



**First Coast  
Technical College**  
*Your Future Comes First*

**2018-2019  
Dental Assisting Program  
Training Contract Agreement**

(904) 547-3282 • 2980 Collins Avenue St. Augustine, Florida 32084 • [FCTC.edu](http://FCTC.edu)

### **HIRRE – Honesty, Integrity, Respect, Responsibility and Ethics**

In the United States and other areas of the world, people have a trust and faith in dental assistants that surpasses other professions. With this honor also comes an incredible responsibility to conduct yourself in a manner that is deserving of this trust. This responsibility does not begin at graduation; it begins upon admission into the dental assisting program.

As a FCTC dental assisting student, you are expected to conduct yourself with **honesty** and **integrity** in both the academic and extern settings.

- Academic honesty and integrity involves refraining from lying, cheating, plagiarizing or doing anything to gain an unfair academic advantage. Honesty and integrity also includes reporting unethical behavior that is being conducted by other students.
- Extern honesty and integrity involves refraining from falsifying information, seeking out guidance if you have made a mistake, and only documenting care that was provided.

As a FCTC dental assisting student, you are expected to demonstrate **respect** for your instructors, peers, and patients in both the academic and extern settings.

- Respect for your instructors includes calling them by their last names, refraining from talking when the instructor is speaking, and raising your hand if you have a question in class.
- In class, respect for your peers includes refraining from talking when another student is speaking, refraining from making comments when another student has a question, and never making fun of other students.
- In extern, respect for your patients includes refraining from talking down to your patients, maintaining an appropriate provider/patient relationship, and treating your patients as you would want to be treated.

As a FCTC dental assisting student, you are expected to demonstrate **responsibility** for your actions in both the academic and extern settings.

- Academic responsibility includes handing assignments in on time and not representing the work of another as your own. You should never give or receive any type of paperwork to another student taking the same course or someone who has previously taken the same course, and should not accept any type of paperwork or guidance from other current or previous students regarding exams or assignments.
- Extern, responsibility refers to the execution of duties associated with the student dental assistant's particular role, depending upon where you are in the program. Extern responsibility involves arriving on time, remaining the entire time, able to be found by instructor and/or resource professional performing pertinent duties at all times in extern. Failure to perform these acts can be considered patient abandonment.
- Inappropriate use of social media is not permitted and can result in HIPPA violations.

As a FCTC dental assisting student, you are expected to demonstrate **ethics** in your conduct in both academic and extern settings. Ethics involve the following principles.

- Nonmaleficence – not inflicting harm; the duty to do no harm to others.
- Beneficence – benefiting others by doing good; the duty to do good, not harm to others.
- Justice – involves treating others fairly.
- Fidelity – faithfulness means that dental assisting students keep the promises they make to their patients, peers, and instructors, and involves the duty to be true and loyal to others.

## **STUDENT LEARNING OUTCOMES**

The student learning outcomes below provide the framework that directs and informs the dental curriculum at First Coast Technical College. The importance of each outcome is introduced, emphasized, and reinforced in an organized and thoughtful manner.

1. **COMPETENCE**

The student will demonstrate competence through the delivery of safe dental assisting care that is based on sound judgment, current evidence, and the utilization of up-to-date technology.

2. **COMPASSION**

The student will show compassion through advocacy and respect for the values, needs, and preferences of individual clients and families.

3. **CONFIDENCE**

The student will develop confidence through inquiry, interdisciplinary collaboration, and clinical reasoning in simulated learning environments and varied dental care practice settings to ensure the provision of quality care.

4. **CONSCIENCE**

The student will apply legal and ethical principles based on professional dental standards while recognizing personal limitations, exhibiting integrity, and valuing the contributions of others.

5. **COMMITMENT**

The student will demonstrate commitment to excellence through professionalism, leadership, ownership of one's practice, and dedication to lifelong learning.

6. **COMMUNICATION**

The student will utilize effective forms of communication including networking strategies and informatics to continuously improve the quality and safety of dental care for clients, families and communities.

7. **CULTURE**

The student will integrate culturally sensitive and competent dental care through a holistic approach that is client-centered and practiced within the context of family and community.

Students will be able to:

- Demonstrate the ability to communicate effectively (read, write, speak and listen effectively).
- Demonstrate the ability to reflect, analyze, synthesize, and apply knowledge.
- Demonstrate knowledge and application of mathematical and scientific principles and methods.
- Demonstrate the ability to find, evaluate, organize and use information.
- Demonstrate preparedness to participate actively as informed and responsible citizens in social, cultural, global and environmental matters.

## **PROFESSIONAL RESPONSIBILITY**

I understand that as a dental assisting student, I am expected to conduct myself in a professional manner while in the classroom, lab and extern sites.

When a student's conduct seriously affects the College's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the College and/or payment for damaged property.

## **STANDARDS OF CONDUCT**

The primary goal of FCTC is to provide an educational opportunity for all students. In order for this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the teacher's responsibility to teach. To maintain order in the school, rules are established for the good of all. Instructors will provide individual program rules.

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forgoing or altering institution documents and/or academic credentials.

The institution reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process. The chain of command in the Dental Program is:

- Instructor
- Health Careers Specialist
- Vice Principal
- Principal

Any and all grievances must follow the chain of command any deviation will be redirected at the appropriate level.

## **INSURANCE**

FCTC does not carry personal health insurance on students. Students are personally responsible for their own accident/Health insurance. All students enrolled in the dental assisting program purchase medical liability (malpractice) insurance, this cost is included in the program fees.

## **DISCIPLINE**

Student conduct and discipline is based on School Board rules, which adhere to Florida Law, Chapter 1006.07(2) F.S., Code of Student Conduct. Students are required to read and understand responsibilities as stated in the FCTC Student Handbook.

## **GRIEVANCE PROCEDURE**

A student is encouraged to resolve an issue at the classroom level with the instructor. If there is no resolution there, the student may present the concern to the department chairperson and/or guidance counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator.
2. Within five school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the Vice Principal for their program area who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal to the Principal of FCTC or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, Telephone (770) 396-3898 or 1-800-917-2081.

## **DECLARATION OF INTENT**

First Coast Technical College's mission is to provide career, technical, & adult education to meet the changing needs of students, businesses, & the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

## **DRUG SCREENING and BACKGROUND CHECKS**

I understand before I can participate in clinical training, I must have a Level I background check by the Florida Department of Law Enforcement (FDLE). I understand that information received regarding a FDLE offense will be handled on an individual basis. I understand an offense of a serious nature could result in the following.

- I may be unable to attend the required clinical training for the program.
- I may not be permitted to take the RHS, ICE and AMP portions of the NELDA.
- I may not be employed after completion of the program.

I understand that prior to clinical training; a urine drug screen will be required. I understand that I will be contacted by the Medical Review Officer should the test results indicate a positive reading for illegal substances or prescription drugs. If the substance is illegal or a drug that I do not have a valid prescription for, I will be immediately dismissed from the Dental Assisting program.

## **SUBSTANCE ABUSE POLICY**

For the purposes of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

The Health Careers Department faculty actively opposes the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas.

First Coast Technical College Policies and Florida State laws governing Dental Assistants both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Patients/clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance.

**THE SAFETY OF THE PATIENTS/CLIENTS IS OUR FIRST PRIORITY.**

### **Expectations**

All student dental assistants shall abstain from alcohol and/or drug use within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for dismissal from the program.

If a student takes a prescribed medication, he/she must inform his/her instructor. If the medication causes the student to be sleepy or slow in response, he/she may be sent home. An individual on medications that dull the senses is not considered a safe practitioner.

**THE SAFETY OF THE PATIENTS/CLIENTS IS OUR FIRST PRIORITY.**

**ALL/ANY REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY.** (See "Procedure" below).

If a student dental assistant should be convicted of a drug-related felony, he/she will be dismissed from the Dental Program. Health care facilities will not allow students who have been convicted of a drug-related felony to practice in the clinical area.

The Health Careers Department will assist and support any student who wishes to obtain help for drug-related problems.

### **Reporting Suspected Substance Abuse**

A staff member of the agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the FCTC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the FCTC instructor.

## **SUBSTANCE ABUSE POLICY (continued)**

### **Procedure**

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.

Should **two** agree that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately. *Failure to submit to the testing will result in immediate dismissal from the program.*
- It will be the student's responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student's responsibility to arrange for safe transportation home.
- The student will be suspended from all Program activities until the Health Careers Coordinator and/or Dental Assisting Instructor receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
- All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

### **Readmission**

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to the Dental Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

### **CELL PHONES**

**Cell phones are not permitted on your person or in your possession in the extern/lab and/or classroom sites.**

Cell Phones will be confiscated until end of session and the progressive discipline plan will be implemented.

Daytime emergency calls should be directed to the program office at (904) 547-3471.

Evening emergency calls should be directed to the instructor at (904) 547-3485.

## **STUDENT TRANSPORTATION**

I agree to provide my own transportation to and from classroom, externship sites, and other activities.

## **PROGRESS IN PROGRAM**

I agree to make consistent progress as required toward meeting the objectives necessary to obtain my goal. I understand that failure to progress may lead to dismissal from the program.

I understand and agree that if, for any reason, an externship site refuses to allow me to gain clinical experience at the facility; I will be referred for an Admissions Review and possible dismissal from the program.

## **Grounds for Immediate Dismissal and/or Administrative Review**

*Refusal of externship placement or assignment*

*Refusal of the agency, institution and or instructor to provide clinical/classroom experience or placement due to, but not limited to the following:*

- a. Poor, unsafe extern/clinical/lab performance*
- b. Previous employment performance at specified clinical/extern site*
- c. Disrespectful attitude/aggressive behavior towards institution, staff, instructors or patients*
- d. Non-compliance with policies, procedures or regulations of institution*
- e. Any breach of ethical or legal standards*
- f. Behavior or manner deemed unsafe to patient contact caused by the effects of any substance.*
- g. Results of drug screen or criminal background check.*

## **PROFESSIONAL RESPONSIBILITY**

The purpose of the Dental Assisting Program is to enable you to be a competent Dental Assistant. Upon completion of the program, the student will be eligible to sit for the National Entry Level Dental Assistant (NELDA).

## **PROFESSIONAL COMMITMENT**

As an FCTC Dental Assisting student, I recognize that a commitment to the following will improve my chances for success in the program:

- Give each course and the entire program my **BEST** effort.
- Be in class, clinic and/or extern at the designated time for the designated hours
- Always be prepared prior to class, clinic and/or extern ie. Reading, Studying, Assignments and/or homework, workbooks, study guides.
- **It is recommended you devote a minimum 30 minutes of study time for each hour of lecture, this time is above the time required for preparing for class/clinic and/or homework**
- Keep an open mind
- Develop problem solving skills, critical and creative thinking skills in the clinic and classroom setting
- Complete all homework/assignments for both clinic and class, done on time and in proper format

- Understand that a certain amount of stress is normal, you must use appropriate coping mechanisms in stressful situations
- Seek assistance from instructors/advisors as needed for clarification and issues (personal or academic) that could impact your education
- Complete assigned remediation tools in the skills lab or online

### **DRESS CODE**

I agree to dress in accordance with accepted standards in the dental profession, including health and safety requirements, as outlined below:

#### **Clinic/Extern Dress Code**

- Uniforms must be clean and neat. The dental assisting students will wear the designated uniform. All students must wear, a white leather flat shoe, which must be clean. If a specific uniform is requested by an externship site student will be allowed to wear the specified uniform rather than the FCTC uniform.
- All aspects of the uniform must be in good repair.
- Underclothes may not protrude from the uniform.
- Hair must be worn off the collar, neatly arranged, off the face, shoulders and out of the eyes. No extreme style may be worn in the clinical area. Color must be natural. Hair clips/ties should be modest and the color of student's hair.
- Fingernails must be short and clean with no polish. No acrylic or artificial nails are permitted.
- The only jewelry permitted is a plain, flat wedding ring/band and gold, silver, or pearl pencil eraser size (1/2 mm) post or stud earrings. (Ring stones will tear the gloves and the gloves will cause damage to the stoned rings).
- Make-up is worn modestly.
- No strong perfumes, colognes or scented lotions are permitted.
- A wristwatch with a second hand may be worn.
- Current FCTC picture Identification badge is required at all times.

#### **Classroom Dress Code**

- All students are to wear the designated FCTC uniform.
- Shoes must be clean. NO clogs, shoes must be closed toe and heel.
- Hair must be neatly arranged with good grooming evident at all times.
- Current FCTC picture Identification badge is required at all times.

***I understand and agree I will not be permitted to participate in classroom, laboratory or externship activities unless wearing the designated uniform. This is an employability skill requirement and is essential to successfully complete the Dental Assisting program.***

### **CONFIDENTIALITY POLICY**

In accordance with HIPAA (Health Insurance Portability and Accountability Act) guidelines - the faculty of the FCTC School of Dental Assisting have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the FCTC Student Dress Code is required before reading charts/records.
3. **Under no circumstances is the student to photo copy or record in any way any part of the patient/client's charts/records.**
4. **Under no circumstances is the student to remove from the Affiliate premises any reports or records pertaining to any patient/client.**
5. **Students may become privileged to Affiliate information which is considered private.**
6. **Students who divulge Affiliate or patient/client information acquired during courses may be immediately dismissed from the program.**
7. **Failure to honor this basic ethical right of the patient/client or Affiliate may result in the immediate dismissal of the student from the Dental Assisting Program.**

Student recognizes that the disclosure of confidential information may give rise to irreparable injury to the patient/client or owner of such information, and that accordingly, the patient/client or owner of such information may seek such LEGAL remedies against the student.

**NOTE: Any violation of the Confidentiality Policy – Student Agreement may result in disciplinary action including, but not limited to, the possibility of dismissal.**

## **SAFETY**

1. I agree to follow all safety rules and regulations as outlined by the instructors.
2. I agree not to use equipment until I have been instructed in the proper method of operation.
3. I agree to demonstrate my ability to operate, use, and maintain all equipment correctly and safely under the supervision of an instructor, laboratory assistant, or designated student.

## **Examples of Unsafe Practices**

1. Unorganized work
2. Not being familiar with patient history and record prior to care
3. Guessing at answers
4. Refusing to ask for help
5. Discussing patients with outsiders
6. Refusing to accept constructive criticism
7. Not following the accepted procedure
8. Concealing errors and/or making excuses for errors
9. Not using proper disposal facilities for contaminated dressings, syringes, etc.
10. Using poor judgment in measures concerning patient safety
11. Not notifying proper personnel of changes in patient status
12. Failure to assist any patients not assigned when they need/call for help
13. Not completing assignments, and not notifying the proper person
14. Leaving a patient who requires student's presence
15. Taking shortcuts to the detriment of patients
16. Attempting a procedure without understanding the what, how and why of the procedure
17. Failure to report off to primary resource professional

## **STUDENT HEALTH REQUIREMENTS**

Each student must provide evidence of immunity against the following diseases. These requirements must be completed and results on file at FCTC BEFORE going into the extern site. Please refer to the Health Careers department office or your instructor for further clarification of allowable evidence of immunity.

Failure of compliance will result in student inability to attend extern rotation and dismissal from the course and/or program.

- Physical exam – physical exam to remain current throughout DA program
- Immunizations – student must have proof of immunity or proof of immunization for
  - Measles
  - Mumps
  - Rubella
  - Tdap
  - Varicella
  - TB/PPD
  - Hep B (or declination)
  - Influenza

- CPR – Current Healthcare Provider must stay current throughout DA program
- FDLE Background Check
- Drug Screening
- Agency orientation – scheduled by instructor mandatory attendance required

- For the protection of you and your patients/clients, inform your instructor immediately if you have any injury/illness/procedure while in the program. A letter from your physician documenting any physical limitations and granting permission to continue in the program is required. A decision will be made by the Health Careers faculty team in collaboration with the student, due to any safety issues of the student and health care clients/patients, as to whether the student may continue in the program.
- I understand I must be able to perform the physical tasks expected of a dental assistant in the extern area. If, for any reason, I am unable to physically perform these tasks, a maximum of three weeks' alternative experience is allowed. At that time, if I cannot physically perform the tasks, I will have to withdraw from the program until cleared by a physician.
- For the protection of you and your unborn child, inform your instructor immediately if you learn or suspect that you are pregnant. A letter from your physician documenting any physical limitations and granting permission to continue in the program is required. A decision will be made by the Health Careers faculty team in collaboration with the student, due to safety issues of the pregnant student and health care clients/patients, as to whether the student may continue in the program.

## **COURSE PROGRESSION AND ATTENDANCE**

Attendance performance and remediation performance factor into the course grade to develop appropriate work ethics. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor at least 1 hour before class begins if absent or tardy. Students are required to call the “extern coordinator and the assigned site” before the assigned arrival time if absent or tardy. Not following protocol is a “No Call / No Show” and is cause for disciplinary action after the first offense.

Students are required to submit timesheets for externship experience weekly, failure to timely submit can result in loss of financial aid.

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>COURSE LENGTH</b>	<b>RECYCLES</b>
DEA0725	Introduction to Dental Assisting	90 hours	2
DEA0726	Dental Infection Control Assistant	210 hours	2
DEA0727	Dental Assistant (1 of 2)	465 hours	3
DEA0728	Dental Assistant (2 of 2)	465hours	3

## **ATTENDANCE POLICY**

First Coast Technical College encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students’ success and all our programs include an employability criteria checklist within their grading policy.

In addition to maintaining satisfactory progress according to the course contract and curriculum calendar, it is expected that students will also maintain attendance/activity in the program. A student is expected to be in attendance for a minimum of 90% of scheduled hours for his/her course per grading period. If a student misses 10% of class instructional hour or a student has 6 consecutive absences, the student will be withdrawn from the course. First Coast Technical College is a clock-hour institution, and it is necessary for program instructors to daily monitor and document the attendance of all students enrolled in postsecondary technical programs. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom and mastery of competencies. Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class. In addition to the required attendance hours students are also required to have accomplished mastery of the competencies. Attendance requirements in programs that lead to board licensure may be stricter which takes precedence over the district wide attendance policy. Adult Education Students will follow the department attendance policy.

## **ATTENDANCE POLICY (continued)**

### **Tardy**

A student is expected to be in class in their seat ready to learn at the start of the class. If a student is late the tardy will count against their employability grade, which is factored into their final course grade.

### **Absences**

Students are expected to contact the instructor when absent according to departmental policy. The instructor will support the student to be proactive with their attendance.

### **Federal Program Eligibility**

Student must attend at least 83% of class schedule to maintain their Pell benefits and must attend 80% of class schedule to maintain VA benefits.

### **Student Leave of Absence Policy (LOA)**

For students enrolled in a career certificate program, First Coast Technical College (FCTC) may grant a student a leave of absence during which the student is not considered withdrawn. Each Leave of Absence Request will be considered on a student by student basis and will only be considered for extenuating circumstances. The school will grant only one leave of absence to the student in a 12-month period. The leave of absence must be for at least one week and no longer than a month.

#### **Steps for a LOA to be reviewed.**

1. The student discusses their LOA with their instructor and it must be approved by their instructor. The Instructor will discuss the LOA request with the Career Specialist. If the instructor approves the LOA request, the instructor agrees to provide the necessary support for the student to return to their course and complete the curriculum they missed during their LOA.
2. LOA form is completed by the student and all required supported medical documents are provided and submitted to the Student Advisor for their careful review.

#### **If the LOA is approved the student**

- The student is considered enrolled at the FCTC during their leave dates
- All students must return to the school on the date indicated on the leave of absence
- For students receiving financial aid the clock hours during the approved leave of absence will not apply to their Pell Grant disbursement.
- The Financial Aid Specialist will keep track of eligible FA students Leave of Absence timeframe.
- If the student does not return at the agreed upon date, the student will be withdrawn from the program.
- For financial aid purposes, a Return of Title IV calculation must be completed by the Financial Aid Specialist.

When the financial aid student is considered withdrawn. Outstanding fees resulting from a Return of Title IV calculation become the responsibility of the financial aid student.

## **ATTENDANCE POLICY (continued)**

### **Withdrawal and Re-enrollment**

Student Withdrawal for excessive time out of class will be entered into the attendance record by the instructor when students exceed allowable time out of class. Students withdrawn for nonattendance but desiring to continue in their program or another program, must have a re-enrollment meeting with a Student Advisor and Career Specialist prior to reentry. Re-entry may only be at the next course start dates. A student who wishes to re-enter a previous attended program may have to take a written or practical assessment to determine where the student will be placed within the program. The instructor and Career Specialist will determine the course of reentry for each student on a case by case basis. The Assistance Principal or Principal will be informed on re-entry by the Career Specialist.

I understand if I am late for the extern site, I may be relieved for the day, because patients must be cared for in a timely manner, and the doctor is expecting you to assist with managing the previously booked schedule.

Any breach in employability skills will result in a 5point deduction per breach this will affect the Affect/Employability Skills grade percentage which will affect the overall course grade.  
(Breach - i.e. Tardy, absent, uniform, shoes, no ID etc.)

I understand if I am going to be absent in the classroom or extern site, I must notify the dental assisting instructor at (904) 547-3485 or (904) 547-3471. Not notifying your instructor in an appropriate and timely manner (no call/no show) is cause for disciplinary action, including but not limited to admission hearing, suspension or dismissal from program.

I understand it is my responsibility **to maintain and submit documentation for absences** to present as extenuating circumstances in the event of an Admissions Review. I understand documentation considered for extenuating circumstances includes ... court summons, jury duty, physician statement, personal illness, serious illness or death of immediate family member, or natural disasters.

I understand the following policy regarding absences:

1. Calling prior to class does not result in an “excused” absence, but rather assists in evaluating the student’s progress in professionalism and employability skills.
2. As per FCTC attendance policy, students will be dropped after the sixth consecutive absence.
3. A student, who has not completed classroom, lab and externship requirements, will not be considered for graduation.

## **EVALUATION**

Course evaluation will include the following:

- Class participation and Professionalism
- Quizzes over material presented in class, workbook, and reading assignments.
- Tests are given upon completion of a course topic, or end of a unit.
- Workbook pages to be completed before class and before a unit test can be taken.

## **ASSIGNMENTS**

All assignments must be completed on time and according to the specified criteria. You are responsible for all reading assignments in course texts, and the workbook manual, as well as the content of the lecture sessions themselves. Since assignments will be used during the class sessions, **it is essential that materials be read and carefully studied prior to class.** Class sessions will be used to clarify concepts answer questions and provide additional information on the subject being studied.

## **THEORY TESTING**

I understand and agree to meet the following criteria regarding written exams.

- Maintain a minimum, overall average score of 80% in the Dental Assisting Program.
- Maintain a minimum, overall average score of 80% in each subject area, with no less than an 80% on an individual exam.
- A score of less than 80%, on an exam, requires taking an alternate form of the exam. Successful passing, of the retake, will result in a maximum score of 80%.
- **NO MORE THAN 10 EXAMS MAY BE RETAKEN IN THE ENTIRE PROGRAM.**
- If absent for a scheduled exam, an alternate form of the exam will be taken on the next designated exam day and 5 points deducted. There will be **no exceptions** to this requirement.
- Arrangements must be made by the student with the instructor to take make-up exams or to retake exams after class on the designated day. Recycles must be completed within one week of the original test date.
- If all tests for a course are not completed before the end of that course, the student will receive an unsatisfactory rating for that course and will not proceed to the next course. (Please note: this may jeopardize certain funding arrangements.)
- Cheating is unacceptable and will result in an immediate Admissions Review. Penalties will include suspension or immediate dismissal.

## **GRADING SCALE AND COURSE PROGRESSION**

The Dental Assisting Program will use the following scale in all theory, attendance, laboratory, externship and employability evaluations:

### **Course Grade**

- |    |   |     |
|----|---|-----|
| 1. | Exams/Homework/Quizzes/Projects   | 35% |
|    | a. Average per course must be $\geq 80\%$ ,   |     |
|    | b. If the student scores less than 75% on a test, he/she must participate in mandatory tutoring/remediation as assigned in success class. |     |
|    | c. All homework will be averaged as 1 exam for the course   |     |
| 2. | Clinic/Lab Simulation   | 35% |
| 3. | Affect/Employability Skills   | 15% |
| 4. | Course Final  | 15% |

The grading scale that is used in all dental courses is as follows:

A =	90-100%	B =	80-89%
C =	70-79%	D =	60-69%
F =	0-60%		

**A minimum, overall average of 80% is required to pass the Dental Assisting Program**

### **EMPLOYABILITY SKILLS**

I understand and agree that employability skills will be evaluated during each course for both classroom, lab and extern, with on-going feedback.

I understand any breach in employability skills will result in a 5point deduction per breach this will affect the Affect/Employability Skills grade percentage which will affect the overall course grade. (Breach - i.e. Tardy, absent, uniform, shoes, no ID etc.)

I understand and agree that I must achieve an acceptable or outstanding rating on all factors essential to success in the Dental Assisting program, as indicated on the student competency transcript.

I understand and agree that if I fail to demonstrate competence or acceptable improvement in any one or combination of the employability skills, there will be an initial review of my progress by the instructor, and or career specialist and if necessary, an Admissions Review.

I understand that I am a member of the dental team, while at externship sites, even though I am a student. I must be ready at all times to help other team members without being prodded to do so.

I understand that at the extern sites, I will be assigned to assist on dental patients in a clinical setting. Leaving the patient, for **any** reason without reporting appropriately to the supervising authority, and instructor, is considered **abandonment of patients**. Abandonment of patients is cause for immediate disciplinary action and possible dismissal from the Dental Assisting Program. Dismissal from the program will be decided by, an Instructor, Health Careers Specialist, and FCTC Vice-Principal, during an Admissions Review.

I understand and agree an immediate review by the Health Careers Specialist may be scheduled any time I demonstrate an inability to maintain acceptable employability skills, including professional communication and behavior, deemed essential in performance as a Dental Assisting student.

I understand NO food or drink is allowed in the classrooms. Bottled water **ONLY** is permissible.

### **INSTRUCTOR HELP**

All students are considered mature enough to seek help and assistance from the course instructor. Please ask questions in class. If you have questions, concerning assignments, course content, etc., or any problem that warrants instructor help, please ask to speak with the instructor after class.

## **EXTERNSHIP PERFORMANCE**

Externships will be assigned by the instructor. Externship progress is evaluated with two sets of criteria: Employability Skills and Clinical and Expanded Functions Skills Competencies.

**Employability Skills:** I understand and agree I must achieve a minimum of a B within the following ratings on all competencies.

**A = Above Average**

**B = Acceptable**

**C = Below Average**

**Clinical and Expanded Functions Competencies:** I understand and agree I must achieve a minimum of a 3 or above in Clinical and Expanded Functions Competencies, to include, Radiology, Dental Materials and Dental Office Management.

A	90-100%	=	5 - Skilled, can work independently
B	80 – 89%	=	4 - Moderately skilled, needs limited supervision
C	70-79%	=	3 - Limited skills, needs close supervision
D	60-69%	=	2 - Minimal skills, requires significant training and close supervision
F	0-60%	=	1 - No skills in this area

NO = Site did not offer training in this area (please inform instructor if this occurs)

***I understand externship rotations will be assigned by the instructor/program specialist and must be unpaid and may require travel.***

Students who receive an unacceptable rating in any competencies will have the opportunity to redo them, but must achieve a minimum of a B. The student will have 3 attempts to do so.

If the grade of 80% is not earned, the competency must be repeated. If the 2<sup>nd</sup> attempt is not passed with 80% the student will receive personalized remediation from an instructor and then repeat the exercise. The student must pass the competency on the third attempt, with a score of 80% or will be required to repeat the course.

To complete the program a grade of B or better must be obtained in the area of employability skills and an acceptable grade must be achieved in clinical/lab skills.

I understand and agree that if I do not achieve an acceptable rating or above in clinical performance, there will be an initial review of my progress by the instructor, and if necessary, an Admissions Review.

## **Work Based Activities**

In order to participate in real world experiences, apply problem-solving skills, develop positive work attitudes, and good customer service skills, students will participate in supervised hands-on learning opportunities.

**OBJECTIVES:** Demonstrate an understanding of the principles, theories and skills of dental assisting and employability.

**EXPERIENCES:** Externships in dental offices provide students with real life work experience that helps to prepare them for employment after program completion. Students receive experience in general dentistry and a dental specialty.

**COMPETENCIES:** Students apply required competencies prior to beginning externship rotations and are evaluated by the instructor as to readiness for the extern experience.

Demonstrate knowledge of the dental health care delivery system and dental health occupations.

Use oral and written communication skills in creating, expressing and interpreting information and ideas.

Describe the legal and ethical responsibilities of the dental health care worker.

Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.

Demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance.

Recognize and respond to emergency situations.

Use information technology tools.

Explain the importance of employability skills.

Demonstrate knowledge of blood borne diseases, including HIV/AIDS.

Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Use dental terminology.

Identify structures and explain functions and pathologies of dental and general head and neck anatomy.

Identify principles of microbiology and disease prevention and perform infection control procedures.

Identify, describe, maintain and utilize dental instruments and equipment.

Record patient assessment and treatment data.

Identify the functions of pharmacology and anesthesia as they relate to dentistry

Identify and perform dental and carpal radiographic procedures.

Identify properties and uses, and manipulate dental materials.

Perform chairside assisting for general dentistry and specialty procedures.

Describe principles and perform techniques of preventive dentistry.

Perform general dental business office procedures.

Demonstrate professionalism as a dental team member in the clinical setting.

**EVALUATIONS:** Students are evaluated by preceptors at the extern site and by the dental instructor for skills mastery and competence, before and during the externship experience.

## **OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS SECRETIONS**

Dental Assistants must balance occupational risks with providing quality care to all clients/patients. As front-line providers of care, dental assistants have an increased risk of exposure to potentially infected blood and body fluids.

The First Coast Technical College Dental Assisting Program accepts the Center for Disease Control recommendations that all health care workers should strictly adhere to Standard Precautions as the most effective means of preventing exposure and transmission of potentially infectious secretions.

Standard Precautions are intended to prevent parenteral, mucous membranes and non-intact skin exposures to health care workers to blood-borne pathogens.

Under Standard Precautions, blood and certain body fluids of all clients/patients are considered potentially infectious for human immune deficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens.

The risk of nosocomial transmission of HIV, HBV, HCV, and other blood-borne pathogens can be minimized if health care workers use the following general guidelines:

I understand and agree to adhere to the following communicable disease policies established by First Coast Technical College for all Health Occupations students in contact with potentially communicable patients while performing in clinical areas.

To standardize the delivery of health care to all clients and minimize the risk of transmission of communicable disease, all Health Careers students will:

2. Follow instructional guidelines for basic skills in isolation techniques, injections, and handling of body fluids in the skills laboratories before actual clinical practice of these skills on a client.
3. Follow classroom instruction related to communicable disease treatment, modes of transmission, and prevention.
4. Follow hospital and nursing home procedures and specific policies for prevention of blood and body fluid disease transmission.
5. Utilize the following blood and body fluid precautions:
  - Gloves are worn when handling blood and body fluids, mucous membranes, or non-intact skin of clients, or when touching items or surfaces soiled with blood or body fluids (including performing venipuncture and other vascular access procedures).
  - Hands are washed immediately before gloving and again after removing gloves.
  - Hands are washed immediately and thoroughly when contaminated with blood or body fluids.
  - Wash hands between clients and Gloves are changed after each client.
  - Gowns, masks, and protective eyewear are worn for any procedures likely to result in or prone to splashing of blood or body fluids.
  - Used needles are not recapped, bent or broken, removed from disposable syringes, or in any way manipulated by hand. Disposable needles, syringes, scalpel blades, and other sharp items are placed in puncture-resistant containers for disposal.

- Soiled linen is handled as little as possible with minimum agitation. All soiled linen is bagged and tied closed at the location where used or according to facility policy.
  - Gloves are worn for post-delivery care until all blood and amniotic fluid have been cleaned from an infant's skin.
  - Upon death, state law requires that a tag be affixed to the body of anyone known to have a blood-borne pathogen.
  - Specimens of blood and body fluids are placed in a leak-proof container. When collecting the specimen, care is taken to prevent contamination of the outside of the container. All containers are placed in a zip-lock bag.
  - Mouthpieces and resuscitation bags are used in place of mouth-to-mouth resuscitation.
  - Students with exudative lesions or weeping dermatitis should refrain from all direct client care until condition resolves.
6. A hospital and school incident report is to be completed if the student is exposed to blood or body fluids through the following means.
- Needle stick or cut
  - Mucous membrane (splash to the eyes or mouth)
  - Cutaneous (through skin which is chapped, abraded, or has dermatitis)
- Follow-up screening will be recommended according to hospital/school guidelines. **The student will pay all cost of follow-up and screening.**
7. Follow the infection control guidelines of the obstetrical units in the clinical facilities regarding staphylococcal and herpes infections. These policies state that no person may work in the area if they, or a family member living in the same household, has a staphylococcal or herpes infection (the most common diseases include impetigo, chickenpox, shingles, cold sores, and venereal herpes).
- Any student, who has any temporary or permanent condition that may put them or their clients/patients at risk, has the responsibility to notify their practicum instructor.

## **MANAGEMENT OF OCCUPATIONAL EXPOSURE**

### **1. Provide immediate care to the exposed site:**

- Wash wounds and skin with soap and water.
- Flush mucous membranes with water.

### **2. Initiate report:**

- Immediately report the incident to the FCTC Instructor.
- Complete an agency "incident report".
- Complete the FCTC accident form. (must be submitted on-line).
- Instructor to submit all forms to FCTC Health Coordinator for appropriate submission and follow-up.

### **3. Follow-up screening:**

- Level of risk will be recommended according to agency/school guidelines.
- The student will pay all costs of follow-up and screening.

**First Coast Technical College  
Dental Assisting Program**

**INFORMED CONSENT AND WAIVER OF LIABILITY**

I, \_\_\_\_\_, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B and HIV (AIDS) while in a clinical facility.

Neither First Coast Technical College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility.

I understand I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I must obtain and maintain private health insurance while enrolled in the Dental Assisting Program.

I willingly consent to participate in all laboratory treatments and practice sessions (including invasive procedures) as a human subject (i.e., patient) for educational purposes at FCTC. These treatments may be rendered by faculty or fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Coordinator, Program Manager and/or Instructor in a timely manner.

I willingly consent to participate in simulated patient interviews in both lab and lecture demonstrations.

I willingly consent to give the Health Careers Specialist or FCTC designee permission to give my student ID and other personal information to the FCTC clinical affiliations and licensure/registration authorities for appropriate reasons.

I willingly consent to give the Health Careers Department permission to release drug testing results, or Criminal Background Information to clinic sites that may require such information as terms of their contract with FCTC for clinical affiliations.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**First Coast Technical College  
Dental Assisting Program**

**CONFIDENTIALITY STATEMENT**

The patient has a right to every consideration of privacy concerning his/her own medical care program, case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his/her care must have the permission of the patient/client to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. A Patient's Bill of Rights (1975)

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I am aware that as a student of First Coast Technical Colleges Dental Assisting Program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the program.

I authorize the FCTC Dental Assisting Health Careers Specialist/Instructor to release information regarding my performance while enrolled in the program.

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Printed Name of Student

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Signature of Student

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Date

**First Coast Technical College  
Dental Assisting Program**

**DECLARATION OF INTENT**

First Coast Technical College's mission is to provide career, technical, & adult education to meet the changing needs of students, businesses, & the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

If you ***DO NOT PLAN*** to work in this field:

Please complete the information below, indicating your reason for enrolling in this program:

- I enrolled for personal enrichment.
- I plan to work as volunteer or as a hobby.
- I plan to continue my education at another college or university.

Student Name: \_\_\_\_\_  
Print Please

Student's Signature: \_\_\_\_\_

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

If you ***DO PLAN*** to work in this field:

Please complete the information below, indicating your reason for enrolling in this program:

- I enrolled to attain certification and become employed.

Student Name: \_\_\_\_\_  
Print Please

Student's Signature: \_\_\_\_\_

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

**I have reviewed the FCTC Dental Assisting Student Handbook and I am personally responsible for the information contained therein.**

I, (student name) \_\_\_\_\_, have carefully read and studied the Dental Assisting Student Handbook and Training Contract Agreement and by my signature, agree to abide by the policies and regulations with the understanding this is a condition of acceptance and continuance in the program.

I, (student name) \_\_\_\_\_, agree \_\_\_ or do not agree \_\_\_ to FCTC releasing school attendance, grades, competency information, health and/or background information to a potential employer, federal, state or local government agency.

I, (student name) \_\_\_\_\_, do \_\_\_ or do not \_\_\_ authorize emergency medical care.

I agree \_\_\_\_\_, I do not agree \_\_\_\_\_ FCTC may use my photo, likeness, and or name in school publications or periodicals for such purposes as advertising and media releases.

I, (student name) \_\_\_\_\_, understand that the extern schedule will include longer hours, daytime hours and travel depending on the site in which the rotation occurs.

I, (student name) \_\_\_\_\_, understand that lab remediation experience outside of classroom time may be assigned in the dental lab.

I, (student name) \_\_\_\_\_, willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e., patient) for educational purposes at First Coast Technical College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Coordinator or Instructor in a timely manner.

\_\_\_\_\_  
FCTC Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Career Specialist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN RESPONSIBILITY** (Required if student is less than 18 years of age).

I, as the parent/guardian, have carefully read and studied the Training Contract Agreement and by my signature, agree to abide by the policies and regulations with the understanding this is a condition of acceptance and continuance in the program.

\_\_\_\_\_  
Parent/Guardian's Signature  
*Required if Under 18 Years of Age*

\_\_\_\_\_  
Date