use tobacco products must take precautions to guard against transmission of tobacco smells to patients and others.
- No Perfume/ Body sprays- scented perfumes /after shaves are not allowed
- Hair must be **neat and clean**. Long hair must be worn off the collar and pinned back away from the face. Bangs, if worn, **MUST** never cover the eye. Hairstyles must be professional. **Extreme colors or styles are unprofessional for class, lab, or clinicals and therefore unacceptable.** Hair accessories must be minimal and in no way distractive.
- Conservative make-up is allowed.
- Facial hair must be short, neatly trimmed and clean at all times.
- Male students should wear plain white V-neck T-shirts under uniform top. Sleeves must not extend visibly beyond the scrub top sleeves.
- Students must wear Northwest Florida State College nametag **at all times when in uniform.**
- Safety Glasses: approved glasses must be worn for all clinical and laboratory sessions.
- Oral Hygiene: good oral hygiene is a must. A dental exam not more than 12 months prior to enrollment in the dental program is required since one is expected to set an example for patients.
- Uniforms are not to be worn for any activity other than lab, clinical, or other school related functions approved by the instructor.
- Any student found in violation of the above policies will be dismissed from clinics and counted absent. Hours missed will be required as make up time.
- Radiation monitoring badges, once issued, must be worn at all times while in the lab. They must be removed prior to leaving the facility for lunch and at the end of the day. You are responsible for any fees incurred to replace a missing or lost badge or name tag.

The Dental Assisting student must always present a professional, well-groomed and clean appearance while representing the DA Program. Your uniform must fit well and not hug the body nor hinder bending, stooping or reaching. The uniform should not permit abdomen, back or cleavage to show at any time. At all times the uniform must be **neatly pressed and wrinkle free**. Shoes and shoe laces if applicable must be kept clean. **It is strongly recommended that you purchase a designated pair of white shoes as part of your uniform.**

B. Clinical Policies

- ❖ Listed below are the clinical policies set forth by the Northwest Florida State College Dental Assisting Program. Each clinical facility may have their own policies, which you must also abide by.
- ❖ No personal phone calls or use of electronic devices during the clinicals (e.g. cell phones, texting) except as necessary during a lunch break.
- ❖ No gum chewing
- ❖ Do not leave your clinical site without permission of the office manager or dentist.
- ❖ **Be on time for all clinicals (recommended 15 minutes prior to schedule start time).**
- ❖ Clinical time must be made up if the student is absent.
- ❖ Do not perform any procedure for which you have not been given instruction in at the college.
- ❖ Do not give any kind of medication.
- ❖ If you injure yourself or a patient in any way, you are to notify your instructor and the dentist immediately. Complete an incident report and provide a copy to the NWF State College Dental Assisting Program Director.
- ❖ Do not assume anything. ASK for help
- ❖ Speak in a clear, soft voice; a loud manner is irritating to patients and staff.
- ❖ You must wear your name tag at all times when in uniform
- ❖ You must wear your radiation monitoring badge as appropriate. (Refer to Radiology course instructor for details on this policy)
- ❖ Students are to receive no compensation from the clinical site, dentist or staff.
- ❖ Absolutely do not discuss patients, employers, or any institutional business with coworkers, friends, or family. You must maintain patient confidentiality at all times. **A breach of confidentiality will automatically result in a failing grade and possible legal action.**
- ❖ The student is considered a guest of each clinical site and must act accordingly. You must stay in assigned areas unless approved by the dentist to be in another area. Students may not sit in the lounge areas, reception rooms, or any areas where they are seen by patients, unless approved by the dentist
- ❖ Students are required to know and adhere to all policy and procedures of clinical facilities.
- ❖ Until a competency has been achieved, all clinical assignments must be done under direct supervision and with the help of office staff and the dentist.
- ❖ Regardless of student's level of competency, all radiographs requiring repeats must be done only with help and guidance of office staff and approval of the dentist.

- ❖ If at any time a student's conduct becomes unprofessional, the dentist, office manager, or clinical instructor may send the student home. The student may return only after approval of the Dental Assisting Program Director and the dentist at the clinical site.

It is the student's responsibility to request make-up time. If at the end of the semester, clinical time has not been made-up, the student will receive an "I" (incomplete) and will not be allowed to progress until the clinical time has been made-up in its entirety, at the convenience of the clinical site. All missed clinical hours and/or other requirements not completed by the end of the drop/ add period of the following semester will result in the student receiving an "F" for that clinical course.

****Failure to adhere to any clinical guidelines may result in probation, suspension, or dismissal.**

V. Classroom and Lab Management Policy

The program curriculum requires that students participate in laboratory competency procedures on campus. Role playing is an integral part of the program. You are required to practice procedures in the same manner and with the same care as if you were performing on a patient. Some lab procedures require students to practice on each other. All Students are required to participate unless there is a verifiable reason with medical documentation to refrain from participation.

General laboratory rules and safety guidelines will be provided to the students during the Dental Assisting Student Orientation. All laboratory procedures will first be demonstrated by a Dental Assisting Instructor. Following this each student will have the opportunity to perform and practice the demonstrated skill/procedure under the direct supervision of a Dental Assisting Instructor. Each student will be evaluated on their performance of each skill/procedure. A formative and a summative evaluation will be conducted as appropriate for the tasks.

- ❖ Students will follow all lab safety rules and guidelines, which are stated in this Student Handbook provided electronically to each dental assisting student at orientation.
- ❖ Students will not be allowed to practice procedures requiring exposure to blood or body fluids without an instructor present.
- ❖ Students will not be allowed to expose any radiographs on manikins or patients without the approval and supervision of a Dental Assisting Instructor and/or a licensed dentist on the premises.
- ❖ Frequently used supplies will be stored in a locked supply room in cabinets. Equipment requiring electricity will be placed on the counter near the outlets. All cabinets will be labeled according to their supplies. All anesthetic needles, syringes, and carpules will be kept in a locked cabinet, except when in use at which time they will be placed in a secure location near an instructor. All needles and syringes will be accounted for prior to the ending of the laboratory experience.
- ❖ Dental Assisting Instructors and students are classified as Category I, Category II, and Category III, depending on the task involved, per the Northwest Florida State College Exposure Control Plan.
- ❖ All universal precautions will be implemented at all times in the laboratory.
- ❖ All personal protective wear required for specific tasks will be worn at all times in the laboratory.
- ❖ All lab experience will be done under supervision
- ❖ All radiation exposures on live patients will only be allowed with a Radiation Prescription from a licensed dentist and acknowledgement by the instructor.
- ❖ No student will be allowed to work in the laboratory, dark room or clinical exam room without approval from the instructor.
- ❖ **No horseplay at any time.**

- ❖ All students must comply with Northwest Florida State College Dental Assisting Program Guidelines concerning the wearing of Personal Protection Equipment during clinic and lab times. Non-compliance will result in a Deficiency Advisory Notice. Three (3) deficiency notices for the same uncorrected behavior will result in dismissal from the course. (Refer to course syllabus for details on penalties)
- ❖ Students **MUST** wear radiation monitoring film badges during radiography lab hours.
- ❖ A lab and classroom safety seminar will take place at the beginning of the program and the student will be responsible for memorizing the locations of all fire extinguishers, pull boxes, evacuation routes, medical emergency kit, and chemical spill kit.
- ❖ Exercise caution when using glass, needles, and other breakable or sharp items.
- ❖ Report any mishap, injury, or accident to the instructor **immediately**.
- ❖ Use good judgment when mixing and using supplies, **DO NOT WASTE MATERIALS/SUPPLIES.**
- ❖ If you are unsure of anything.....ASK FIRST!
- ❖ Return all equipment to its proper storage place.
- ❖ Clean up after yourself - it is not fair to other students when someone leaves a mess behind.
- ❖ If a piece of equipment is malfunctioning DO NOT attempt to fix it yourself, tell the instructor immediately.
- ❖ Place your name on all laboratory work prior to storage.
- ❖ Respect the work, space and time of other students.

A. Radiation Monitoring Film Badge:

Film badges must be worn at all times while the student is in the clinical area. Students without film badges will not be allowed in the clinical radiography lab. Badges are to be worn on the outside of the laboratory jacket, shirt, or clipped to the pocket. Badges must be visible at all times. Film badges will be returned to the instructor daily. They will be returned and exchanged routinely to be monitored for radiation exposure.

B. Holding intraoral film for a patient during radiation exposure:

Students may not hold any intraoral film for a patient during radiation exposure. Film holding devices are to be utilized at all times.

C. LABORATORY SAFETY GUIDELINES

The NWFSC Dental Assisting Laboratory is designed for student practice through simulation. Skills are primarily simulated using manikins and selected psychomotor skills are accomplished using humans. Faculty are in attendance when students are accomplishing skills on humans.

- Each student will be given a copy of the laboratory policies and guidelines at the beginning of each semester that requires lab time.
- Each student must sign a laboratory policy and guideline and infection control measures form stating they are aware of, fully understand, and will abide by these policies and guidelines.
- Students will not be allowed in the laboratory without an instructor when performing any procedure that involves blood or body fluids.

- ❖ Students will not be allowed to expose any dental radiographs without approval of an instructor.
- ❖ Students may not practice exposing radiographs on each other.
- ❖ The laboratory/clinical area will be cleaned after each use, by the students, using the approved surface disinfectant.
- ❖ Students will be prohibited from eating, drinking, smoking, applying lip balm, or inserting contact lenses in areas in which chemicals are used.
- ❖ Students must be properly attired while in the laboratory.
- ❖ Proper hand washing will be enforced before and after all procedures.
- ❖ Gloves will be worn when potential contact with any chemicals, blood or body fluids is possible.
- ❖ All lab equipment and facilities will be kept clean and orderly at all times.
- ❖ Proper disposal of hazardous or infectious material will be followed.
- ❖ All sharps will be disposed of in agency-approved puncture-resistant containers.
- ❖ Before the use of any lab equipment, the instructor will provide a thorough demonstration and allow each student an opportunity to perform the skills.
- ❖ All students will be knowledgeable in the location and use of the First Aid Kit.
- ❖ All students will be knowledgeable in the location and use of the Chemical Spill Kit.
- ❖ Students will keep chemicals away from open flames and heat sources.
- ❖ Students will keep containers tightly covered.
- ❖ All chemicals in the lab will be labeled with a Material Safety Data Sheet (MSDS).
- ❖ A chemical inventory of every product used in the lab that contains chemicals, including amalgam, disinfectants, and impression material, will be on file in the laboratory.
- ❖ All students will be knowledgeable of the location of the MSDS file.
- ❖ All students will be knowledgeable of the meaning of each MSDS label.
- ❖ All students will be instructed in the proper use of the Emergency Eye Wash station.
- ❖ A fire extinguisher will be maintained in the lab at all times.
- ❖ Students will be instructed in the Fire and Tornado warning systems , the proper exit route and meeting location for the class in the event of fire.

VII. Infection Control Measures

The laboratory and clinical areas are to be maintained in a clean and sanitary condition. The infection control measures are to be followed as the basic means for achieving disinfection and sterilization.

The infection control measures serve to protect the faculty and students of Northwest Florida State College as well as patients or clients during contact with faculty and students. These measures will

be reviewed on at least an annual basis for their effectiveness and for changes to meet current guidelines.

1. All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or Other Potentially Infectious Material (O.P.I.M.).

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after the completion of a procedure or when they are overtly contaminated with blood or O.P.I.M.

Equipment and instruments (dental handpieces, needle holders, forceps, lights X-ray heads, etc.) which may have become contaminated with blood or O.P.I.M. shall be decontaminated with an appropriate disinfectant or sterilant after the completion of the procedure. As a **GENERAL RULE, IF IT CAN BE STERILIZED, STERILIZE IT!**

Protective coverings such as plastic wrap or imperviously backed absorbent paper shall be removed and replaced as soon as possible if they are overtly contaminated with blood or O.P.I.M. or at the end of a procedure.

All pails, bins, cans, and similar receptacles intended for reuse which have a likelihood for becoming contaminated with blood or O.P.I.M. shall be inspected and decontaminated as soon as feasible when visibly contaminated and when emptied for disposal purposes.

Broken glassware which may be contaminated shall not be picked up directly by the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs or forceps.

2. Disinfectants-Following the initial cleanup, one of the following shall be used for cleaning blood or O.P.I.M.
 - a. Chemical germicides that are approved as hospital disinfectants and are tuberculocidal when used in recommended dilutions.
 - b. Products registered by the U.S.E.P.A. as being effective against HIV with an accepted "HIV label".
 - c. A solution of 5.25% sodium hypochlorite (household bleach) diluted with water between 1: 10 to 1: 100 strength. This solution should be mixed fresh on a daily basis.
3. Reusable instruments and other devices that will be used on other patients or clients should be cleaned and disinfected and/or sterilized upon completion of the procedure. Reusable sharps shall not be stored or processed in a manner that requires the faculty member or student to reach by hand into the container where the sharps have been placed.
 - a. Cleaning is accomplished by washing the instruments and brushing their surfaces to loosen any embedded materials. This cleaning process requires the use of utility gloves and eye protection by the student or faculty member.
 - b. Disinfection of instruments should be accomplished by soaking them in an approved disinfectant. They should soak for the minimum time specified by the manufacturer of the solution. The solution should be changed at the frequency recommended by the manufacturer to assure the effectiveness of the disinfection process. The faculty member or student shall wear gloves and protective eyewear if there is a chance of splashing the solution when performing this type of task as a means of proper exposure control.
 - c. Sterilization of instruments should be accomplished by soaking in an approved liquid sterilizing solution, dry heat or by autoclaving.
 - d. To assure the proper functioning of the autoclave, it will be tested with a biological indicator on a weekly basis. A copy of the performance of the indicator will be kept **on file for a minimum of two years.**

4. Disposal-Materials and items to be discarded upon completion of the procedure and have been contaminated with blood or O.P.I.M. shall be placed in appropriate waste containers.
 - a. Sharps shall be placed in an approved, puncture-resistant container that is labeled with the international biohazard symbol and color-coded.
 - b. Materials (other than sharps) that are contaminated with blood or O.P.I.M. shall be placed in an appropriate medical waste container that is labeled with the international biohazard symbol and color-coded.
 - c. Materials (other than sharps) not contaminated with blood or O.P.I.M. shall be placed in a general waste container.
5. Food, gum, beverages, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where Category I procedures are performed. Food and drink shall **not** be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where Dental Materials, supplies, blood and/or O.P.I.M. are present.

VIII. Ionization Radiation Policy

1. The radiograph machines may not be operated without the direct supervision of a dental assisting program instructor. Only trained staff and students will operate x-ray equipment.
2. Radiograph machines are to be turned off when not in use.
3. All patients will wear a lead apron with a cervical collar during any exposure of radiographs.
4. Students are not allowed to stay in the treatment room or hold radiographs for patients while exposing radiographs.
5. The student must never stand in the direct line of the radiographic beam when exposing radiographs. When exposing films the operator will stand behind a barrier a minimum of six feet away from the source.
6. No student is allowed in the treatment area while exposing radiographs without his/her radiation monitoring film badge. **If the film badge is lost, it is the student's responsibility to pay for replacement.**
7. Radiographs are to be exposed only on those patients who have authorization from a licensed dentist. The patient must also sign an authorization form giving the student permission to expose dental radiographs on him/her. Students WILL NOT practice taking x-rays on each other.
8. The mA dial and kVp dial are to be checked prior to exposing radiographs to assure that excess radiation is avoided.
9. Film holding devices are to be used to reduce radiation exposure to patient's hands and/or fingers.
10. Any re-takes must be done under the direct supervision and with the assistance of a dental assisting program instructor. Absolutely NO retakes without prior approval of dentist or staff.
11. Any patient having gone through whole body radiation or who has had a Full Mouth Series of radiographs done within the past three to five years, will not be an acceptable candidate for radiographic exposure series.
12. Bitewing radiographs may be done annually, as long as the patient has authorization from a licensed dentist.

13. Proper developing techniques will reduce the number of retakes, so students must follow developing techniques as directed.
14. Students must utilize sterile technique when exposing and developing radiographs on patients.
15. Barriers and the required personal protection equipment will be utilized during the radiographic process.
16. Patient's charts will be recorded with the type and amount of radiographs. The name of the student dental assistant who exposed the radiographs will also be entered in the patient's chart.
17. A written record of all exposures including retakes will be maintained by each student and signed by instructor.
18. The instructor will maintain a record of equipment repair as needed.
19. Pregnant students or faculty must be out of the range of scatter radiation before exposing radiographs. Further a lead apron must be worn by anyone who is trying to become pregnant. **Anyone who does not voluntarily disclose this information will be considered not pregnant.**
20. All female students must sign a form indicating that they received a copy of the Pregnancy Policy prior to taking DES0205 & DES 0205L.
21. Pregnant students must sign a waiver stating that the effects of irradiation in utero have been discussed and are understood.
22. When changing the solutions in the automatic processor, the plug must be removed from the electrical outlet.
23. The processing technique must avoid cross-contamination.

NOTE: Careless behavior associated with ionizing radiation shall be considered a critical incident and unethical; punishable by withdrawal from the course and possible dismissal from the program.

IX . Infection/Hazard Control Policy

1. A thorough medical history will be taken on each patient prior to performing any procedures on the patient. All patients over the age of 18 will have blood pressure taken. If a prior medical history has already been taken, the history will be reviewed prior to each appointment, and updated as needed.
2. Scrub uniforms will be worn anytime you are in the lab. Each student is expected to wear a lab coat over scrub uniforms .
3. Masks, gloves and protective glasses will be worn by all students and faculty. When using equipment that generates a high concentration of aerosols, protective face shields may also be worn. All patients must wear protective glasses for all clinical procedures.
4. In order to decrease the oral microbial count the patient should rinse with an antiseptic mouth rinse prior to patient treatment.
5. Hand washing will be performed prior to donning gloves. A three (3) minute initial scrub including nails is required. If a glove becomes punctured or torn, quickly rewash hands or use approved antimicrobial hand rub and put on a new pair of gloves. A new pair of gloves will be worn for each patient. Contaminated hands must never go into a drawer or cabinet. Sterile cotton pliers or a barrier can be used if something is needed from the cabinet.

6. All forms to be completed must be done with pen or charting pencil as appropriate. Avoid cross-contamination by covering the utensil with barrier protection or with over-gloves worn by the operator.
7. Purge water lines for one (1) minute to flush the lines at the beginning of the treatment day and **20 to 30 seconds between patients**. This includes all water lines that run to handpieces and air/water syringes.
8. Decontamination of environmental surfaces will be accomplished by use of selected disinfectant. The spray-wipe-spray technique will be used or the alternate disinfectant moistened wipe-spray-wipe technique.
9. Disposable plastic covers are to be placed over the headrest and top portion of the chair. Barrier protection is to be used whenever possible to cover light handles, handpieces, air/water syringe, and other surfaces that the operator's hands come in contact with. Disposable items are to be discarded after use.
10. After completion of treatment, remove debris from instruments prior to placing in the ultrasonic cleaner. Heavy rubber (utility gloves), protective eyewear and mask should be worn for this activity.
11. After instruments have been removed from the ultrasonic cleaner, they are to be rinsed, dried, and then packed in autoclave bags to be sterilized as appropriate.
12. Sterilization will be performed by using the autoclaves or high level disinfectant/sterilant.
13. All impressions, bite registrations, etc. will be disinfected prior to taking them to the laboratory for the fabrication of study models.
14. All patient's and operator safety glasses are to be disinfected after each use.
15. Slow speed handpieces are to be autoclaved. (follow mfg. directions)
16. Any needles or sharps must be discarded in puncture proof boxes that are designated for sharps. **Never recap needles using two hands**. A single hand, scoop technique or approved recapping device must be utilized.
17. All cold sterilization solution is to be changed as directed by manufacturer. All cold sterilization is to be run through a unit's suction hose to be disposed of.

X. Academic Standards and Probation:

Students who drop or are dismissed from the program may be assisted through referral for educational counseling and guidance to redirect their program of study as appropriate.

A student must maintain a grade of "C" (2.0 GPA) in each of the Dental Assisting Courses. A student earning below a "C" (2.0 GPA) in a course will be prohibited from continuation in the program. Students may reapply to the program to retake courses with less than a "C" average. Should you earn a failing grade in or withdraw from any program course you may repeat the course only once during the next available offering of that course. You cannot earn more than two course failures or "W"s in the program and progress.

Students may be placed on probationary status by the Dental Assisting faculty for failure to maintain a "C" average during a course, for violation of departmental or clinical rules, or for failure to meet clinical or laboratory course requirements by an established deadline. Student will receive a Deficiency Advisory notification of violation or deficiency with a suggested course of action for improvement. If performance is not improved by the established deadline dismissal from the course and/or the program may result.

Students on probation are not eligible to receive honors or awards, or to participate in a leadership role that reflects upon the Dental Assisting program. If serving in a capacity upon enactment of

probation, the student is expected to give up those responsibilities immediately upon notification of probationary status.

Because of the progressive nature of the curriculum, the student must proceed through the courses as they are listed. Each course is an integral part of the Dental Assisting Certificate program and does not stand alone as an Expanded Functions certification course and no dental assisting course may be taken until the student is accepted into the program.

A. Progression and Terminal Competencies:

The Dental Assisting program has specific training requirements. Cognitive (classroom or acquired knowledge) and psychomotor aspects (clinical or motor skills) of the curriculum are integrated. Students must master specific cognitive prerequisites prior to the initiation of each phase of clinical education (psychomotor aspect). Professional conduct (affective aspects) is another element of the curriculum that is evaluated for course progression. Progression requirements include:

- Student completes didactic requirements
- Student participates in laboratory practice
- Student demonstrates mastery of lab requirements
- Student observes procedures at clinical education site
- Student performs procedures under direct supervision of licensed DDS/DMD at clinical site
- Student master's competency requirements
- Student demonstrates continued competency
- Student maintains a passing grade of "C" in all courses**

Evaluation methods of the cognitive, psychomotor and affective aspects of the Dental Assisting curriculum include written, oral and skill tests (formative and summative evaluations), demonstrations and observations of student performance during clinical education.

B. Remediation Process:

Failure of any competency or recheck evaluation may result in the student returning to the classroom for remediation in that specific examination and skills lab practice may be arranged as appropriate and at Instructor's discretion. The student may then be evaluated for competency on that exam. The student will receive a successful or unsuccessful grade. Failure to demonstrate competency after three (3) attempts, where applicable, will result in the student being referred for Deficiency Advisory Counseling for continuation in the Dental Assisting Program. A student who exhibits unsafe practice or non-progression will be withheld from attending clinicals and may be withdrawn from the lab and related courses.

C. Incomplete Grades:

A grade of incomplete ("I") is given when a student fails to complete all course requirements. Incomplete grades are given only to students whose work has been acceptable ("C" grade) for work already completed during the term. Work for the removal of the "I" must be completed prior to the last day to drop or add a class in the term immediately following the term of enrollment when the "I" was given. Failure to successfully complete the work will result in an "F" on the official transcript if the "I" is not removed by that time. A student will not be allowed to re-enroll in a course for which he/she has an outstanding grade of "I" or in a course for which the course where the "I" was awarded is a pre-requisite. (Refer to current catalog)

XI. Grounds for Termination from the Dental Assisting Program

The following behaviors are considered critical incidents, i.e., unsafe &/or unprofessional clinical practice, and may be terms for immediate dismissal from the program:

Excessive uncorrected Deficiencies: academic, attendance, behavior, appearance or otherwise.

Cheating in any form (includes all violations listed in the NWF STATE COLLEGE catalog), lying, falsifying any document including a patient record/report or other communication.

Behavior considered to be unethical as determined by faculty, program staff &/or program affiliates.

Attending any class or clinical session while physically, mentally or emotionally impaired. Examples include, but are not limited to, intoxicated via drugs or alcohol, sleep-deprived or not alert enough to safeguard self or others.

Failing to maintain confidentiality in role as a Dental Assisting Student, including unauthorized access to patient records or other behaviors in violation of HIPAA regulations or program policies.

Any threat to health or well-being of a patient, staff member, or to self.

Any behavior that would threaten the welfare or reputation of the Dental Assisting Program in the community.

XII: Disciplinary Procedures:

Dental Assisting students enrolled at Northwest Florida State College will be subject to the disciplinary actions as found in the Northwest Florida State College Catalog and Handbook. In addition to those inappropriate behaviors listed in that handbook, Dental Assisting students are also subject to Deficiency Advisory Notices for inappropriate professional behavior. The following is a list of items that may result in disciplinary actions, possible dismissal from a course or the program.

These items include, but are not limited to:

Breach of patient confidentiality

Insubordination

Improper classroom or clinical conduct

Any act of carelessness regarding patient care or equipment

Not adhering to Radiation Protection Policy

Failure to adhere to Dental Assisting Program Policies

Any unsafe conduct that may result in injury to any person

Non-compliance to wearing of Personal Protection Equipment while in the lab or clinic Non-progression

Any behavior deemed unprofessional or unethical

Any behavior that potentially damages the reputation of NWF State College or the Dental Assisting program in the community

XII. Dental Assisting Program Readmission Policy:

A student who has previously been enrolled in the Dental Assisting program, and who has not completed the program within the prescribed three terms may apply for readmission. Applicants may be considered for readmission to the program on a **Space Available** basis, if they meet the following criteria:

1. Have maintained a grade of "C" or above in course work previously completed while in the program.
2. Have a current Provider CPR card.
3. Meet all requirements for returning to NWF State College.

4. Submit a letter to the dental assisting program director expressing desire for readmission by the published application deadline date for the term in which enrollment is sought.
5. Satisfy admissions criteria in the dental assisting application packet.
6. Recommendation by the Dental Assisting Program Director
7. Meet the terms of a student eligible for readmission (e.g. were not previously dismissed according to the program policy for non-readmission) **Refer to Non-readmission Policy**
8. Successfully complete any required Comprehension Examination and Skills Assessments

If the readmission applicant has attended another college in the interim period, an official transcript from that college must be submitted.

If circumstances necessitate withdrawing from the program before completing the entire curriculum, the student is urged to maintain grades of "C" or better and withdraw from the program using the appropriate college form to improve the possibility of gaining readmission to the program at a later date. Requests will be accepted for only one year from the date of withdrawal from the program. **You may be readmitted only once to the program.** Readmission **may require** passage of a **Comprehension Examination and Skills Assessment review** for certain courses previously taken in the program as recommended by the Dental Assisting program Director / Dean and Vice President for Instruction.

A student who fails a pre-requisite course or a course for which there is a co-requisite, must repeat all companion courses. However, the student may remain in the program in **a decelerated status**. A student may only be enrolled in courses not requiring a pre-requisite course. Students stopping out of the program may be required to **Audit necessary co-requisite courses to demonstrate current proficiency in all related skills.**

Courses not requiring a prerequisite course:

Dental Science
Pharmacology & Dental Office Emergencies
Interpersonal Communications
Allied Theory

You may remain enrolled in decelerated student status and may be readmitted to full enrollment status on a space available basis when the required courses are offered again, providing you have maintained a grade of "C" or better in each course attempted while in decelerated status.

XIII: Non-readmission Policy

A student may not be readmitted if they have displayed any conduct considered unethical while in the Dental Assisting program, or in the dental community (e.g. lying, cheating, falsifying any NWF State College or Dental Assisting program document, misrepresenting the completion of the Dental Assisting Program to the Dental Community or misrepresented their professional status). Further, if a student has done anything to damage the reputation of the Dental Assisting program in the community.

**NORTHWEST FLORIDA STATE COLLEGE
DENTAL ASSISTING PROGRAM**

**STATEMENT OF UNDERSTANDING
ADHERENCE TO STUDENT HANDBOOK POLICIES & PROCEDURES**

I have read the NORTHWEST FLORIDA STATE COLLEGE DENTAL ASSISTING PROGRAM STUDENT HANDBOOK and the course policies. I do clearly understand and hereby agree to abide by the HANDBOOK and these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

Signed: _____(Name)

Date: _____

Witness: _____

STATEMENT OF UNDERSTANDING: RELEASE OF INFORMATION

I authorize the release of information to clinical agencies, other dental assisting program, and/or potential employers regarding my name, address, S.S. #, and my performance in this program. I further certify that I will not hold liable the dental assisting program faculty, the Dental Assisting Program, or Northwest Florida State College for sharing this specific information.

Student Signature

Date

Witness

Date

**RETURN THIS SIGNED STATEMENT TO THE OFFICE OF THE DENTAL ASSISTING PROGRAM
PRIOR TO THE BEGINNING OF THE FALL TERM.**

NORTHWEST FLORIDA STATE COLLEGE DENTAL ASSISTING PROGRAM

STUDENT CONFERENCE FORM

STUDENT _____

DATE _____

COURSE(S) _____

Areas of concern or problems:

____ Excessive Absences

____ Grades in lecture and/or clinical setting

____ Required Competencies Lacking

____ Attitudinal difficulties at clinical site
And/or classroom

____ Other: _____

Supporting Documentation

Recommendations/Action Plan:

(Continue on reverse as needed)

"I have read and understand the area of concern/problem and recommendations as listed above. I also understand that if concern/problem is not resolved I may be placed on probation until the concern/problem is resolved."

Signatures:

Student : _____ Instructor _____

Program Director _____ Follow-

up conference scheduled: Date: _____ or after

____ Probation begun _____

____ Withdrawal from program student initiated

____ Student may reapply to program : Yes or No

Resolution of Problem:

Comments: _____

If No: Explain (on reverse as needed) and Complete *Student Probation Outcome and Follow-up Form*
Student's Comments (optional) on reverse.

**NORTHWEST FLORIDA STATE COLLEGE DENTAL ASSISTING PROGRAM
STUDENT PROBATION OUTCOME AND FOLLOW-UP FORM**

Student Name _____

Dates of Probationary Period _____ to _____

Initial Reason(s) for Probation

____ Excessive Absences ____ Grades in lecture and/or clinical setting

____ Required Competencies Lacking

____ Attitudinal difficulties at clinical site and/or classroom

____ Other:

Outcome of Probationary Period

- Student has satisfactorily completed or remediated all issues cited in the terms of the probation/action plan and may continue in the program. _
- Student has satisfactorily completed or remediated all issues cited in the terms of the probation/action plan and may reapply to the program.
- Student has *not* satisfactorily completed or remediated all issues cited in the terms of the probation/action plan, but may continue in the program under probationary status with a progress check and/or review conference on or before _____; during this additional probationary period, the student must satisfactorily complete the attached action plan.
- Student has *not* satisfactorily completed or remediated all issues cited in the terms of the probation/action plan and is withdrawn from the program effective _____, but may reapply for admission no sooner than _____. (See reverse for comments.)
- Student has *not* satisfactorily completed or remediated all issues cited in the terms of the probation/action plan, is withdrawn from the program effective _____ and is not eligible to reapply for admission. (See reverse for comments.)
- Additional deficiencies or concerns have emerged during the probationary period.
- Other

Program Director _____

Date _____

Student _____

Date _____

See reverse for comments.

NORTHWEST FLORIDA STATE COLLEGE
DENTAL ASSISTING PROGRAM

**STATEMENT OF UNDERSTANDING REGARDING CONFIDENTIALITY AND
DISSEMINATION OF PATIENT INFORMATION**

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Northwest Florida State College (NWF State College) prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that NWF State College students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the program director immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion from the program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by NWF State College. I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or expulsion. This does not alter the nature of the existing relationship between NWF State College and me.

Name (printed): _____ Date: _____

Signature: _____

**RETURN THIS SIGNED STATEMENT TO THE DENTAL ASSISTING PROGRAM OFFICE PRIOR
TO THE BEGINNING OF THE FALL TERM**

Student Name: _____

PREGNANCY POLICY ACKNOWLEDGEMENT/ RELEASE FORM

This form confirms that I have reviewed and fully understand Northwest Florida State College's Pregnancy Policy. It is my responsibility to report any suspected or known pregnancy to the Dental Assisting Program Director; however, the program honors the student's right of self-disclosure. In the case that I am pregnant, the Dental Assisting Program Director and/or an instructor will discuss the effects of irradiation in utero with me. It will be my responsibility to make a decision about my future in the Dental Assisting Program.

In the event that I am pregnant and decide to continue with my schooling at Northwest Florida State College in the Dental Assisting Program, I release Northwest Florida State College and any affiliate from all liability concerning the use of nitrous oxide gas, ionizing radiation and any effects on my fetus.

Dental Assisting Student

Date:

Witness: _____

Student: _____

**Northwest Florida State College
Dental Assisting Program
Hepatitis B Vaccine Declination (Mandatory)**

**Occupational Safety & Health Administration (OSHA)
Standard Number 1910.1303 App A**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I may choose to be vaccinated at that time and I must submit verification of the initial vaccine and the completed series.

Dental Assisting Student

Date:

Witness: _____

Student Name: _____

STATEMENT OF UNDERSTANDING

This is to verify that I have reviewed ***The Dental Assisting Student Handbook and course policies*** on (insert date) _____ and I do clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

Initial:

- Blood Borne Infection Prevention Policy
- Purpose
- Philosophy
- Physical and mental requirements
- Code of Ethics
- Curriculum/Grading
- Student Services
- Student Health
- Background Check
- Exposure determination
- Safety
- Student Rights and Responsibilities
- Critical Incidents
- Clinical Education
- Professional Appearance
- Classroom & Lab Management Policy
- Infection control Measures
- Ionization Radiation Policy
- Infection/Hazard Control Policy
- Academic Standards & Probation
- Grounds for Termination
- Disciplinary Procedures
- Readmission Policy
- Non-readmission Policy

Signature

Date

Witness

Date