



First Coast
Technical College
Your Future Comes First



**Dental Assisting Technology and
Management Program (H170113)
Training Contract**

2026 - 2027

Dental Assisting Technology and Management Program

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures concerning student health and welfare, attendance, and student progress in alignment with and beyond those in the FCTC Student Handbook. This handbook has been prepared to help you in your orientation to FCTC and the healthcare industry.

PROGRAM OVERVIEW

The program is designed to prepare students for employment as dental assistants (SOC 31-9091) that provide patient care, take x rays, keep records, schedule appointments, etc. The program will prepare students for the Registered Dental Assistant (RDA) certification, a national certification issued by the American Medical Technologists (AMT). The program meets the requirements of the Florida Department of Education Curriculum Framework.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

This program meets the Department of Health's education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors.

All Dual Enrolled and Early Career students must be 18 years of age to attend clinicals in the Dental Assisting program.

PURPOSE OF THE PROGRAM

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The content includes but is not limited to:

- dental office and patient management,
- basic dental laboratory procedures,
- dental and general anatomy,
- dental terminology,
- nutrition,
- dental instrument and equipment utilization,

- microbiology,
- dental pharmacology and anesthesia,
- chairside assisting and expanded functions,
- dental office emergencies/CPR,
- dental radiography,
- maintenance and asepsis of dental operatory and instrumentation,
- dental specialty procedures,
- employability skills,
- leadership and human relations skills,
- ethics and jurisprudence,
- dental materials and
- preventive dentistry.

Completers of the dental assisting program are encouraged to take the Registered Dental Assistant Certification exam issued by American Medical Technologists (AMT).

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of three (3) occupational completion points. When offered at the college credit level, this ATD program is part of the Dental Assisting Technology and Management AS (1351060104) and has a program length of 50 credits.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

The following table illustrates the postsecondary Dental Assisting program structure:

OCP	Course Number	Course Title	Length
A	DEA0725	Introduction to Dental Assisting	90 hours
B	DEA0726	Dental Infection Control Assistant	210 hours
C	DEA0727	Dental Assisting 1	465 hours
C	DEA0728	Dental Assisting 2	465 hours

LEARNING OUTCOMES

After completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the dental health care delivery system and dental health occupations.
- 02.0 Use oral, written, and electronic communication skills with professional etiquette in creating, expressing, and interpreting information and ideas.
- 03.0 Describe the legal and ethical responsibilities of the dental health care worker.

- 04.0 Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
- 05.0 Demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Use information technology tools.
- 08.0 Explain the importance of employability skills.
- 09.0 Demonstrate knowledge of airborne and blood-borne diseases.
- 10.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 11.0 Use dental terminology.
- 12.0 Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
- 13.0 Identify principles of microbiology, disease transmission, and disease prevention, and perform infection control procedures.
- 14.0 Identify, describe, maintain, and utilize dental instruments and equipment.
- 15.0 Record patient assessment and treatment data.
- 16.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
- 17.0 Identify and perform dental radiographic procedures using current technology.
- 18.0 Identify properties and uses and manipulate dental materials.
- 19.0 Perform chairside assisting for general dentistry and specialty procedures.
- 20.0 Describe principles and perform techniques of preventive dentistry.
- 21.0 Perform general dental business office procedures.
- 22.0 Demonstrate professionalism as a dental team member in the clinical setting.

ACADEMIC SUCCESS

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the students' responsibility to check FOCUS consistently throughout the course for relevant information and messages. **Students unable to meet the academic requirements will not be able to progress to the next course.**

Each COURSE in the program *REQUIRES* students to have an overall average of 75% *AND* students who score less than 75% on a test, *MUST* participate in mandatory tutoring/remediation as assigned by the instructor

Course Grades for Introduction to Dental Assisting, Dental Infection Control Assistant, and Dental Assisting 1:

Classification	Weight
Assessments	40%
Assignments	20%
Simulation Lab and Employability Skills	40%

Course Grades for Dental Assisting 2:

Classification	Weight
Externship Evaluation	50%

Weekly Assignments and Employability Skills	50%
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Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.
B	80% - 89%	3	The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.
C	70% - 79%	2	The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress, and is sometimes off task. There is evidence of a lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	The student needs to improve attitudes and work habits considerably to meet occupational standards. The student does not participate productively, is often off task and does not take necessary responsibility.
F	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

Students who fail to meet these academic standards and/or complete the required skills, coursework and remediation will not progress in the program and be withdrawn. Students may apply to retake program courses; however, all associated tuition and fees will be the responsibility of the students.

PROGRAM ACADEMIC SUPPORT

FCTC instructors are committed to student learning and success. Instructors may work with students individually on remediation of skills and/or content to achieve mastery. **Remediation does not add hours to a student's class attendance.** Remediation is intended to be completed outside of official class time.

The student must meet with their instructor to develop a remediation plan. The remediation activities are at the discretion of the instructor. Students can retake assessments for a maximum score of 75%. The allowable retakes are outlined below. An exam can only be taken as a retake one time.

Course	Maximum Number of Retakes allowed
<i>Intro to Dental Assisting</i>	1
<i>Dental Infection Control Assistant (DICA)</i>	2

The responsibility for learning and mastering the program material(s) resides with the student. If the instructor, along with the Health Sciences Coordinator, determines that the student fails the coursework to such an extent remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, it will be recommended that the student repeat the course and the student will be withdrawn.

ACADEMIC POLICIES

Test Conditions

- Electronics, of any kind (including but not limited to cell phones, earbuds, smart watches, smart glasses, tablets, cameras, recording devices, etc.), are not allowed during examinations or reviews. When testing all electronic devices will be turned off and placed in the available holder in the testing room until the student completes their assessment.
- Once a test has started, late students may not enter or be allowed to sit for the exam. Late students must sign in with the health office.
- If absent for a scheduled exam, an alternate form of the exam must be given . There will be no exceptions to this requirement.
- No coverings allowed during testing (lab coats, sweatshirts, blankets, etc.)
- All make-up/retake tests must be scheduled with the instructor. The instructor will work with the student on a make-up/retake schedule with deadlines. No retake or make-up tests are allowed during class time.

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of FCTC expectations and is subject to immediate disciplinary action including, but not limited to, dismissal from the program.

Academic Course Materials

Please see required textbooks for program: <https://fctc.ecampus.com/>

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies are provided to enhance hands-on experiences for students.

Safety

Dental assistants play a vital role in maintaining patient safety and infection control within dental practices. However, certain unsafe practices can compromise patient and staff well-being and should be avoided. It is vital to follow all safety rules, regulations, policies, and procedures as outlined and explained by the instructor. Students will not operate any equipment and/or work with tools until properly instructed to do so or without permission from the instructor. Failure to follow safety protocols could lead to student discipline, including, but not limited to dismissal from the program.

Field Externship Activities

Clinical experiences are integrated with the didactic portion of this program. Clinical experience assisting a dentist must be an integral part of the educational program designed to perfect students' competence in performing dental assisting functions, rather than to provide basic instruction. The major portion of the students' time in clinical assignments must be spent assisting with or participating in patient care. Prior to clinical assignments, students demonstrate minimum competence in performing the procedures which they will be expected to perform in their clinical experience. **No cell phones, earbuds or smart watches allowed in externship.**

FCTC also offers a personalized externship opportunity as a major part of the Dental Assisting 2 (DEA0728) course. This externship is a hands-on, clinical experience that provides students with practical skills and knowledge in a dental office setting. It is an opportunity for students to apply what they've learned in the classroom under the guidance of experienced dental professionals.

Dental externship sites will be assigned by the instructor. Students may be assigned to more than one site to gain the necessary knowledge to successfully complete the program. Students MUST follow the FCTC Externship Handbook with specific policies and procedures related to field externship activities. Students MUST complete a minimum of 420 hours at an externship site to meet the requirements of the course. Students must provide their own transportation to and from the externship site which may be a farther distance than travel to and from school. As these sites serve as an extension of FCTC's campus, all student behavioral and professional expectations apply.

COURSE EXPECTATIONS

It is the expectation that you arrive to the classroom and externship location on time, prepared, and willing to learn. This means:

- Students are responsible for their own transportation to class and externship site
- Students will arrive to class on time (must factor in travel time and traffic conditions)
- Students will be assigned to their externship site
- Students will arrive at least 10 minutes prior to the start of their extern assignment (students must factor in travel time and traffic conditions)
- All course assignments must be completed prior to the class to facilitate better comprehension of content and the ability to engage in a deep level of understanding

- Students may need to dedicate additional time outside the classroom to study and access supplemental resources such as practicing skills
- Students will be participating in laboratory activities that require the use of human subjects as part of the training procedures and students may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students
- Students at externship facilities must not leave their assigned facility during the scheduled day and must notify their FCTC instructor and office manager if leaving
- Students participating in an externship are operating under a contract with FCTC, therefore students are held to the highest standard working with their externship site at all times

If there are any restrictions, constraints or unique situations that should be considered when determining your externship placement, please notify your program dean or coordinator in writing. Failure to disclose any restrictions that would prevent your placement at an extern site will lead to your dismissal from the dental assisting technology and management program at FCTC.

STUDENT CODE OF CONDUCT (CLASSROOM AND LAB SETTING)

Students are expected to conduct themselves in a professional adult manner. All staff are responsible for the conduct of any student on campus. 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 and the St. Johns County School District Student Code of Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. 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 instructor's responsibility to teach. To maintain order in the school, rules are established for the good of all.

Students are expected to comply with the legal and ethical standards of the college. 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. All students should exhibit conduct that maintains a person's dignity and respect, and should not be disruptive, antagonistic, or combative.

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.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>)

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage

to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not foul language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements.

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly.

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic.

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer.

PROFESSIONALISM

Students are expected to:

- Be trustworthy and honest in their communications.
- Treat others with courtesy and respect at all times, including listening to differences of opinions. Communication should never involve loud or offensive language, gestures or profanity.
- Take responsibility for their own actions. This includes refraining from displays of temper and not disrupting classroom or clinical activities.
- Be fair in dealings with others. Everyone should be treated fairly without regard for their status or position.
- Be kind and considerate of others. Students should treat others as they would like to be treated.
- Be good citizens and foster an attitude of cooperation. This includes obeying school and district rules, sharing information for the common good and providing a timely response when asked for assistance.

CELL PHONES

Cell phones are prohibited from the classroom and laboratory and may only be used with instructor approval. All personal calls will be made on student personal time.

Cell phones, ear buds and smart watches are prohibited during externships. All personal calls will be made on student personal time.

DRESS CODE FOR CLASSROOM AND LAB SETTINGS

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to themselves or others is not permitted. The dress code for dental assistants is influenced by guidelines from both OSHA (Occupational Safety and Health Administration) and state Departments of Health (DOH). These guidelines help ensure a safe and hygienic environment for both dental assistants and patients.

The designated FCTC uniforms are mandatory . Underclothes may not protrude from the uniform. Students are not permitted to apply any symbols, signs or use any form of marking to deface their uniform. Students are responsible for replacing uniforms when they become permanently damaged.

School uniforms shall not be worn during off campus activities in a manner that will negatively reflect upon the program, college or profession. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

- Uniforms must be intact, clean, and wrinkle free.
- Uniforms must not be tight.
- Pants must be plain royal blue.
- No cropped, hip-huggers or low-rise pants
- Must completely cover the skin, but not drag on the floor
- The top must be the approved FCTC top with logo.
- A plain solid white or black long sleeve shirt can be worn under uniform for warmth.
- Only the approved FCTC lab coat may be worn over the student's uniform. Dental students **MUST** wear while in the lab.
- FCTC student identification badge **MUST** be worn at all times and must be affixed to the neckline of the uniform. This is **NON-NEGOTIABLE!** If you forget your badge on campus, you **MUST** check in at the main campus lobby (in Building A) or in the health program office and receive a visitor pass for the day, and an FCTC staff member will then escort you to class. Facility issued badge, if applicable takes precedent over FCTC badge.
- If you are unable to locate your badge, you will be required to purchase another one.
- Students will not be allowed to participate in externs without student ID.
- Clean, well-kept solid black leather or vinyl type shoes with no mesh or holes with closed toes and full backs, may be worn with socks.
- Personal hygiene and grooming should ensure safety and comfort of all clients.
- Hair must be pulled back neatly, secured up off the collar, and not fall into face or forward. Hair must be a natural color.

- Facial hair must be clean shaven or short, neat beards only.
- No false eyelashes are permitted.
- Nails must be clean and short (does not extend beyond end of fingertip). No polish, artificial nails or nail products are permitted.
- Perfumes, colognes, or scented lotions are not permitted.
- Tattoos or body art that is vulgar or inappropriate should not be visible or must be covered.
- No Jewelry is permitted either temporary or permanent, other than medical alert jewelry, this includes facial or mouth piercings and smart watches. Students are not permitted to cover facial jewelry with a Band-Aid. A watch with a second hand is not considered a type of jewelry.
- Face mask worn must be issued by the facility.
- A headband or a scrub hat may be worn, it must be white, black, or royal blue.
- No cell phones, ear buds and smart watches will be allowed in the extern or lab setting.

FCTC students **must** meet the dress code requirements to participate and earn hours. **Students who do not meet these dress requirements and are unable to make the appropriate corrections immediately to be in compliance will be sent home and the student will lose those hours.**

ATTENDANCE POLICY

FCTC encourages and expects all students enrolled in programs to attend regularly to derive maximum benefit and master the content necessary for successful program completion. It is the expectation that students develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to prepare students with the diverse skill set necessary to be successful in the workforce. Career readiness skills and effective work habits are paramount to students' success and all programs include employability criteria within their grading policy.

The mastery of content and skills are the key for successful completion of programs. All programs will follow the 3%, 6% and 10% attendance policy.

Students MUST attend 90% of the program scheduled hours to successfully complete the program. If students do not complete 90% of the program, they are responsible for and must pay for additional program hours if allowed to continue in the program.

Student Attendance Procedure for Adults and Full-Time Dual Enrollment Students

Step 1) Students that miss 3% of the program hours: the instructor will write a referral and meet with the student to review the attendance policy to offer support for student driven problem-solving options.

Step 2) Students that miss 6% of the program hours: the instructor will write a referral, and the student will meet with the Health Science Coordinator or Dean. The Health Science Coordinator or Dean will place the student on an attendance contract. The contract will outline possible removal from the program for 10% or more hours missed.

Step 3) Students that miss 10% of the program instructional hours: the instructor will write a referral, and the student will meet with the Dean a second time. At the Dean's discretion, the student can remain in the program. However, the student will be informed by formal notice of the removal from class after missing 15% of instructional hours. The student may be permitted to re-enter at the Dean's discretion, pending program space availability.

Step 4) Students that miss six (6) consecutive days will be immediately removed from the program. Re-entry will only be permitted at the next enrollment at the Dean's discretion, pending program space availability.

Student Attendance Procedure for Dual Enrollment Students

Step 1) Student is absent three (3) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the Student Handbook High School Attendance Policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting.

Step 2) Student is absent five (5) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the attendance policy and offer support. The instructor will develop a pro-social action plan (PSAP) for the student. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting and plan of action.

Step 3) Student is absent 10 consecutive days, per grading period, of the CTE program instruction: The instructor will notify the Student Advisor. The Student Advisor will email the student's home high school registrar and/or school counselor and program instructor of possible dismissal.

Step 4) Student is absent 15 total days within the school year: The student is referred to the Dean. With the Director support, the Dean may make the decision to drop the student from the program, and the student will be withdrawn. The Student Advisor will notify the student's home high school registrar and/or school counselor. Full-time Secondary and Dual Enrolled students must follow the adult attendance policy.

Step 5) Student may appeal the Dean's decision to the Review Committee.

For all high school testing schedules including exam week(s), students are required to attend their FCTC dual enrollment course(s) provided there is no conflict with their high school exam schedule.

Instructors and/or Deans that have concerns regarding a student's attendance are encouraged to discuss the concern with the student's advisor to determine if additional assistance/intervention is necessary.

Tardiness

Students are required to report to class on time. (Instructors will refer dual enrollment students with excessive

tardiness to College Deans. As appropriate, attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary and Dual Enrollment Student Advisors.) Tardiness and absences will impact grades and required program hours.

The student is responsible for managing their absences. Missed instructional hours may impact grades and financial aid awards and/or attendance status.

All anticipated absences by a student should be discussed with the instructor and/or Health Science Coordinator or Dean. Unplanned absences must be communicated with the instructor to avoid a No Call, No Show situation. In the healthcare industry, a "no call, no show" (NCNS) refers to an employee who fails to show up for their scheduled shift without notifying their employer in advance. This can have significant patient and professional consequences, including compromised care and disciplinary action. NCNS in this program will negatively impact the student Employability Grade, and could lead to student discipline, including but not limited to dismissal from the program.

This program begins at 8:00 AM and ends at 3:00 PM Monday through Friday. (There is an alternative summer schedule for the months of June and July – 7:30 AM to 3:45 PM Monday through Thursday.) Lunch is 30 minutes. As a clock-hour college, all students MUST sign in and out for each class to receive credit for any hours present. Note: Externships hours will be reflective of the office work hours which may vary from site to site.

STUDENTS MAY NOT SIGN ANOTHER STUDENT IN OR OUT. This is considered fraud, and the student may face disciplinary action, including, but not limited to, dismissal from the program.

Course material and assessments missed due to absences are the student's responsibility. Make-up work is due, and assessments must be taken on the next class day unless the instructor has agreed to an alternate schedule.

Zero Tolerance for Crimes and Victimization

This rule implements the policy of zero tolerance for crime and victimization set forth in Florida Statute 1006.13. Zero-tolerance policies apply equally to all students regardless of their economic status, race, or disability.

Weapons and Threat Offenses

Students found to have committed one of the following offenses on School Board property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services at an alternative school, for a period of not less than one full year and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes and School Board Rule 8.01, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school. (Concealed carry permit does not apply to school grounds.)
- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

Tobacco/Alcohol/Illegal Substance Free Policy

All FCTC campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes and vapes are prohibited as well.

FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances. Any students found to have consumed any amount or in possession of any controlled substance (alcohol, drugs, drug paraphernalia, intoxicating substances, look-alikes/counterfeit drugs, or marijuana) while on or off school property during any school sponsored class or activity, shall be subject to disciplinary action. The student will be removed from campus immediately and the local police will be contacted.

DRUG SCREENING and BACKGROUND CHECKS

Before any student can participate in clinical training at an externship site, (s)he must have a background check by Student Check (information is in the program application). The information received regarding any offense will be handled on a personal basis. A serious offense could result in the inability to complete the program.

In addition, a urine drug screen will be required by Student Check (information will be given the first day of class). The student 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 the student does not have a valid prescription for the drug detected, the student will be immediately dismissed from the program.

HEALTH REQUIREMENTS

Each student must provide evidence of immunity prior to their participation in externship activities. Students who do not meet compliance prior to externship activities will lose externship hours which may put students in jeopardy of meeting the minimum number of externship hours for program completion.

- Physical exam – to remain current throughout the program
- Immunizations – student must have proof of immunity or proof of immunization for
 - Measles – documentation of two immunizations
 - Mumps – documentation of two immunizations
 - Rubella – documentation of two immunizations
 - Varicella – documentation of two immunizations, titer or documentation of disease from physician – 28 day requirement between doses
 - Hep B – documentation of three immunizations, or completion of declination form
 - Tdap – within 10 years
 - TB/PPD – within 1 year must remain current while in the program or CXR within 2 years
 - Influenza – current flu season or a signed declination
 - COVID-19 vaccination – while this is not required by FCTC, health care partners may require documentation of vaccination to participate in externships at their facility
- BLS certification is included and obtained in Introduction to Dental Assisting (DEA0725) and must be

maintained throughout the dental assisting program.

OCCUPATIONAL EXPOSURE RISKS

Dental Assistants are front-line health care providers who must balance occupational risks of exposure to infectious diseases, toxic substances, and radiation with providing quality care to all clients/patients.

The First Coast Technical College Dental Assisting Technology and Management Program strictly adheres to the recommended CDC precautions to prevent the spread of infections in healthcare settings: Standard Precautions and Transmission-Based Precautions. Standard Precautions are based on a risk assessment and make use of common-sense practices and personal protective equipment use that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Transmission-Based Precautions are used in addition to Standard Precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

FCTC students in externships in health care facilities are at risk for injuries, clinical incidents and potential exposure to infectious diseases such as:

- Hepatitis B (HBV)
- Hepatitis A
- Delta hepatitis
- Hepatitis C
- Tuberculosis
- MRSA
- Measles
- Mumps
- Rubella
- Influenza
- HIV (AIDS)
- COVID-19

If a student suffers an injury or incident, the student should immediately report it to the FCTC instructor, complete an agency “incident report” and an FCTC student accident report. The instructor will submit all forms to the FCTC Health Science coordinator for appropriate submission and follow-up. The student may be responsible for costs of screening and follow-up care.

FCTC does not carry personal health insurance on students. Students are personally responsible for their own accident/health insurance. All students enrolled in the practical nursing program purchase medical liability and accident insurance, which is included in the program fees, the accident insurance *only* applies to students while they are participating in official school activities please be aware this insurance is a **secondary insurance**. The student may be responsible for any/all costs for care.

DECLARATION OF INTENT

First Coast Technical College’s mission is to provide career, technical, and adult education to meet the changing

needs of students, businesses, and 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.

Any breach of the FCTC Student Handbook and/or the Dental Assisting Technology and Management Program Training Contract Agreement is subject to Administrative Review and discipline. Depending on the student's infraction, the student may face disciplinary action, including, but not limited to, dismissal from the program.

Students who feel their rights have been denied are entitled to Due Process Procedure and Grievance Procedure as outlined in the FCTC Student Handbook.

READMISSION TO PROGRAM

If a student has left or been dismissed from the program, to re-enter, the student must request to re-enter by submitting an email to the Admissions Specialist, Health Science Coordinator, or Dean. If the request is approved, the student will be allowed to enroll in the next available course on a space-available basis. Upon three (3) unsuccessful re-admissions in the program, student must wait a minimum of 1 year to reapply. Students will have no more than two (2) years to re-enter and complete the program requirements. Students who are unable to re-enter and complete the graduation requirements within the two (2)-year allowance, must reapply as a new admission to the program.

Students must meet all program and graduation requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate essential prerequisite knowledge and skills through re-entry testing. The data from the testing will be used to help remediate students re-entering the program for successful completion. Remediation, if needed, will be directed with instructor input and completed outside of class time.



I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND THE DENTAL ASSISTING TECHNOLOGY AND MANAGEMENT TRAINING CONTRACT ARE AVAILABLE ON THE FCTC WEBSITE

I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN

I, _____ (student name), understand I am held fully responsible for following the rules, regulations, and policies as written in the:

- FCTC Student Handbook
- FCTC Dental Assisting Technology and Management Training Contract
- FCTC Dental Assisting Technology and Management Externship Handbook

Important Contract Reminders:

- Academic policies
- Attendance policies
- Proper dress code
- Cell phones
- Course and program completion requirements

Additional Agreements:

- I consent to participate in practicing services as a human subject (client). It is my responsibility to disclose any information or medical issues that will limit or bar me from participating in a timely manner, and to participate promptly with the instructor.

Any breach of the FCTC Student Handbook and/or the Dental Assisting Technology and Management Training Contract is subject to administrative review and discipline. Depending on the student's infraction, the student may face disciplinary action, including, but not limited to, dismissal from the program.

Instructor Signature

Date

Student Signature

Date

PARENT/GUARDIAN RESPONSIBILITY (Required if student is under 18 years of age).

Parent/Guardian's Signature

Date



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 that I am responsible for the cost of health care for any personal injury I may suffer during my education and that I must obtain and maintain private health insurance while enrolled in the Dental Assisting Technology and Management 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 Health Science Coordinator and/or Dean, and/or Instructor promptly.

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

I willingly consent to give permission to the Instructor, Health Sciences Department Coordinator, Dean, or FCTC designee 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 Sciences 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: _____



Confidentiality and Privacy of Patient Information

As a student, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), forbids healthcare providers from disclosing patients' information. If you are completing an externship in a healthcare setting or office practice, you have a legal and ethical duty to keep patient information confidential. Federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), forbids healthcare providers from disclosing patients' protected health information, except upon written authorization by the patient or as otherwise permitted by law.

Under the HIPAA Security and Privacy Regulations, healthcare providers are required to have the capacity to decide who is accessing their patients' protected health information, or any other violation of policy, healthcare providers are required to have the capacity to determine who is accessing their patients' protected health information and to protect the privacy of that information. Failure to maintain patient confidentiality, accessing patient information without a need to do so, or any other violation of policy may result in disciplinary action against the student.

I have received and reviewed the information given about patient privacy and confidentiality. I understand there are rules regarding the use and disclosure of protected healthcare information, and I agree to abide by such rules. I understand there are both educational and legal punishments if I violate this policy. I recognize that I may be immediately removed from the program if I do not comply with this Confidentiality and Privacy Agreement.

Print Name

Signature or Parent/Guardian (if student is under 18)

Date



Dual Enrollment Student Contract

As a dual enrollment student of the Dental Assisting or Dental Assisting Technology and Management program, you are held to the same standards as the adult students, except for the attendance policy. All dual enrollment students must meet the same requirements, including grades. Failure to meet the requirements will result in a failing grade and dismissal from the program.

I have received, read, and understand the Dental Assisting Technology and Management Training Contract.

By signing, I agree to abide by the program policies, rules and guidelines, and understand that this is a condition of acceptance and continuance in the program.

Student Print Name

Student Signature

Date

PARENT/GUARDIAN (required if student is under 18 years of age).

I have carefully read and understand the Dental Assisting Technology and Management Training Contract. By signing, I agree to support my student with abiding by the program policies, rules and guidelines, and understand that this is a condition of acceptance and continuance in the program.

Parent/Guardian's Signature

Date