WELCOME TO DENTAL ASSISTING!

Welcome to the Dental Assisting Program at the Cape Coral Technical College. Our facility is fully equipped with dental and radiology operatories. The "state of the art" dental materials laboratory has all the equipment found in any dental office so that proficiency in all procedures can be mastered. Students will have computer access for various lessons, testing, and simulations related dental software programs.

The instructional staff consists of the Program Director/ Instructor which has many years of experience within the dental industry. All instructors are certified by the Florida Department of Education and hold advanced degrees specializing in health science. You will also learn emergency preparedness from instructors on campus who are specialized in teaching such skills. Other lessons will integrate guest speakers consisting of local allied dental professionals, dentists, and other authorities who have specialty expertise.

The general plan for instruction will be to provide an environment similar to that encountered in the field of dentistry. Beginning preparatory instruction will be organized into class or group participation. A major part of these classroom activities will consist of the theory involved in the dental health field. Collaborative learning will be stressed in the classroom and in the laboratory.

Students will apply the theory taught to similar life-like situations as encountered in the profession. Since students in this program are working toward becoming competent, professional dental assistants, it is necessary for you as a student to develop a highly professional attitude with an ethical approach toward your work, instructors, classmates, and patients. In maintaining this level, you are expected to follow rules, regulations and proper procedures daily.

PROGRAM MISSION

The mission of the dental assisting program at Cape Coral Technical College is to meet the dental assisting needs of our community by training and preparing qualified individuals to achieve professional status as competent dental assistants who have graduated with the skills and credentials required to perform Florida Expanded Duties and the knowledge and capabilities necessary to pass the Dental Assisting National Board Exam (DANB).

Cape Coral Technical College is a part of the Lee County School District and is governed by the School Board of Lee County. It has accreditation from the Commission on Occupational Education and The Southern Association of Colleges and Schools.

The Dental Assisting Program at Cape Coral Technical College functions under the Adult and Career Education Department of the Lee County School District. The program is approved by the Florida Board of Dentistry for Expanded Functions Dental Assistant (EFDA) as well as Radiology Certification and is seeking accreditation by the American Dental Association Commission on Dental Accreditation (CODA).

Mission Statement: The mission of Cape Coral Technical College is to prepare students for employment by providing quality, technology-oriented education delivered by a professional, caring staff in a positive learning environment.
**Vision Statement:** The vision for Cape Coral Technical College is to be nationally recognized for excellence in technical training and academic education.

**Accreditation:** CCTC is accredited by the Commission on Occupational Education and School Council on Accreditation and School Improvement.

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**Program Point of Contacts**

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**PROGRAM EDUCATIONAL OBJECTIVES**

The content of the program clearly reflects the objectives, needed to meet the current needs of the profession. The program is revised whenever necessary to keep the curriculum up to date. Written examinations and performance evaluations are given to measure the accomplishment of the objectives. The student’s final transcript reflects the student’s success.

1. Demonstrate knowledge of the dental health care delivery system and dental health occupations.
2. Use oral and written communication skills in creating, expressing and interpreting information and ideas.
3. Describe the legal and ethical responsibilities of the dental health care worker.
4. Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
5. Demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance.
6. Recognize and respond to emergency situations.
7. Use information technology tools.
8. Explain the importance of employability skills.
9. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
10. Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
11. Use dental terminology.
12. Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
13. Identify principles of microbiology and disease prevention and perform infection control procedures.
14. Identify, describe, maintain and utilize dental instruments and equipment.
15. Record patient assessment and treatment data.
16. Identify the functions of pharmacology and anesthesia as they relate to dentistry.
17. Identify and perform dental and carpal radiographic procedures.
18. Identify properties and uses, and manipulate dental materials.
19. Perform chairside assisting for general dentistry and specialty procedures.
20. Describe principles and perform techniques of preventive dentistry.
22. Demonstrate professionalism as a dental team member in the clinical setting.
23. Successfully complete the certification exam given by the Dental Assisting National Board.
24. Perform all authorized expanded functions for dental assistants as permitted by the State of Florida.

**FLORIDA EXPANDED FUNCTIONS**

Upon graduation, students will receive a certificate listing the expanded functions, as allowed by state law, in which that student has successfully completed the written exams and demonstrated clinical competency (C) or laboratory competency (L) through performance testing.

<table>
<thead>
<tr>
<th>Expanded Function</th>
<th>Clinical Competency (C)</th>
<th>Laboratory Competency (L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impressions for the fabrication of study models, bleaching trays, surgical stents and passive orthodontic appliances</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Preliminary charting of existing oral conditions</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Monitoring of Nitrous Oxide Sedation</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Polish clinical crowns</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Polish dental restorations</td>
<td>C</td>
<td>L</td>
</tr>
<tr>
<td>Apply topical fluoride</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Application of pit and fissure sealants</td>
<td>C</td>
<td>L</td>
</tr>
<tr>
<td>Dental dam placement and removal</td>
<td>C</td>
<td>L</td>
</tr>
<tr>
<td>Periodontal dressing placement and removal</td>
<td>C</td>
<td>L</td>
</tr>
<tr>
<td>Exposing dental and carpal radiographs and sensors</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Place and remove orthodontic separators</td>
<td>L</td>
<td></td>
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<tr>
<td>Suture removal</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Liner, base and varnish placement</td>
<td>L</td>
<td></td>
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<tr>
<td>Removal of excess cement from restorations and intraoral appliances</td>
<td>L</td>
<td></td>
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<tr>
<td>Gingival retraction cord placement and removal</td>
<td>L</td>
<td></td>
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<tr>
<td>Matrix placement and removal</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Application of tooth conditioning agents</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Fabrication and cementing temporary crowns and bridges</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Secure and unsecure archwires</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Pre-size orthodontic wires and bands</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Pre-select extraoral orthodontic</td>
<td>L</td>
<td></td>
</tr>
</tbody>
</table>
DENTAL ASSISTANT NATIONAL BOARD CERTIFICATION

A national certification exam is given by the Dental Assisting National Board (DANB). The NELDA (National Entry Level Dental Assistant) exam is focused in three areas: Anatomy, Morphology and Physiology (AMP); Infection Control (ICE); and Radiation Health and Safety (RHS). The full fee for the computerized examination is $375*.

**NOTE:** STUDENTS WHO HAVE PRIOR CONVICTIONS, REVOCATION OR SUSPENSION OF ANY PROFESSIONAL CREDENTIAL, OR A COURT DECLARATION OF METAL INCOMPETENCE SHOULD SPEAK TO THE PROGRAM DIRECTOR IMMEDIATELY REGARDING SECURING THEIR ELIGIBILITY TO TAKE THE NATIONAL BOARD EXAM.

*based on 2016 DANB exam fee schedule

COMPLAINTS TO THE ACCREDITING AGENCY

Students have the right to file a formal complaint to the Commission on Dental Accreditation. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

SERVICE LEARNING AND CLINICAL PRACTICE

The dental assisting program will provide opportunities and encourage students to engage in service and/or community based learning experiences. Service learning projects will be relayed within course outlines as provided.

CLINICAL PRACTICE INTERNSHIP

Clinical Practice is an off-campus working experience in a dental facility (office, clinic, etc.) and is a part of the 1230 hours required for program completion. With an emphasis on general dentistry, students must complete rotations in at least two different general practices, one orthodontic observation, and at least two days active participation in a community dental setting or event. Students may elect a limited rotation in other specialty settings. Dress requirements and hygiene requirements will remain the same as those in the classroom setting.

The Program Director is responsible for coordinating all clinical practice experiences. Please be advised that the program cannot assure any student placement in the site of his/her choice in...
regards to geographical location of the facility or the students’ residence. Students must accept the
clinical assignment made by the department. If the student is unable to accept the assignment
he/she must direct a letter to the Program Director stating the reason. The Program Director will
evaluate the situation and make recommendations to the Administration. If the student is unable to
meet this commitment, he/she will not graduate with the class.

A stipend is not paid to dental assisting students during assigned clinical practice.

Clinical practice internships will be scheduled Monday through Friday for all students. Students
should be advised that their personal schedules may need to be adjusted to accommodate the
required experiences. Please note: you are required to complete a specific number of full-days in
clinical practice to meet the requirements for program completion. Dental practices may NOT
authorize a day off for any clinical day assigned to you by the dental assisting program director.

It is possible for clinical experiences to vary considerably from one dental facility to another;
however, clinical practice in all affiliated sites meets or exceeds program standards. Each student
will complete a clinical record that is a permanent record of the activities and experiences
completed during the clinical practice. The record will remain on file with the Dental Assisting
Department.

Prior to being assigned to taking dental radiographs during clinical practice, students must
demonstrate minimum competency in taking diagnostically acceptable radiographs on patients in
the program facility. It is up to each student to procure qualified adult patients for this
radiographic experience.

CCTC students must be aware that transportation to and from various sites for the service learning
projects is not provided by CCTC. The student must arrange their own travel to be in the assigned
locations at the assigned times. During this phase of the course, the student’s hours may have to be
adjusted slightly in order to accommodate the assigned events. When students are assigned to a
facility on any given day, they are required to attend during the entire scheduled session and
participate in all aspects of the presentations or events.

DENTAL ASSISTING PROGRAM ADMISSION POLICY

All completed applications are submitted to the admissions committee for consideration. Each
applicant will be considered and will be notified of acceptance or non-acceptance to the program
based on established entry requirements. A matrix inclusive of a point system is used to qualify a
student for entry.

ADVANCED PLACEMENT

Completed courses (defined in the Florida Department of Education Frameworks) from other
technical institutes or colleges in the state of Florida may be accepted if they comply with program
requirements outlined for Program H170113, including current program accreditation
requirements. An official transcript and copy of course syllabi must be submitted to the program
instructor/director for consideration. Courses accepted for transfer credit must have been
completed within 2 years of the projected completion date of the program for which the applicant is
applying.
Students transferring from other programs within this institution must satisfy the same admissions criteria as for new students. Advanced placement will be awarded to those individuals who present with an official transcript documenting completion within the past two years with a grade average of 80% in HSC0003 (Health Science Core) or DEA0725 Introduction to Dental Assisting.

IMMUNIZATIONS AND HEALTH RECORDS

Updated medical records must be maintained and students are required to submit the CCTC Dental Assisting Medical History Report that is verified by the applicant’s healthcare provider. A physical exam and dental exam is required. Varicella, Rubella, Rubeola, Tetanus/Diptheria/Pertussis (Tdap) and Hepatitis B vaccines or proof of disease immunity are required. 2-step PPD tuberculosis testing is required with a negative result per admissions requirements. The vaccination for hepatitis B is mandatory. Some interning offices will require proof of vaccine. Six weeks to six months after the HBV series is complete, a titer test to confirm immunity is recommended. Annual influenza immunizations are recommended. Proof of completion for mandatory physical and immunization requirements must be submitted as condition of admission.

PREGNANCY

Due to the use of ionizing radiation, exposure to biohazards, and hazardous materials during the course of instruction, it is imperative that a pregnancy be reported to the program director immediately. The program director must notify any preceptor of an intern’s pregnancy prior to clinical assignments. Written permission from the MD, DO, ARNP or PA must be provided to be eligible to participate in class and clinical. It is the student’s responsibility to take the necessary precautions in the clinical area in regards to x-ray, radiation, chemical or viral exposure.

CRIMINAL BACKGROUND INELIGIBILITY

Individuals ineligible for admittance to the Cape Coral Technical College Dental Assisting Program are those who have:

- In the past five years, been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time; and
- In the past five years have served a sentence of confinement, home detention, parole, probation, or other court ordered supervision in connection with a felony conviction, including for any conviction that occurred more than five years ago, and
- At any time been convicted of a sexual offense.

Please be advised that students/graduates may encounter challenges acquiring employment in a dental practice if any prior felony or misdemeanor conviction is presently discoverable with routine background checking.

JURISDICTION OF THE SCHOOL BOARD

Prohibition of Discrimination

CCTC is a part of the School Board of Lee County. No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race,
color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Lee County. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator:

Terri Reisinger
Equity Coordinator
Cape Coral Technical College
360 Santa Barbara Blvd. North
239-574-4440

ATTENDANCE POLICIES AND PROCEDURES

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at CCTC believe that it is essential within the dental assisting curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities. Students must comply with all school regulations to be allowed the privilege of attending. According to the policies of CCTC, a student may be dismissed for unsatisfactory conduct, excessive absences, violation of safety regulations, and unsatisfactory progress. The Dental Assisting faculty members use a systematic process to review student progress and to make recommendations for continuation in the program.

For purposes of this program, the following Definitions are used:

1. **Tardy** – Any time missed from class or clinical during the required time of attendance, such as arriving late or leaving early.
2. **There are NO Excused Absences**
3. **Unexcused Absence** – Students will be limited to 36 hours of absence (class or clinical) per semester.

When a student exceeds 24 hours of absence in a semester, the teacher will notify in writing and conference with the student that missing an additional 6 hours of class and/or clinical time, will result in withdrawal from the program. The conference will be held in an attempt to alleviate issues resulting in excessive absences and to counsel the student of possible consequences.

**ANY STUDENT WILL BE WITHDRAWN AFTER ACCUMULATING 36 HOURS OF ABSENCE OR MISSING MORE THAN 12 HOURS OF CLINICAL, PER SEMESTER.**

With any tardy, the time missed will also be deducted from the 36 hours.

**Opportunities to Repeat Failed Exams**

Students may elect to retake two failed unit exam per course. The failed exam must be taken within 72 hours of the scores being posted.

- Students must communicate the desire to retake within 24 hours of the scores being posted.
- The higher test score will be recorded for the final unit test grade.

**Class/Clinical Hours**
Classroom hours are routinely scheduled between 8:00 am and 2:30 pm. Clinical hours will vary with the facility and the assignment.

Clinical Attendance Policy

- If a student will be late or absent to a clinical assignment, the instructor must be notified at least 30 minutes prior to the scheduled time of arrival.
- If a student arrives late to the clinical site he/she must phone the instructor.
- If a student arrives at a clinical site more than 30 minutes late with or without prior notification, he/she may be sent home and charged a full day’s absence.
- Students must not leave the clinical site for any reason without instructor permission to do so.
- Students must not return to the clinical site after scheduled time ends unless instructor approval is given in advance.
- No-call/No-show to clinical experience will result in a zero for the day and may result in withdrawal from the program.

For personal medical emergency requiring immediate medical attention, an excused absence may be granted on a case by case basis, only after faculty review. Only students demonstrating SAP (Satisfactory Academic Progress) will be given this consideration.

STUDENT ATTENDANCE

1. Students are expected to be in class, on time, ready to learn. There are no excused or unexcused absences in this postsecondary program. The student is either present or absent.
2. If a student is unable to attend a scheduled class meeting or clinical assignment, the student shall contact the instructor to self-report the absence. The designated attendance line phone number must be used.
3. Any student with 36 hours (6 days) of absences per semester may be withdrawn based on the instructor’s recommendation.
4. Three partial attendance days (including any tardy or student leaves early) will count as one full day of absence.
5. Students will be counted absent the full instructional hour for any scheduled instructional hour in which time is missed. (i.e.: tardy or leaving early)
6. In compliance with Florida statute, any adult student with 6 consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.
7. Students who leave early without verbally notifying the instructor will be marked absent the entire instructional day. (Student departure time must be verified with the instructor prior to the student leaving)
8. Withdrawal for Poor Attendance: A student withdrawn due to poor attendance may apply for readmission for the program. If recommended for re-admittance, the student will be readmitted with an Attendance Contract.

THE DESIGNATED CLASSROOM CLOCK PREVAILS REGARDING DISPUTES INVOLVING ALL TARDIES

POLICY ON MISSED INSTRUCTION

7/2016
During many lecture/laboratory instruction sessions dental assisting students are trained to use specialized equipment, perform expanded duties, perform specialized patient-care procedures, and to utilize personal protection and safe practices during execution of these tasks. Students who miss this type of scheduled instructional period or any laboratory evaluation must make up this instruction or evaluation during an approved instructor-scheduled session. Instructors will not take scheduled class time to work with students on skills make-up sessions. Students who have missed these types of instruction sessions will not be permitted to participate in related labs or in clinical practice until the critical instruction has been obtained from the instructor. It is not acceptable for other students to teach these skills to students who were absent. It is up to each student to find out what they missed from any given absence. It is the responsibility of the student to get lecture notes and assignments from a classmate prior to returning to class. It is up to each student initiate any required plan for making up in-class assignments, assessments, or instruction in a timely manner. A plan to complete all missed work must be established within 24 hours of the last day of absence. 

*Students are responsible for learning all instruction given each day, whether present or not. An absence does not exempt any student from a scheduled assessment or lesson.*

**PROGRAM COMPLETION REQUIREMENT**

The Program consists of 1230 hours and schedules are based on the courses required by the program. Students must satisfactorily complete all coursework detailed in the course syllabi of the program. This includes a clinical practicum requirement in which students are assigned clinical hours in local dental practices. All assigned clinical hours must be completed for a certificate of program completion to be issued. Students delaying the completion of clinical hours beyond the announced completion date of the program will be charged additional tuition dollars to complete the hours in the next term.

Students must also have a recorded or remediated full battery TABE score (Test of Adult Basic Education) of 10.0 or higher unless exempt per Section 1004.91 Florida Statute and State Board of Education Rule 6A-10.040 Florida Administrative Code. All Basic Skills (TABE) requirements must be met prior to clinical practice assignment. A TABE remediation program is immediately available to students upon enrollment if a low score is made and the exemption rule is not met. If remediation delays the student’s start date for the clinical practice portion of the program, the student should be aware that additional tuition may be required when program completion extends beyond the original projected completion date.

**STUDENT DISCIPLINE**

This is an adult program, and we will expect all students to behave in an adult manner. Any conduct reflecting discredit to the students, the school, the interning office, or the community of the dental profession will result in dismissal from the program.

Students who disrupt class lectures or lab sessions will be told to leave the classroom and sent to an administrator or other faculty for counseling and the appropriate discipline.

The following actions or behaviors will result dismissal and some violations may qualify for involvement of a law enforcement officer.

1. Destruction of, or damage to, school property, books, equipment and materials.
2. Blatant use of profanity or indecent language.
3. Cheating and/or assisting others in cheating.

4. Evidence of drinking or possession of alcoholic beverages in school or at school-related activities.

5. Use of, or possession of, controlled medical preparations without a proper prescription.

6. Use, possession, or sale of illegal or controlled substances.

7. Possession of, or use of a weapon

8. Blatant disrespectful behavior toward any school district personnel or other guests of the school.

9. Fighting, assault, battery, or creating a disturbance or other disruptive behavior in classrooms or among classmates, on school grounds or at school-related functions.

10. Stealing or misappropriation of school property or personal property of others.

11. Bullying

12. Falsification of information or records; or providing a false statement to school district personnel.

Students dismissed due to the above behavioral violations are not eligible for re-admittance into the dental assisting program.

STUDENT INFORMATION

Students are active learners in meeting CCTC’s goals of excellence. Diligence and sustained effort in their schoolwork and activities: respect for themselves, other students, the staff, and school property; and actions which will be a credit to themselves, their family, their school, and community. The following outlines the expectations students should have of their school and its staff.

Accidents & Injuries:
In the event of an accident or injury on campus, students are responsible for notifying the instructor or other CCTC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. All students should have an emergency contact card on file in Student Services.

Cell Phones:
All cell phones should be silenced and out of sight during classroom, lab, and clinical time. Baskets will be provided for storing phones while in the classroom. Phones must be kept in your locker while in lab. It is never appropriate for phones to ever be in your pocket at the school or during clinical practice.

Texting or making calls while in a classroom, lab, or clinical setting is prohibited. Students may use cell phones before and after school, while on break and during lunch but only outside the building.

If an EVACUATION is ever announced, cell phones are NOT to be used as they could inadvertently trigger a remote control explosive device.

*Students seen checking or texting with cell phones during class will be dismissed from class for the day and counted absent with demerits. Continuous infractions regarding the cell phone may result in dismissal from the program.*

Faculty Offices
Students are asked to consider the private time of faculty members. Time spent in faculty offices is spent for study, conference and preparing exciting classes for their students. Faculty offices may be used for student-instructor conferences at times. Please respect the privacy of others during any personal conference. Faculty offices are closed to students 10 minutes prior to the start of class each morning and during the 30-minute faculty lunch period every day. Faculty members may be available after class each day as posted or by appointment.

GRADING SYSTEM
The scoring system for the Dental Assisting Program is as follows:

- **A:** 90-100;  
- **B:** 80-89;  
- **Fail:** below 80%

**TESTS: 50%; COMPETENCIES/ASSESSMENTS: 30%; EMPLOYABILITY: 15%; QUIZ: 5%**

Course grades may consist of the following: written tests; modules, quizzes, worksheets, performance evaluations, presentations, assignments, and attendance/professionalism. Students should refer to each course syllabus to understand the detailed requirements for a specific course in the program. In order to receive a certificate of program completion, students must earn a grade of 80% or higher for each course grade as well as score 80% in all dental radiography clinical assessments, expanded functions assessments, and final exam.

To remain in the program, a student must pass each course as required, complete the required number of clinical hours and experiences, and take the final exit exams (HESI Dental Assisting Exam and DANB Certification exam.) Students who fail to satisfy the requirements of the program shall not receive a certificate of completion and subsequently no state expanded functions are awarded.

**ASSESSMENTS**
Students are required to periodically demonstrate knowledge and skill through written exams, quizzes, assignments, performance evaluations, and various other forms of assessment. Assessments are scored based upon specified criteria furnished to you in the syllabus or in scoring rubrics. You must score a minimum of 80% on all assessments in order to have successfully passed the assessment. Students consistently performing below 80% may be withdrawn from the program.
program. Teachers are more than happy to work with struggling students if asked, however it is up to each student to be responsible for their own learning experience and take the initiative to seek academic help if it is truly needed.

Any final assessment that is related to a Florida Expanded Function requiring formal training as indicated by Board of Dentistry Rule must be passed with a score of 80% or higher. Students who post a final failing score on any assessment related to Florida Expanded Functions shall be withdrawn.

- **ASSESSMENTS MISSED DUE TO ABSENCE:** If any assessment is missed due to missed class time, the makeup assessment must be taken immediately after school the same day the student returns to class.
  - Make-up assessments may not be taken during regularly scheduled class periods. It is the responsibility of the student to make arrangements with the instructor to make up the missed test/quiz. Instructors will not chase down students to make up assessments.
  - It is the student's responsibility to find out what was missed during any absence from class. "Pop quizzes" are not announced and it is the discretion of the instructor to allow absent students to make up "pop quizzes."
  - Students who were absent for any reason during any assessment must, immediately upon return, schedule with the instructor to make up the assessment that day. Failure to schedule the make-up will result in a zero (0) for that assessment’s final score.
  - Ten (10) percentage points will be deducted from the final score of any assessment that is taken as a "make-up."
  - Note: If an expanded functions test score or skills evaluation score is scored over 80% before the penalty percentage points are deducted, the expanded functions assessment will be considered “passed” however the lower score will stand to become part of the final grade for the course.
  - If a student arrives late while an exam or assessment is in progress, the student may be required to wait outside the room until the assessment has been completed by the class. The student will then need to schedule the make-up assessment after school.
    - It is the discretion of the instructor to invite the student into the class to begin the assessment that is already in progress. Tardy students will not be given additional time to complete the assessment however. When time is called for the class to complete the assessment, the tardy student must also end the assessment.

**OPPORTUNITES TO REPEAT FAILED EXAMS**

Students may “elect” to retake two failed, proctored, closed-book exams per course. The failed exam must be retaken within 72 hours of the scores being posted. The exam may only be retaken once.

- Students must communicate the desire for an elective retake to the instructor within 24 hours of the scores being released. Retesting will not occur during scheduled program hours.
- Second test scores must be at least 80% for the recorded test score to be changed. However if the retake score is over 80%, the recorded score will only be the minimum passing score of 80%. (Students may not earn the higher of the two scores, the only time an original score will be change is if the retaken assessment is 80% or higher.)
- Open book exams are not eligible for retake.

**Failed Expanded Functions Assessment (written or performance exam):** If an assessment pertains to a Florida Expanded Function, it MUST be retaken if the score is less than 80% on the first attempt. If a written exam, this retake will not count as one of the two allowed retakes for failed written exams. Students must score higher than 80% on the retaken assessment. Failure to earn a 80% on any Florida Expanded Functions assessment after 3 attempts will result in withdrawal from the program. Per 64B5-16 FAC Florida Expanded Functions Certificates may only be awarded upon achievement of a score of 80% or higher on all assessments related to Florida Expanded Functions.

**Failed Quizzes:** Failed quizzes may not be retaken

**Failed Performance Evaluations:** Performance evaluations may NOT be retaken unless they are linked to a Florida Expanded Function.
- Students are given ample time in the laboratories to practice for evaluations. Students may request additional help from the instructor no later than 24 hours prior to the scheduled evaluation if necessary.
- The maximum score awarded on expanded function performance evaluation retakes will be 80%.

**Failed Radiography Assessments:** Per the Florida Board of Dentistry, dental radiography requires a minimum score of 75% on written tests and performance evaluations, the following policy will be strictly enforced:
- Students will be given a final exam in dental radiography which must be passed at 80% or higher. If a student fails the CCTC radiography final he or she will be given one more opportunity to pass the CCTC exam. If the second attempt is failed, the student MUST attend a scheduled intensive remediation session prior to the 3rd and final attempt.
- Any Clinical Radiography Assessment that is not passed with at least 80% or higher will require the student to schedule after-school laboratory (manikin) remediation sessions with the instructor prior to retaking the assessment on a new patient. Students failing the 2nd assessment shall be withdrawn and must repeat the course prior to program completion.

**Assignments**
Written, computer/internet, or presentation assignments may be given from time to time. Assignments must be submitted on the date due otherwise a zero is recorded. It is the discretion of the instructor to accept late assignments. If a late assignment is accepted, 10 percentage points will be deducted for each day it is late up to 2 days. Absence does not exempt students from incurring the 10 point per-day penalty for late assignments. Students who have advanced notice that an absence will occur on an assignment due date must make arrangements with the instructor in advance with regards to assignments.

**Laboratory Assignments:** Graded laboratory assignments requiring the construction of model, appliance, provisional, etc. may NOT be repeated until you are satisfied with the outcome. All assigned laboratory projects must be turned in as originally produced and the instructor will decide if the assignment must be repeated. For assigned laboratory projects, you are being assessed on your ability to follow instruction as well as perform on demand. Failure to follow this policy is equivalent to cheating on a test and is subject to immediate program withdrawal.
ACADEMIC PERFORMANCE ISSUES

Student progress is monitored weekly. Students showing consistent signs of poor academic performance will be required to conference with the instructor and program director in order to identify challenges and create an action plan to help the student succeed. If academic progress does not improve the student will be referred to the career counselor be placed on a formal academic probation. If at any time the stipulations of the probation are broken, a student may be withdrawn.

Academic probation shall be required when:
- On two occasions, a student fails to submit required assignments on time, or
- A student fails to participate in any required laboratory/clinical activities, or
- A student fails 3 tests and/or 2 performance evaluations in any course, or
- A student falls behind in any coursework due to absences, or
- Two zeros (0) are recorded as final grades within a student's course grade record.
- At any time after mid-course the student's overall course grade is below 80%

Students withdrawn due to academic performance may elect to restart the course with the next upcoming section, if recommended by the instructors.

PROFESSIONALISM GRADE

Students will earn a professionalism grade for each course in the program. This grade is weighted heavily by attendance but also reflects the student’s ability to observe all policies and rules of the institution and those set forth in this policy handbook. The course professionalism grade is an average of the overall final attendance scores and overall professionalism score in each course.

Course Attendance Score: This grade reflects the student’s ability to attend each day, arriving on time and remaining the full day. Percentage points are awarded for attendance based upon 100. A weighted number corresponding to the number of hours missed is deducted from 100 possible points to determine the final attendance score. (The weight of the number deducted is based upon the number of hours in the course.) Students should check their syllabus for a detailed description regarding how this score is achieved.

Course Professionalism Score: This score measures the student's ability to exhibit professional behavior during classroom, preclinical and clinical experiences; actively participate in classroom/laboratory activities; observe required uniform/appearance policies; and exhibit acceptable employability/teamwork skills at all times. Each time a student incurs an infraction against professionalism, the instructor will record “demerits” in the grade book. Each demerit earned lowers the professionalism score by 5%. Any time a student acquires a course Professionalism score less than 80%, the student is referred to the counselor and the administrator and may be placed on official probation.

Students are noticed on first time offenses only. Instructors are not required to consistently inform students each time a demerit is recorded for a repeat offense. Students are informed of the all rules and expectations for attendance, uniform policy, jewelry policy, and behavior in advance. When students choose to break any of the program policies they should expect to receive consequences.
Teachers have the option to increase the demerit value of any infraction based on its frequency and/or severity.

**ID Badges:**

All students must wear the school's identification badge. It must be visible at all times while on campus. It is to be worn below the shoulder and above the waist.

**Parking and Permits:**

All student-driven vehicles must have a parking permit that can be purchased from the front office in the Administration Building. The permit must be displayed in accordance with the policy of the college.

**Program Transfers:**

Any student who wished to transfer from one vocational program to another should see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid for registration costs, including money used from Financial Aid to purchase books.

**Smoking – District Tobacco-Free Policy:**

Use of ALL tobacco products is prohibited on all school board owned or leased property, including, but not limited to, all interior and exterior parts of schools, administration buildings, ancillary facilities, work sites, athletic fields and facilities, and vehicles, as well as at any event sponsored by schools or the district. Violation of this policy will subject employees to appropriate discipline.

Any non-employee who has been given notice of this policy by a school official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

Tobacco products include, but are not limited to, real or electronic cigarettes, cigars, pipes, or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, or snuff; or any other substance containing tobacco, or product simulating the use of effects of tobacco.

**CCTC UNIFORM POLICY**

CCTC has program-specific uniform policy. The counselor will be able to provide information regarding color, styles, and price. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required) and follow the School Board Policies listed in the Lee County Schools Code of Student Conduct on the District website at [www.leecountyschools.net](http://www.leecountyschools.net).

Hats, visors, bandanas or other head apparel are not allowed. Also, no visible pierced body jewelry (other than that worn on the ear) is allowed.

**DENTAL ASSISTING PROGRAM UNIFORM REQUIREMENTS**
All students must purchase a minimum of (3) complete sets of the program approved scrubs and at least one warm-up jacket from a uniform provider of choice. Student must purchase at least one (1) pair of solid solid black shoes for health professionals. Uniforms must be well fitted. Excessively tight fitting, long or baggy uniforms will be unacceptable and access to the classroom or clinical site will be denied until the problem is corrected.

**Ladies:** At least 3 Sets Scrubs: Color Black (Traditional style scrubs are required, please do not purchase low cut tops or short-waited tops or you may be required to purchase another style if deemed inappropriate by faculty) NO CARGO PANTS; At least 1- Black Warm-up jacket

**Men:** At least 3 Sets Scrubs: Color Black, At least 1-Black Warm-up jacket

**School Patch:** The CCTC dental assisting patch must be securely sewn on.

**Shoes:** Professional grade leather or vinyl (no canvas, fabric, or open weave) completely enclosed; no open toe, no open heel. Color: Black only. Clogs are not acceptable. Athletic-style shoes with aforementioned criteria are acceptable without logo. Shoes and laces must be maintained clean and professional-looking at all times. Please note: Students competing in Dental Science with HOSA or SkillsUSA will need to wear clean white clinical shoes during competitions.

**Safety Glasses:** Plastic Safety Glasses are required at all times while in lab or clinic. One pair will be provided in the first few weeks of school. If you break or lose them, you will be responsible for purchasing a new pair. If you wear corrected glasses at all times, consult your optometric provider for options if your current frames are not protective of the entire eye area.

All students must be in full scrubs within two weeks of the program start date. Students are required to wear the school-required scrubs to class and internship every day. This includes: the selected uniform, shoes, and socks. Until scrubs are received, the official dress is "professional casual."

Students must assure their scrub jackets, safety glasses, and badges are available EVERY DAY. Students without proper attire and safety equipment will not be allowed to participate in lab/clinical activities and thus counted absent with a demerit.

**Under Garments for Warmth:** During lab and clinical activities, only official school lab jackets must be worn over your school uniform. Street-wear sweaters and jackets are never permitted in the labs and clinical sites. HOODIES AND OTHER FORMS OF STREET CLOTHING ARE NEVER APPROPRIATE WEAR IN THE CLINICAL HEALTHCARE SETTING! Clean, matching, solid-color (no print) t-shirts or turtle-neck t-shirts may be worn under the scrub top for added warmth however no undershirt tails should ever extend beyond the waist line of the scrub top AND short sleeves of undershirts should not extend beyond the level of the scrub sleeve. Three-quarter or long sleeves are acceptable. Any other undergarments shall not be visible. Students shall not alter their uniform style in any way (ie: slit seams, cut sleeves, hem shirts above the waist, lower waist-lines of pants, etc.)

**Dental Assisting Program Uniform Requirements-Con’t.**
Uniform pants must be secured above the hips at the waist. Scrub shirts must continue to cover the waist when the student bends/leans forward from a chair. Uniforms must be kept clean and wrinkle free, shoes must remain clean and polished with clean laces at all times. The faculty will evaluate each student’s appearance upon entering class each class period. Unacceptable appearance will be made known to students and a failure to correct the issue will result in demerits toward their professionalism score. In the event students are judged to be dress in appropriately, they may be sent home to correct their appearance and loss in attendance hours will result.

PERSONAL APPEARANCE AND PERSONAL HYGIENE POLICY
As a dental assistant, you exhibit health and cleanliness. Hair must be clean, neatly styled, and tightly secured off the face and collar. It should not enter the operating field; long bangs or hair dangling around face and shoulders during preclinical/clinical practice is unacceptable. Use pins and clips as necessary. Long hair must be completely secured and never allowed to fall on the front portion of the uniform. This is a health issue.

Facial makeup must have a fresh look and be of light daytime tones, eye makeup must be subdued. Strong perfumes, colognes, or fragrant body lotions and sprays can be offensive or trigger allergies in some people and are therefore not permitted. Needless to say, offensive body odor must be controlled. As a dental assistant you will work extremely close to the patient, therefore, do not let tobacco or food odors linger on your hands, clothing or breath. Fingernails must be kept short (just to the tip of the fingers,) clean, and well-manicured. Acrylic nails are not permitted. Colored nail polish is not permitted however clear polish may be used to seal the nail as long as it is kept free of chips. Hair color must be a natural human hair color.

Tattoos: Tattoos cannot be visible. Students must have the tattoos covered at all times.

Jewelry: Jewelry does not belong in a dental environment. While in uniform, the only jewelry permitted shall be a pair of small earrings (non-dangling.) Multiple earrings in each ear, spacers, or gauges are not permitted. Per the CDC, dental healthcare workers shall not wear rings while wearing treatment gloves and working in the oral environment/dental laboratory. Facial piercings (including spacers) worn in the oral cavity, lips, eyebrows, tragus, nose, etc. is forbidden in the dental environment as well as prohibited in class per the School District of Lee County. Note: oral piercings are contrary to the philosophy of the American Dental Association and the CCTC Dental Assisting Program strictly adheres to this policy. Failure to observe this policy may result in your dismissal from the program.

LEAVE ALL JEWELRY AT HOME. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN JEWELRY.

LUNCH AND BREAKS

Lunch:
Each non-clinical school day will have 30 mins designated for lunch. The lunch period may occasionally change; times will be designated by the instructors. Dismissal time will always be 2:30 pm. Do not leave for lunch or at end of day until you are dismissed by your instructor. You will be required to report back to the assigned room on time. Lunch period is not counted in the time for your required daily contact hours and it is permissible to leave campus during this time. Students are required to sign-in after the lunch period.
Students are encouraged to remain on campus for lunch and will be counted tardy if arriving back to class late from lunch. There is a cafeteria with vending machines and microwave ovens. If you choose, you may bring a lunch from home; however students must provide their own means of keeping items chilled and bring their own utensils and condiments. Proper waste receptacles must be used for all trash.

**Breaks:** There are no designated break times. Students may leave to go to the restroom 1 time in the morning session and 1 time in the afternoon session. Students will be required to clock in and clock out on the computer.

**Food Consumption Areas:** The consumption of food is NOT allowed in any dental classroom or lab. Only water may be consumed in the classroom as long as it remains in a closed container. No food or beverage should ever be brought to the laboratories. This is considered a biohazardous zone and it is against OSHA and CDC Guidelines to consume food or drinks in these areas. Students who are found eating/drinking in restricted areas will be referred to the Assistant Director for disciplinary actions.

**PROGRESS REPORTS, TRANSCRIPTS, LETTERS OF REFERENCE OR ATTENDANCE VERIFICATION**

One official progress report will be issued during the year within two weeks of the completion of the 2nd occupational completion point. Each student will receive an official transcript at the completion of the program. Students are encouraged to keep a log of all grades and track their progress per the guidelines published in each course syllabus.

Students who request additional progress reports or official letters of reference/attendance verification for financial aid, scholarship, or insurance reasons must give the department at least five (5) days’ notice.

**FACILITIES, EQUIPMENT, AND SUPPLIES**

**PRECLINICAL/LAB AREAS:** Students will be scheduled time in the laboratory and in the operatory. Practice, initially, will be on manikins. Permission must be granted by the instructor before students practice on each other. Instructors will assign student partners, and students are not to change without the instructor’s permission. Students must be considerate to classmates/partners and be on time and stay on task. Operatories must be absolutely immaculate at all times. This means cleaning up between activities/patients and leaving the operatories clean for the next classmate. Sinks must be wiped out and supplies replenished. Students are expected to work as a team to clean up after each session. An end-of-the-day housekeeping roster will be posted. Cleaning and maintenance of the dental environment is part of each student's training. Successful dental assistants clean as they go during all activities in which they are involved.

**EQUIPMENT AND SUPPLIES:** Students are expected to properly maintain and care for all school-owned equipment and supplies used in laboratory and clinical activities. Each student will be assigned a specific lab station with instruments belonging to the school. Students are held
responsible for the condition of the station and instruments assigned by the instructors and should report any damage or malfunctions immediately. Students are never to use any equipment or materials until they have received instruction on operation and safety and received permission from the instructor. Students found to misuse, intentionally damage, or be in violation of any policy regarding equipment and materials may be dismissed from the program.

School-owned equipment and supplies (i.e., impression trays, articulators, x-ray racks, bur blocks, etc.) are not to be stored in personal lockers unless assigned by the instructor. The instructors do not allow school supplies and equipment out of the building without proper authorization by the program director. The student, if authorized by the program director, may check out models, equipment, and other texts. Lost or damaged items will be charged to the student and graduation certificates will be withheld until all fees are paid.

Students must respect the property of fellow students as well. It is never appropriate to use another student’s personal equipment/supplies during laboratory or clinical experiences. Failure to abide by this policy may result in dismissal. Reusable personal protective equipment (glasses, gowns) must NEVER be shared by students.

**Additional Requirements for Dental Assisting**

**Auto Insurance:** Students are responsible for the purchase of their own vehicle insurance. When providing transportation to a fellow student, auto insurance is required.

**CPR:** Cardiopulmonary resuscitation certification is mandatory prior to attending clinical practicum, as defined by clinical affiliates. American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED) certification must be current at all times.

**NO SMOKING POLICY:** CCTC is part of The School District of Lee County and as such maintain a No Smoking on school property policy. Additionally, students must comply with the No Smoking policies of each clinical affiliate. Failure to do so will forfeit the student’s right to participate in clinical experiences at that site. Therefore the student will be unable to satisfactorily complete the requirements of the program and will be withdrawn.

**Student Accident Insurance:** Each student will carry their own health and/or medical insurance. Additionally, the school requires each student to be covered under the school’s accident insurance policy. This policy will be in effect from the first day of class through the following 11 months of the program. The accident policy provides coverage while the student is participating in school-sponsored activities while on the premises designated by, and under the direct supervision of the school. Students are responsible for submitting the required documentation to the insurance company and for any expenses related to the student’s treatment for accident or injuries.

**Student Liability Insurance:** All students are covered under a liability insurance policy carried by the school. The liability policy provides coverage while the student is participating in the activities of the program. Should an accident or incident occur involving a student or a patient under the care of a student, the student must complete an Accident/Incident report within 24 hours.

**Cell Phones:** All cell phones should be silenced and out of sight during classroom, lab, and clinical time. Students may be required to store phones with the instructor while in the classroom. Phones must not be accessed while in the lab. It is never appropriate for phones to be in your pocket at the school or during clinical practice.
Texting or making calls while in a classroom, lab, or clinical setting is prohibited. Students may use cell phones before and after school, while on break and during lunch only.

All other phones in the department are for teacher use. School phone use is limited to emergencies only. If you need to receive a personal emergency message, please have the party calling dial 239-574-4440. The school secretary will immediately get the message to you.

Students seen checking or texting with cell phones during class will be dismissed from class for the day and counted absent with deduction of points from employability grade. Continuous infractions regarding the cell phone may result in dismissal from the program.

Drills & Emergencies: Regulations require that a fire drill be held monthly during the school year. CCTC will conduct other school emergency drills as required. Each exit in the school is clearly indicated. During all drills, follow the instructor’s directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

USE OF SOCIAL MEDIA: The use of social media such as Facebook, Twitter, YouTube, blogs, LinkedIn, and other internet networks provide students the ability to communicate with other students, as well as others, for the purpose of connecting, supporting and learning from others. Students are prohibited from using social media during class or clinical hours, unless directed by instructors to do so.

Students should be thoughtful of postings. There is nothing private about a social media web site. Be certain that postings do not endanger or threaten your employment or licensure in the future. Students must not utilize social media to post any information that could potentially violate patient confidentiality. Students must avoid posting any information about clinical rotation as someone may recognize the patient based on the content of the posting. Students are not to refer to patients in a “disparaging manner” even if the patients name is not used. Students should also avoid the use of threatening, harassing profanity, or other offensive remarks.

CLINICAL NEEDLESTICK/EXPOSURE INCIDENT PROTOCOL

Student Exposure Incident during Clinical Experiences
In the event a student experiences an exposure incident pertaining to blood or other potentially infectious materials during clinical experiences, the instructor/preceptor shall immediately render appropriate first and then provide the Notification Letter for Adult Health Occupation Students to the exposed student to sign and date. The instructor/preceptor shall immediately notify the CCTC Dental Assisting Program Director or Adult Health Occupations Administrator. A copy of the signed Notification Letter for Adult Health Occupation Students shall be provided to the administration and a copy should be retained by the clinical site for their records.

The program director/preceptor shall immediately advise the exposed student to go to their family physician, urgent care facility or hospital emergency room to seek immediate evaluation and treatment. Such evaluation and treatment should occur within 24 hours of the exposure incident.

The preceptor shall attempt to obtain consent from the source individual to have their blood tested to determine current infectious disease status.

All parties involved shall comply with all federal, state and local regulations related to maintaining medical confidentiality and protection of personal health information.

The School District of Lee County and the preceptor are not responsible for the payment of costs related to a student's post-exposure evaluation, prophylaxis, counseling or treatment. The student is responsible for the payment of all costs related to exposure evaluation and treatment. The school provides limited accident insurance to the student that may or may not assist with the related costs.
Notification Letter for Adult Health Occupation Student

Date: __________________________
Instructor: __________________________ Class: __________________________

Dear Student:

You, __________________________, were involved in an incident where you may have been exposed to blood and/or other potentially infectious materials on __________________________.

(Date)

You must consult with your family physician, urgent-care facility or hospital emergency room for further evaluation and follow-up.

This is a very important health matter and your prompt attention is necessary to avoid any possibility of complications in the future.

Please complete the Adult Health Occupation Student section below. The business shall provide a copy of the signed letter to you and a copy to your instructor.

Please call your instructor if you have any questions or concerns.

Signature

______________________________

Health Care Facility

______________________________

TO BE COMPLETED BY THE ADULT HEALTH OCCUPATION STUDENT

I, __________________________, acknowledge receipt of this letter.

(Print Student’s Name)

Adult Health Occupation Student’s Signature __________________________ Date Signed __________________________
INFECTION CONTROL
The Cape Coral Technical College Dental Assisting Program observes all protocols recommended by the Centers for Disease Control and Prevention (CDC) in their latest release of Guidelines for Infection Control in Dental Health-Care Settings and the Occupational Safety and Health Administrations (OSHA) Bloodborne Pathogens Standard. Students of the Dental Assisting Program will receive in-depth training in all recommendations and rules established to protect all individuals from the transmission of infectious disease. The following pages contain basic procedural policies adopted by the program related to infection control in the dental environment. Students will be provided a more detailed guide and undergo in-depth training in dental infection control prior to participation in pre-clinical and clinical experiences.

BARRIER PROTECTION
Students will routinely wear protective gloves, masks, eyewear, and gowns during all clinical or preclinical (simulated) activities.

HAND CARE
Reduction of the bacterial flora on the forearms, hands and fingers is accomplished by a thorough hand washing procedure. Fingernails must not extend beyond the finger pad to insure adequate hand care. Hands are to be scrubbed prior to any intraoral procedure using a germicidal soap. Alcohol hand sanitizer may be utilized using CDC guidelines. Jewelry such as rings and bracelets must never be worn during any clinical or preclinical procedure.

MASKS
Disposable surgical masks must be worn during procedures producing aerosols and splatter. A new mask is worn for each patient. Once gloved, the mask must not be touched or removed. The aseptic chain is broken when the mask, face, or hair is touched using gloved hands.

EYEWEAR
Protective eyewear must be worn during aerosol, dust, and spatter producing procedures. Once in place, eyewear must not be removed or touched by gloved hands to maintain asepsis. Following clinical procedures eyewear should be disinfected with an appropriate disinfecting products.

EXAM/PROCEDURE GLOVES
Exam or procedure gloves are used during patient treatment (clinical or simulated) and during procedures in the dental laboratory. Visually check gloves for punctures. Gloves must be changed between each patient, between each patient’s laboratory work, and immediately if punctured or torn. Hands must be thoroughly washed after gloves are removed.

UTILITY GLOVES
Reusable utility gloves will be worn when handling contaminated instruments during instrument recycling procedures and during environmental decontamination procedures. Visually check gloves for punctures and tears. Gloves will be washed prior to removal and decontaminated daily. It is suggested that exam gloves are
worn under the utility glove. Hands must be thoroughly washed after gloves are removed.

ATTIRE
A clean, school uniform must be worn during clinical procedures. The uniform must have sleeves that facilitate hand scrubbing above the wrist. During procedures that produce splash or spatter, a protective jacket or gown will be worn and completely buttoned to the neck to protect the clothing beneath. Back tying gowns are preferred for a barrier and are provided to all students as necessary.

STERILIZATION AND DISINFECTION PROCEDURES

STERILIZATION PROCEDURES: Items that can be heat sterilized must be heat sterilized. Items that cannot withstand the process of heat sterilization must undergo high level immersion sterilization or be disposed of after use. Disposable sharps are segregated from other items and disposed of at the point of origin.

STEAM-UNDER PRESSURE AND CHEMICAL VAPOR STERILIZATION

- Wearing utility gloves, all reusable contaminated items must be dismantled (if applicable), placed in the ultrasonic cleaner to remove blood and debris (unless contraindicated,) rinsed and air dried.
  - Items contraindicated for the ultrasonic cleaner shall be individually hand-scrubbed with a long handled brush under running water.
- Dry items are then packaged in an autoclave bag with an internally placed chemical indicator.
- Packages are arranged on the sterilizer trays on their edges in such a way that there is no overlapping of bags or other items.
- Bags are placed edges using pouch racks during the sterilization procedure in the Midmark M11 autoclaves. If using the cassette sterilizers (StatIM or Midmark M3,) or if bags must be placed flat on the rack the paper side is placed down in the cassettes.
- Careful monitoring of the sterilizer’s time and temperature must be accomplished and a log must be completed for each cycle.
- Biological monitoring of all heat sterilizers shall be accomplished weekly.
- All procedures are monitored daily during clinic sessions by the instructors and task evaluations are accomplished during pre-clinical course labs.

IMMERSION STERILIZATION

- All contaminated items must only be handled wearing utility gloves.
- All heat-sensitive reusable items/instruments must be first be dismantled (if applicable,) placed in the ultrasonic cleaner (if applicable), rinsed and air-dried.
- Heat sensitive items are then to be immersed in a high-level sporicidal solution as directed by the product manufacturer for sterilization. Timing begins with the immersion of the last item.
- All items must be thoroughly covered by solution, concentration maintained, and container loosely filled.
- When items are removed from solution they are thoroughly rinsed, dried, and stored aseptically.
ENVIRONMENTAL DECONTAMINATION

Contaminated environmental surfaces, which include all touch surfaces, transfer surfaces, and splash, spatter, and aerosol surfaces must undergo immediate cleaning and disinfection with an intermediate-level disinfectant once the patient has been dismissed from the treatment area.

- Contaminated waste and sharps must be segregated at the point of origin from other items and placed into the appropriate biohazard red bag or sharps container.
- The regular waste containers may be used for non-regulated waste only.
- All contaminated surfaces must be treated wearing nitrile gloves.
- Surfaces are pre-cleaned with a detergent then dried with a disposable towel.
- Following Manufacturers’ instructions, environmental surfaces must be treated with an appropriate intermediate-level disinfectant.
  - All surfaces must be free of clutter, dust, blood, debris, and cleaning products prior to application of the disinfectant.
- Liquid disinfectant solutions must be carefully mixed and the shelf life monitored. Ready-to-use disinfectants must be monitored for shelf-life and quality.
- Examples of surfaces requiring environmental disinfection are chairs, bracket tables, counter tops, radiographic equipment, lights, hoses, and switches.
- Disposable barriers are used on touch surfaces whenever possible.

EQUIPMENT CARE AND MAINTENANCE

- Dental devices that are connected to the dental water system and that enter the patient’s mouth (e.g., handpieces, ultrasonic scalers, or air/water syringes) should be operated to discharge water and air for a minimum of 20--30 seconds after each patient.
- Suction hoses must be flushed with an appropriate enzyme solution at the end of each preclinical and clinical day
- Water added to the self-contained waterline system must be treated with the approved chemical prior to use. Distilled water only shall be used.
- Suction traps must be changed weekly.
- The autoclaves shall be descaled monthly

GENERAL RULES OF ASEPSIS: DENTAL MATERIALS AND PRECLINICAL LABS

- Students and faculty will wear protective eyewear, appropriate masks, gloves and lab coats while in the lab or at chairside during clinical and pre-clinical experiences.
- Eating, drinking, chewing gum, combing hair or applying cosmetics is not allowed in the labs.
- Food and drink shall never be brought into any lab area.
- Cell phones are not to be brought to or used in the labs.
- Protective safety glasses may not be shared. Students must have their own glasses during labs.
Students will not bring personal property (books, purses, backpacks, etc.) into the lab during pre-clinical and clinical activities.

**IONIZING RADIATION POLICY**

- Students shall use program-supervised monitoring techniques to detect accidental exposure to ionizing radiation in the extern facility.
- Students must successfully complete the required full mouth series and bite-wing series on manikins before proceeding to clinical evaluations by exposing on patients.
- Students shall stand a minimum of six feet from the source of radiation during any exposure.
- Students must follow aseptic procedure when exposing and processing radiographs during pre-clinical and clinical experiences.
- Patients shall only be exposed to ionizing radiation base upon individual patient needs using protocols described by the *ADA’s Dental Radiographic Examinations: Recommendations for Patient Selection and Limiting Radiation Exposure (Rev 2012)*
- Lead aprons and thyroid collars (if appropriate) are used on each patient.
- Retakes are only taken under direct supervision and only if authorized by the supervising instructor/preceptor.
- Students shall not physically hold films/sensors in the mouth for the patient or manikin during radiation exposures
- Each student must satisfactorily complete the required number of laboratory and in-school clinical radiographic exposures as specified in the course syllabus prior to being assigned to perform radiography on patients in clinical practice.
- Only one student operator per operatory will be allowed in the radiology lab area during the exposure of radiographic images during assigned laboratories and clinical experiences.
- Students shall refrain from idle chatter and activities unrelated to laboratory/clinical assignments during while exposing images on manikins/patients. Complete focus on the task at hand is required to prevent unnecessary errors resulting in retakes. Professional demeanor is required at all time.
Minimum Number of Acceptable Manikin and Patient Radiographic Experiences
(Must Be Completed Prior to Assigned Radiographic Experiences in Clinical Practice)

<table>
<thead>
<tr>
<th>Type of Surveys</th>
<th>Minimum Number of Surveys</th>
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<tbody>
<tr>
<td></td>
<td>Pre-Clinical Manikin</td>
</tr>
<tr>
<td>FULL MOUTH PERIAPICAL (6-16 EXPOSURES)</td>
<td></td>
</tr>
<tr>
<td>Permanent dentition (14)</td>
<td>6</td>
</tr>
<tr>
<td>Mixed dentition (6)</td>
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</tr>
<tr>
<td>Primary dentition</td>
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<tr>
<td>BITEWING</td>
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<tr>
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<tr>
<td>EXTRAORAL RADIOGRAPHS (specify):</td>
<td>1 Carpal</td>
</tr>
</tbody>
</table>

The following clinical radiography performance assessments must be performed at the school prior to assignment of radiographic exposures in clinical practice. These assessments must be passed at 80% or higher:

- 2 Adult Full-mouth series clinical patients
- 1 Panoramic Exposure (manikin or adult patient)

While it cannot be guaranteed that every student will be assigned to expose all types of radiographs on a patient with primary dentition, mixed dentition, or an edentulous patient, every effort will be made to provide access to these types of patients during clinical activities in the school and during clinical practice.
PROTOCOLS FOR INTRAORAL RADIOGRAPHIC EXPOSURE AND IMAGE ACQUISITION  
(PRECLINICAL AND CLINICAL EXPERIENCES)

- Prepare the operatory to receive the patient; drape the control box, activating button, tube head and patient chair with the appropriate barrier.

- Assemble phosphors/sensor placement instruments, phosphor/sensor, necessary cups, and disposable towels. Maintain all phosphors outside a 6-foot perimeter from the exposure area.

- Assure phosphors are properly contained in a barrier envelope or if using a sensor, properly apply the sensor barrier to the digital sensor, computer keyboard and mouse.

- Instructor or Dentist must examine the patient and review medical and dental history to determine that the patient meets specified selection criteria.

- Seat the patient and inform patient of the procedure to be done, ask them to remove glasses, earrings and removable oral appliances.

- Drape the patient with lead apron and cervical collar then adjust chair and patient for exposure.

- Wash/sanitize hands and don universal barriers (gown, mask, eyewear, gloves)

- Expose image receptor device (film, phosphor, or sensor) using proper exposure factors

- If using film, develop and mount radiographs using the proper aseptic time/temperature techniques

- If using digital acquisition techniques, digitally acquire/manage images using appropriate aseptic techniques.

- Critique films/images with instructor and/or clinical supervisor.

- Expose necessary retakes under the direct supervision of the instructor or clinical supervisor.
Visit our website at:  www.capecoraltech.edu

Thank you for choosing Cape Coral Technical College!
Pages 32-36 should be removed, carefully read, signed, and submitted to the Dental Assisting Program Director. Copies of your signed documents will be provided to you for your files.
Cape Coral Technical College
Dental Assisting Program
360 Santa Barbara Blvd. North
Cape Coral, FL 33993
239-574-4440

Student Handbook Policy

Compliance Statement

I have received a copy of the Cape Coral Technical College Dental Assisting Program Student Handbook and Code of Conduct. I have read it and all questions I had were fully answered. I understand my responsibilities and program expectations and agree to abide by the school and program policies.

I also understand that it may be necessary to modify policies contained herein due to modifications in school-wide policy or situational issues. I understand that I will be advised in writing of any major changes of program or school policy that occur during the academic year.

Student’s Signature

Date

7/2016
CAFE CORAL TECHNICAL COLLEGE

Dental Assisting Program

360 Santa Barbara Blvd. North
Cape Coral, 33993
239-574-4440

Student Records Release Form

Student

Address

City

State

Zip

Student Number

Authorization Statement and Signature

CCTC follows the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records and confidentiality of student information, including access to education records within 30 days of a written request for access to these records submitted to the Student Records Department.

In the course of the program, some student records may be requested by various agencies such as financial aid grantors, licensing or certification boards/agencies, and externship facilities. Your permission is required to supply these agencies the requested information:

*I hereby authorize Cape Coral Technical College to discuss or release permanent records showing dates of attendance; attendance records; courses or program of training attempted; grades or evaluations of performance; diplomas or certificates earned; results of drug screenings; and/or background reports to the following as authorized by my initials: (Initial to agree, place an X in any area you do not agree)*

<table>
<thead>
<tr>
<th>Initial</th>
<th>Externship Preceptor</th>
<th>Initial</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Financial Aid/Scholarship Grantors</td>
<td>Other:</td>
<td></td>
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<tr>
<td></td>
<td>State or National Credentialing agencies</td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

*And*

Initial

*I also authorize Cape Coral Technical College to contact my employer(s) upon completion of my program in order to survey the effectiveness of my training course.*
And

Initial

I also authorize Cape Coral Technical College to provide a written or verbal references to potential grantors of financial aid.

And

Initial

I also authorize Cape Coral Technical College to provide a written or verbal references to prospective employers.

Student Signature ______________________________________ Date ____________________
CAPE CORAL TECHNICAL COLLEGE DENTAL ASSISTING

DRUG TESTING – CHEMICAL IMPAIRMENT

I have read the information on the drug screening policies provided to me in the Dental Assisting Handbook. I understand the policies and procedures and agree to abide by the requirements. I consent to random and reasonable cause drug testing and reasonable cause alcohol testing as a condition of my participation in the Dental Assisting Program.

___________________________________________
Student’s Signature

___________________________________________
Date

If the student is under the age of 18 years, the parent or legal guardian of the student must sign the consent to drug/alcohol testing.

___________________________________________
Parent/Guardian Signature

___________________________________________
Relationship to Student

___________________________________________
Date
HAZARD EXPOSURE: As a student enrolled in an CCTC Health Science Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards such as chemicals, ionizing radiation, and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV.

Neither CCTC nor any of the facilities used for clinical experience assumes liability if I am injured or exposed to infectious disease during assigned clinical experiences while practicing under appropriate, direct supervision as determined by state and federal laws and rules. I understand that although I have a limited accident insurance policy provided by the school during the time I am currently enrolled as a student, I understand that this policy will not pay 100% of the cost for treatment and that this policy will be secondary to any other health insurance policy covering me. I acknowledge that I am responsible for the payment of health care costs for any personal injury/illness that occurs during my education. I have been informed that CCTC strongly recommends that students purchase their own health insurance.

PATIENT CONFIDENTIALITY: I also understand my responsibility to strictly maintain the confidentiality of all patient/client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Science student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client/patient record or related to the care and treatment of any client/patient, except as needed to authorized clinical staff. I further agree not to reveal any confidential information about the clinical facility to any third party.

Each student also is responsible for adhering to the policies and procedures Cape Coral Technical College and the Dental Assisting Program, as noted in the Student Policy Handbook.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in the Dental Assisting Program at Cape Coral Technical College, and for adhering to the above policies regarding patient/facility confidentiality.

Name___________________________________________________________
(Please Print)

Signature_________________________________ Date__________________________
**Professionalism and Core Values**

Professionalism in dental assisting embodies values inherent to those who pursue a dental assisting career. The core values of professionalism include patient advocacy and the pursuit of new knowledge; accountability; confidentiality, honesty, integrity, and safety; responsibility; caring and the belief in human dignity, the desire to prevent and alleviate suffering; and teamwork and collaboration.

<table>
<thead>
<tr>
<th>Expected Behaviors</th>
<th>Unacceptable Behaviors</th>
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<tbody>
<tr>
<td><strong>Advocate:</strong> place the patient’s welfare as your first priority. Responds, anticipates and assists the patient in meeting their needs. Explains procedures, orders, and treatments. Keeps patient informed of plan for care. Obtains patient consent prior to completing and or observing procedure.</td>
<td>Inconsistent in completing required tasks. Leaves tasks for others when possible. Takes break prior to completion of duties. Difficult to find when needed. Views doing procedures for the experience without regard to the needs of the patients. Not familiar with patient diagnosis or patient history. Leaves a patient who requires student presence. Does the minimum work required.</td>
</tr>
<tr>
<td><strong>Accountability and the Pursuit of New Knowledge:</strong> Willing to learn, committed to life-long learning. Follows policies &amp; procedures. Adheres to dress code, “how you look cannot guarantee success but it can ensure failure”. Recognizes personal capabilities, knowledge, and areas of weaknesses. Open minded with desire to explore new knowledge. Takes responsibility for errors and views it as a learning opportunity. Utilizes critical thinking, offers suggestions for encountered problems.</td>
<td>Does not take responsibility for own actions. Requires continual reminders about responsibilities. Does not report errors to instructor. Feels policies are irrelevant, not important. Blames others for own shortcomings. Does not question patients care or condition which is not understood. Does not show initiative in acquiring new knowledge. Performs procedures without preparation and knowledge. Sloppy unkempt appearance.</td>
</tr>
<tr>
<td><strong>Confidentiality:</strong> Strict patient confidentiality is required by law. Refrains from discussing patients or clinical situations at home, in the cafeteria, in the elevator or anywhere one would be overheard. Patient information with names must never leave the clinical facility. At the end of the clinical day all patient information is discarded into the approved receptacles.</td>
<td>Discussing patient and/or patient experiences with anyone other than those who are required to know. Mentioning names of patients you learned were hospitalized. Photo-copying patient information, including chart forms, lab/x-ray results and MAR’s or any part of a patient’s record. Failing to shred worksheets or any other piece of paper with patient information written onto it before leaving the assigned patient unit. Fails to maintain confidentiality with others who do not have the right to know. Breaching patient confidentiality is grounds for immediate dismissal from the program.</td>
</tr>
<tr>
<td><strong>Honesty, Integrity and Safety:</strong> Forthright with others. Complies with safe techniques even when not being observed. Gives prior notification to faculty when unable to meet requirements. Accepts rules/guidelines even if</td>
<td>Skips clinical or other obligations when not supervised. Fails to communicate a patient’s condition in a timely manner which has the potential for affecting patient safety. Fails to report errors. Acts outside scope of practice.</td>
</tr>
<tr>
<td>Responsibility: Conscientious about being on time, prepared for class and clinical, demonstrates positive attitude. Recognizes impact of own behavior on others, especially patients. Self-directed and helpful. Committed to excellence. Tries to be the best dental assistant possible.</td>
<td>Reports to clinical late. Fails to return from break/lunch on time. Fails to be prepared for clinical by having required equipment. Does not show initiative. Fails to show or notify instructor of absence.</td>
</tr>
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<tr>
<td>Caring and Preservation of Human Dignity: The desire to prevent and alleviate suffering. Develops helping trusting relationship with patient. Deals with others in a respectful, sensitive, and non-judgmental manner. Treats others as you would want to be treated. Listens to and shows interest in patient. Allows patient to express their emotions. Anticipates patient needs, checks on patients frequently. Before leaving patient room asks, “is there anything else I can do for you”. Introduces self and maintains eye contact with patient. Utilizes touch. Involves patient and family in patient care. Follows the chain of command in an effort to resolve issues.</td>
<td>Any verbal, nonverbal and/or written action which is deemed threatening or bullying is not tolerated. Utilizes offensive language and/or profanity. Addresses patient with terms of endearment rather than using their name. Does not listen to patient concerns. More focused on skill rather than patient.</td>
</tr>
<tr>
<td>Teamwork and Collaboration: Recognizes we are guests within the healthcare facility. Willing to learn. Complies with clinical site policies. Pleasant to staff, peers, and faculty. Approaches disagreement diplomatically, able to see both sides of an issue. Accepts criticism constructively. Adaptable and flexible, ready to make changes. Adapts quickly and is cooperative. Able to work and share with others. Maintains positive attitude: cheerful, upbeat with a can do attitude.</td>
<td>Becomes defensive or augmentative with others. Uncommunicative with faculty and staff. Fails to participate, cooperate, and contribute to patient care. Demonstrates works and/or body language which conveys disapproval or dismissal of others opinions. Ignores advice or directions given by faculty or staff. Fails to report off to dental staff before leaving. Refuses to accept constructive criticism. Demonstrates behavior that threatens the continued relationship between the school and the healthcare facility. Complaining in the clinical setting expressing discontent to inappropriate parties.</td>
</tr>
</tbody>
</table>