



**DAYTONA
STATE COLLEGE**

**DENTAL ASSISTING
PROGRAM**

Student Policy Handbook
2017 - 2018

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MISSIONS, VALUES, OUTCOMES, AND COMPETENCIES

DAYTONA STATE COLLEGE MISSION

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

COLLEGE OF HEALTH AND PUBLIC SERVICES MISSION

The College of Health and Public Services provides innovative education and community training programs that prepare individuals to improve the health, safety and well-being of their communities through dedicated service.

SCHOOL OF DENTAL SCIENCE MISSION

The mission of the School of Dental Science is the development of professional, ethical, and competent members of the oral health team who provide quality, patient-centered care to diverse population groups in a variety of health care settings. The School of Dental Science is committed to excellence in teaching and learning, emphasizing student success.

SCHOOL OF DENTAL SCIENCE VALUE STATEMENTS

The School of Dental Science believes in:

- The dignity of each individual
- Openness and fairness to all
- Academic excellence, academic freedom, and intellectual pursuit
- Assessment, accountability, and continuous improvement
- Student success and lifelong learning
- Diversity of individuals and multiculturalism
- Professionalism, ethics, and confidentiality
- Community involvement and service

DENTAL ASSISTING PROGRAM OUTCOMES

1. Graduates will be able to apply the principles of four-handed dentistry during collection of diagnostic data and chairside procedures.
2. Graduates will be able to perform a variety of clinical supportive treatments.
3. Graduates will be able to demonstrate basic business office procedures.
4. Graduates will be able to obtain and analyze diagnostically acceptable digital radiographic images on a variety of patients while executing radiation safety measures.
5. Graduates will be able to manage asepsis utilizing infection and hazard control protocols consistent with published professional guidelines.

DENTAL ASSISTING PROGRAM COMPETENCIES

The Dental Assisting Program has established and defined program competencies. These competencies are met at varying levels of development throughout the dental assisting curriculum. Identified program competencies have been assigned to every dental assisting course in the curriculum. The goal is for the student to become competent with all program competencies upon completion of the dental assisting program.

- 1. Graduates must be competent in applying the principles of four-handed dentistry during collection of diagnostic data and chairside procedures.**

Introductory

DEA 0020C	Chairside Assisting I and Lab
DES 0002	Dental Anatomy and Physiology
DES 0103C	Dental Materials and Laboratory Procedures
DES 0205C	Dental Radiology and Lab

Developmental

DEA 0130	Biomedical Sciences
DEA 0801C	Chairside Assisting II and Lab
DES 0844	Preventive Dentistry and Nutrition

Competent

DEA 0850L	Externship I
DEA 0851L	Externship II

- 2. Graduates must be competent in performing a variety of clinical supportive treatments.**

Introductory

DEA 0020C	Chairside Assisting I and Lab
DES 0002	Dental Anatomy and Physiology
DES 0103C	Dental Materials and Laboratory Procedures
DES 0205C	Dental Radiology and Lab

Developmental

DEA 0801C	Chairside Assisting II and Lab
DES 0844	Preventive Dentistry and Nutrition

Competent

DEA 0850L	Externship I
DEA 0851L	Externship II

- 3. Graduates must be competent in demonstrating basic business office procedures.**

Introductory

DES 0501	Practice Management
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Developmental

DEA 0801C	Chairside Assisting II and Lab
<u>Competent</u>	
DEA 0850L	Externship I
DEA 0851L	Externship II

4. **Graduates must be competent in obtaining and analyzing diagnostically acceptable digital radiographic images on a variety of patients while executing radiation safety measures.**

Introductory

DES 0002	Dental Anatomy and Physiology
DES 0205C	Dental Radiology and Lab

Developmental

DEA 0801C	Chairside Assisting II and Lab
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Competent

DEA 0850L	Externship I
DEA 0851L	Externship II

5. **Graduates must be competent in managing asepsis utilizing infection and hazard control protocols consistent with published professional guidelines.**

Introductory

DEA 0000	Introduction to Dental Assisting
DEA 0020C	Chairside Assisting I and Lab
DES 0103C	Dental Materials and Laboratory Procedures
DES 0205C	Dental Radiology and Lab

Developmental

DEA 0130	Biomedical Sciences
DEA 0801C	Chairside Assisting II and Lab
DES 0844	Preventive Dentistry and Nutrition

Competent

DEA 0850L	Externship I
DEA 0851L	Externship II

ACCREDITATION

Daytona State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The Dental Assisting Program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is <http://www.ada.org/100.aspx>.

Every seven years, the Commission on Dental Accreditation reviews the Dental Assisting Program. The next schedule visit for the Dental Assisting Program is April 2018. Student complaints related to the accreditation standards will be collected during those years and used as tools to enhance program quality. The following is the Commission on Dental Accreditation's Complaint Policy.

Required Notice of Opportunity and Procedure to File Complaints with the Commission: Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. This notice is to be distributed at regular intervals, but at least annually. This policy is as follows:

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

A copy of the appropriate accreditation standards and/or Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, Illinois 60611-2678 or by calling 800-621-8099, Extension 4653. You may also review the standards by visiting the American Dental Association's web site at: <http://www.ada.org/prog/ed/accred/complaint.html>.

The Dental Assisting Program will retain in its files a record of student complaints to document compliance with this policy so that it will be available for review during the Commission's on-site review of the Dental Assisting Program.

Required Record of Complaints: The Dental Assisting Program must maintain a record of student complaints received since the Commission's last comprehensive review of the Dental Assisting Program. At the time of the Program's regularly scheduled on-site evaluation, visiting committees evaluate the Program's compliance with the Commission's policy on the Required Record of Compliance. The visiting team reviews the areas identified in the Program's record of complaints during the on-site visit and includes findings in the draft site visit report and note at the final conference.

PROFESSIONAL BEHAVIOR AND ACADEMIC INTEGRITY

CODE OF ETHICS

Students are reminded that this is a professional program. Students are expected to adhere to the code of ethics for dental assistants. The American Dental Assistants Association's Principles of Ethics and Code of Professional Conduct, Dental Assisting Creed and Dental Assisting Pledge establishes guidelines of the obligations of the profession, explains the basic beliefs and fundamental principles, and provides guidelines of the expected behavior of the dental assistant. Students are expected to comply with the standards of professional responsibility as outlined in the ADAA Principles of Ethics and Code of Professional Conduct, the Dental Assisting Pledge and Creed, and the Daytona State College Dental Assistants Pledge.

Violations of professionalism and ethical behavior are to include, but are not limited to:

- Uniform is not neat and clean
- Shoes are not clean and polished
- Hair is not kept neat and contained
- Nails are not clean and trimmed
- Derogative discussion within department premises
- Misuse of equipment or materials
- Failure to follow infection control practices
- Absenteeism or tardiness without communication
- Inability to follow directions
- Lack of good judgment
- Dishonest behavior
- Lack of pride in the dental assisting profession
- Use of profanity or offensive slang

There will be a **five point deduction** from any graded assignment, test or evaluation for each violation.

Appendix A: The ADAA Statement of Commitment, Pledge, Creed and Code of Professional Conduct, Daytona State College Dental Assistants Pledge

PROFESSIONAL CONDUCT

Working as a professional, it is expected students understand the culture of the workplace. It is essential to adhere to basic professional etiquette; the basis of which stands on the ethics of respecting other individuals in the workplace and displaying courteous behavior when interacting with others. Students should possess a good positive attitude and professional demeanor.

Good professional etiquette indicates to potential employers that the student is a mature, responsible adult who can aptly represent their practice. Not knowing proper etiquette

could damage the student's and practice's image, prevent the student from getting that position as well as could jeopardize personal and business relationships.

While in a nurturing respectful environment, Dental Science students will learn and are expected to develop professional maturity and social skills. These characteristics are often learned over a period of time, gained through experiences and by watching positive role models or select mentors.

When communicating (email or verbal) with professors, colleagues, and seniors, students should address them by their title or last name unless they have given permission to call them something differently. When communicating through email:

- Type a 'Subject' on the subject line with all your emails
- Always address the person with 'Dear' 'Hi' or 'Hello' followed by a title or sir name (Mr./Mrs./Miss etc.) and end your email with 'Yours Sincerely' or 'Yours Truly', 'Thank You' then your name
- Do not address professional colleagues, providers, or professors with "Hey"
- Always check for spelling errors with any written or typed communications

STUDENT CLINICAL CODE OF CONDUCT

The College of Health and Public Services has adopted the following code of conduct to guide ethical behavior in the various clinical / observation / field rotation sites. The magnitude of our responsibility as health and public service professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions that are reported to the College of Health and Public Services will be investigated with respect to both the magnitude and chronicity of the incident(s). It should be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

Respect and Concern for the Welfare of Others

The clinical / observation / field student will:

- Treat patients, family members, clinical staff and others with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief, guidance or help.
- Recognize the limits of student involvement in the medical care of a patient / client and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient / client care.

Respect for the Rights of Others

The clinical / observation / field student will:

- Deal with staff, personnel and peer members of the clinical / observation / field team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
- Respect the modesty and privacy of all persons.

Trustworthiness

The clinical / observation / field student will:

- Be truthful in communication with others.
- Maintain confidentiality of all privileged information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of others.
- Not represent yourself in any capacity other than that of "student."
- Accurately acknowledge the sources of all information reported.

Responsibility and Sense of Duty

The clinical / observation / field student will:

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake clinical / observation / field duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical / observation / field duties or academic tasks effectively.

Professional Demeanor

The clinical / observation / field student will:

- Maintain a neat and clean appearance, and dress in the approved attire.
- Be thoughtful and professional when communicating with others.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

Student Rights

The clinical / observation / field student will:

- Be challenged to learn, but should not be belittled, humiliated or abused.
- Not be sexually harassed, either verbally or physically.
- Not be discriminated against on the basis of gender, race, religion, age or sexual preference.
- Report all violations of student rights to the appropriate college official.

HIPAA AND SOCIAL MEDIA

The following information is for Daytona State College students enrolled in Health Career Programs.

The Health Insurance Portability and Accountability Act (HIPAA) requires that a patient's identity and personal health information be protected (also called Protected Health Information, or PHI). Health care providers (including students) who violate HIPAA can face stiff penalties, including fines up to \$250,000 and/or imprisonment for up to 10 years for knowingly misusing individually identifiable health information. Even if you don't utilize specific patient / client information like patient name, room number, etc., in your communication ... the damage is done.

The use of the internet is increasingly becoming a "community blackboard." Students have been known to talk about patients they cared for on a private site with people who have no right to know. There's evidence that demonstrates this is an increasing risk. When people get into social networking sites, they become very comfortable with the people they are talking to. They lose perspective and the lines blur and they want to talk about what they do and they want it to sound exciting, so they often go a little too far. Sometimes agency names are used, patient situations are discussed and you may be held liable. There are many new opportunities for violating privacy utilizing social networks such as Twitter, Facebook, You-Tube, LinkedIn, etc.



Be respectful of protected health information and situational information that could link a patient/client to a particular medical situation. Be careful of joining social networking groups where patient/client information or situational information is discussed, even casually. Be mindful of using names of facilities, names of staff, physicians and sharing pictures.

The consequences are many, up to and including expulsion from the health career program that you are enrolled in.

References

- (1.) U.S. Department of Health and Human Services: HIPAA General Information (n.d.). Retrieved from <http://www.cms.gov/HIPAAGenInfo/> August 8, 2010.
- (2.) Palvia, S. C. J., & Pancaro, R. (2010). Promises and perils of Internet based networking. *Journal of Global Technology Information Management*, 13(3), 1-9. Retrieved from the ProQuest database August 6, 2010.
- (3.) Wimberley, P., Isaacson, J., Walden, D., Wiggins, N., et al. (2005). HIPAA and nursing education: How to teach in a paranoid health care environment. *Journal of Nursing Education*, 44(11), 489-492. Retrieved from the ProQuest database August 6, 2010.
- (4.) Fater, K. (2010). Developing empathy among novice millennial nursing students. *Journal of Nursing Education*, 49(4), 238-239. Retrieved from the ProQuest database August 6, 2010.

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SOCIAL MEDIA GUIDELINES

Principles

- Do not transmit or place online individually identifiable patient information
- Observe ethically prescribed professional patient-clinician boundaries
- Understand that patients, colleagues, institutions, and employers may view postings
- Take advantage of privacy settings and seek to separate personal and professional information online
- Refrain from posting derogatory language or demeaning statements about or threats to any third party
- Refrain from posting inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior or language
- Bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance
- Posts on social media sites should remain professional in tone and in good taste
- Do not share or post information or photos gained through the clinician-patient relationship
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, and classmates, even if they are not identified
- Do not take photos or videos of patients or patients' records on personal devices, including cell phones
- Promptly report a breach of confidentiality or privacy

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at <http://www.daytonastate.edu/academics.html> under "Student Resources."

Academic Integrity

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

All cases of suspected violations of the *Student Code of Conduct*, including academic dishonesty, are reported to the Judicial Affairs Office for resolution.

Forms of Academic Dishonesty

Cheating: Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism: Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Self-plagiarism: Recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does 'repurposing' assignments deny students the opportunity to learn, but also it is not fair according to the college's standards. Because of this, self-plagiarizing is coined 'double-dipping,' which leads to devaluation of grades and therefore, a devaluation of the College. Daytona State College prohibits self-plagiarism.

Online Academic Integrity Violations: These violations include, but are not limited to the following: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else's work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased from a website.

Fabrication: Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct: Other Academic Misconduct might include, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
- Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
- Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
- Soliciting someone to impersonate you online or in a classroom setting.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.

- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

Academic Integrity Statement

Students will be required to copy the *Academic Integrity Statement* onto any work that is submitted (manually or electronically) for grading.

“As a DSC Falcon, I give my word that this work (paper, activity, project, quiz, exam), is my own and that I have neither given nor received unauthorized help.”

Date: _____ Name: _____

Honor Pledge: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does.

For more information on academic integrity, view [Honor Code](http://www.daytonastate.edu/academicintegrity/honorcode.html).
(<http://www.daytonastate.edu/academicintegrity/honorcode.html>)

COLLEGE NETWORK ACCEPTABLE USE POLICY

The purpose of this policy is to outline the acceptable use of the network and resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. Please make yourself very aware of this policy by clicking these two links:

- Terms of Use: <http://www.daytonastate.edu/falcononline/files/dsc-it-acceptable-use.pdf>
- Falcon Online User Expectations: http://www.falcononline/files/021414_falcon_online_user_expectations.pdf

PROGRAM GUIDELINES

1. Students are expected to conduct themselves in a professional manner. This means there is to be **no** disruptive behavior such as excessive talking, studying, consumption of food and beverages, chewing of gum, or doing other class work. This type of behavior disrupts the learning environment. Students who engage in this type of behavior will be asked to leave the classroom or the preclinical laboratory, or clinical area and the offense will be considered as a **tardy**.
2. Students are expected to adhere to ethical and professional judgment at all times. Cheating and plagiarism are serious offenses. Students who are found engaging in these types of activities will be subjected to disciplinary action.
3. Students are to turn all cellular phones off or on vibrate during classroom, preclinical, laboratory, and clinical sessions. Text messaging is not allowed during classroom, preclinical, and laboratory sessions. These devices are disruptive to the learning environment and to other students.

Students who engage in unauthorized use of any electronic devices will be asked to leave the classroom, preclinical laboratory, or clinical area, and will receive an absence for the day. This will result in **10 points deduction** from any graded item at the discretion of the faculty member.

4. Food and beverages are **not** allowed in the dental assisting facilities. The College Cafeteria located in building 130 is an area where students can eat, as well as on the first floor of building 320.
5. Students are not permitted to use the department telephones or receive personal phone calls at any time.
6. Students are reminded to leave the Dental Assisting Office's telephone number, 386-506-3758, with a family member so they can be contacted in case of an emergency.
7. Students are to address faculty and staff with titles and will inform the students of their respective designation (**i.e., Dr., Mrs., Ms., etc.**).
8. Students will be assigned each week to an area of the dental facility for cleanup. Students are to check the cleanup schedule in their lab or with the instructor for their assigned area. Students are **not** to leave the dental facility until their areas have been checked and have been dismissed by their instructor.
9. Students are required to have their proficiency evaluation forms during preclinical and laboratory sessions. Failure to have the **original evaluation forms** during grading will result in the reduction of **five points** from the student's preclinical or laboratory proficiency evaluation grade(s) for that day. All the information is to be filled in by the student using either **blue** or **black** ink before grading. Failure to do so will result in the deduction of **two points** from the student's preclinical or laboratory proficiency evaluation grade(s) for that day for each piece of information that is missing (**i.e., Name, Full Date, Laboratory Group**).
10. Books and other items that are not being used are to be stored in student lockers during preclinical and laboratory sessions.
11. Students are **not** to initiate or perform **any** procedure without the presence of a faculty member. This includes **all** chairside assisting exercises, laboratory projects, expanded functions, and the exposing or processing of dental radiographs.
12. Students are **not** permitted in unauthorized storage areas, storage cabinets, or supply drawers. If a student should need something, they are to ask a faculty or staff member for assistance.

13. Students are **not** permitted to use printers for class, preclinical, or laboratory work unless authorized by the Program Manager or faculty member.

CLINICAL SESSIONS

Students are to refer to the Externship course syllabi to review important information outlined in these documents. Students will be required to sign the compliance policy, which covers infractions and grades/evaluations.

Infractions

Failure to comply with the clinical objectives of the Program, any infraction of College/Program/Clinical Site policies, and/or the Clinical Supervisor notifying the Program Manager of behavior or skill issues may result in immediate withdrawal from the Clinical Site and possible dismissal from the Program.

The Program Manager and Chairperson will review the infractions. Depending upon the severity of the infraction, the student **may** be allowed **one more** opportunity to fulfill the 240 rotation hours required for each of the Externship courses in the Externship Program.

Infractions may include, but are not limited to:

- Tardiness
- Unexcused absences (absences must be prearranged and approved by the Program Manager)
- Usage of cell phones and texting during rotation hours
- Personal phone calls (non-emergency)
- Extended lunch hours without Clinical Supervisor's approval
- Extreme safety violations
- Inappropriate behavior as defined in the Program's Student Policy Handbook

Grades/Evaluations

Any discussion pertaining to grades/evaluations received from the Clinical Supervising Dentist must first be discussed with the Program Manager. The Program Manager will act as the student's liaison between Daytona State College and the Clinical Supervising Dentist. After the student's externship rotation cycle ends, the student **may not** challenge the grades/evaluations received from the Clinical Supervising Dentist or contact the Clinical Supervising Dentist regarding the grades/evaluations.

Appendix B: Externship Program Compliance Policy

FDLE BACKGROUND AND DRUG SCREENINGS

FDLE LEVEL II SCREENING

To complete clinical rotations in selective dental and community dental health agencies, Dental Assisting National Board (DANB) certification, and state or regional dental hygiene licensing boards, the student must **not** have been found guilty, regardless of adjudication, of any offense that would disqualify the student from employment at that dental health agency or certification and licensure (per their guidelines).

Dental Science students must complete a FDLE Level II screening through the Florida Department of Law Enforcement (FDLE) prior to entering their dental sciences program. A Level II screening includes a background and fingerprinting check of state and federal criminal history. Fingerprints are submitted to the FDLE for state background screening and to the Federal Bureau of Investigation (FBI) for federal background screening.

All applicants who apply to a Dental Science Program are provisionally accepted until the following process is completed:

1. Complete the FDLE Volunteer & Employee Criminal History System (VECHS) Waiver Agreement and Statement form for criminal history record checks. This form must be submitted to the School of Dental Science with the acceptance form. This must be completed prior to submission of the fingerprint results. The VECHS Waiver form will be placed in the student's personal file and kept for the duration of the student's enrollment in the Dental Science program.
2. Prior to admission, complete the procedure for obtaining Level II background and drug screening. The School of Dental Science uses Certified Background for obtaining this information. An instruction sheet will be mailed with the acceptance packet.

While enrolled in Daytona State College's Dental Science Programs, the student is also responsible for notifying the Chairperson (Program Director) of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in the program. Failure to promptly notify the Chairperson (Program Director) shall be grounds for dismissal from the program.

DRUG TESTING POLICY AND PROCEDURE

The mission of the School of Dental Science is to provide a safe and supportive learning environment that will prepare students to be professional, ethical, and competent members of the dental health team. In realization of this mission, the School of Dental Science adopted a Drug Free Policy that is congruent with the College Policy (http://www.daytonastate.edu/campus_safety/drug_policy.html).

As a condition of admission and continued enrollment in a Dental Science program, each student will be required to submit to drug testing and additional random testing once enrolled in the Program. Participation in clinical sessions and externship rotations is required for successful completion of all Dental Science courses. The drug policy is a conditional criterion for acceptance in the Dental Science programs.

Drug Testing upon Admission to the Dental Science Program

Students will receive instructions for obtaining a drug test with the letter of acceptance to the Dental Science program. Students selected for admission are accepted on a provisional basis pending verification of a negative drug test and successful completion of a Level II background check.

Procedure for Drug Testing

Students selected for admission to the Dental Science program will receive instructions for obtaining the drug tests with the letter of admission. Students will be required to follow the procedures established by Certified Background. All costs associated with drug testing are the sole responsibility of the student.

A drug test will be considered positive if any of the drugs listed below are found. Positives test results will be confirmed by the testing laboratory. **A diluted laboratory result must be repeated at the student's expense.** The testing laboratory will contact the Chairperson of Dental Science regarding student test results. The Chairperson will review the laboratory results and communicate personally with the student in a confidential setting.

Drug Testing after Admission

Any student admitted to a Dental Science program will be subject to random drug testing at the discretion of the Program Manager or Chairperson upon request. **All costs associated with testing are the sole responsibility of the student.** Dental Science students who demonstrate behavioral changes in a classroom, clinical, or laboratory setting may be asked to complete drug testing if the behavior is presumed to be related to the use of drugs or alcohol. The Dental Science faculty member or preceptor will notify the student and Chairperson of the suspected behavior. The student will be asked to leave the clinical or laboratory area and go with the Program Manager to discuss the matter. If the decision is to refer the student for drug testing, the student must report immediately to the testing area. The student will be suspended from all clinical or laboratory activity until the matter has been reviewed by the Chairperson or if the student refuses drug testing. If the drug screening results are negative, the student will be allowed to continue in the classroom, clinical or laboratory activity without penalty. If the drug screening test is positive, the student will have an opportunity to present their response to the positive test result to the Program Manager. The Program Manager will make a recommendation to the Chairperson regarding the student status in the program. The Chairperson is authorized to make an academic decision which will include immediate termination from the Dental Science program. The Chairperson may also refer any student who violates this policy to the Judicial Affairs Office for additional College disciplinary action.

Drugs Monitored for Health Care Workers

The following lists of drugs are not all inclusive, however; typically represent substances monitored for health care workers:

Alcohol	Cannabinoids	Nalbuphine (Nubain)
Alfentanil	Cocaine	Opiates
Amphetamines	Fentanyl	Phencyclidine
Barbiturates	Ketamine	Propoxyphen
Benzodiazepines	MDMA (ecstasy)	Sufentanil
Butorphanol (stadol)	Methadone	Tramadol

FLORIDA DEPARTMENT OF HEALTH - BOARD OF DENTISTRY
Health Care Fraud; Disqualification for License, Certificate, or Registration

Effective July 1, 2012, section 456.0635, Florida Statutes, provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For the felonies of the first or second degree, more than 15 years from the date of the plea, sentence and completion of any subsequent probation;
2. For the felonies of the third degree, more than 10 years from the date of the plea, sentence and completion of any subsequent probation;
3. For the felonies of the third degree under section 893.13(6)(a), F.S., more than five years from the date of the plea, sentence and completion of any subsequent probation;

2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues), unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;

3. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent five years;

4. Has been terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent five years and the termination occurred at least 20 years before the date of the application;

5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

HEALTH AND SAFETY REQUIREMENTS

IMMUNIZATIONS AND PHYSICAL EVALUATIONS

Students are required to have a physical evaluation and be immunized against tetanus-diphtheria. Students are encouraged to be immunized against other infectious diseases, such as mumps, measles, and rubella. Students are required to undergo **annual** testing for tuberculosis. Students with a positive TB skin test must have an initial chest x-ray and be evaluated by a physician, even if the student is asymptomatic. A yearly chest x-ray is not required (unless the student is exhibiting symptoms of TB (e.g. productive cough, hemoptysis, etc.). Follow-up care will be indicated by the student's physician, ARNP, PA, or DO. Students who do not provide documentation of having undergone TB skin testing will not be allowed to participate in preclinical, laboratory, or clinical sessions until this testing has been completed.

Students are required to provide documentation of having initiated the Hepatitis B Vaccination series **before** entering preclinical areas. If a student is medically at risk for this vaccination, they will be required to sign a declination form. Students are also encouraged to undergo a titre test after the completion of the Hepatitis B Vaccination series. This test is used to check for the presence of antibodies and is typically performed three months after the completion of the third injection. If a student's titre level is low, a booster is highly recommended.

Appendix C: Hepatitis B Vaccination Record

BASIC LIFE SUPPORT

Students must provide documentation of being certified in Basic Life Support for Healthcare Providers through the American Heart Association or American Red Cross **before** the beginning of Fall semester in the Program. This course must include CPR techniques for adults, infants, and children, as well as AED and relief of choking training. Failure to complete this course by this deadline will result in the suspension of patient care activities during preclinical sessions. **Completion of an online CPR course is not acceptable.**

Students are required to maintain current CPR certification while participating in patient care activities. Students who have an expired certification must obtain renewal in order to continue to participate in clinical sessions. Failure to update CPR certification will result in the suspension of patient care activities during clinical sessions.

Students wishing to obtain exemption from this requirement must obtain documentation from a physician indicating that there is a medical condition contraindicating participation in the training of cardiopulmonary resuscitation and basic life support. Those students who are exempt from the active participation in cardiopulmonary resuscitation and basic life support are expected to review the guidelines for these areas and complete the

didactic portion of this program. Documentation is to be provided as having completed this portion of the course and will be kept on file.

Appendix D: Managing Emergencies in the Laboratory Area

Appendix E: Managing Emergencies in the Treatment Area

BLOODBORNE AND INFECTIOUS DISEASE(S)

In accordance with the College's Policy Number 7.13, the Dental Assisting Program does not discriminate in educational access or employment on the basis of an individual's medical condition in accordance with federal and state laws and regulations. The Program has a responsibility to protect the rights of students with potentially harmful infectious diseases, and to make reasonable accommodations. At the same time, the Program has a responsibility to protect, insofar as it is able, the well-being of all dental hygiene students, faculty, staff, and patients. The College and the Program shall adopt procedures for bloodborne and infectious diseases in accordance with federal and state laws and regulations.

Students will be exposed to various hazardous chemicals and other potentially infectious materials during their course of study in the Dental Assisting Program. Students will also be using ionizing radiation to obtain digital dental images on manikins during laboratory sessions and patients during the Externship Program courses. If a student has concerns about these potential risks and their effects on existing medical condition(s), they are to discuss this with their physician and their instructor.

Appendix F: Infection Control Policy

Appendix G: Biomedical Waste Program

Appendix H: Radiation Protection Program

In the event of an exposure incident, students are to notify their clinical instructor immediately and the School of Dental Science's exposure incident report must be completed. In addition to this incident report, the College's Campus Safety should be notified and their incident report also completed. Students will be financially responsible for any serological tests deemed necessary by their physician.

Appendix I: Exposure Incident Report

LIABILITY INSURANCE

The purpose of the coverage is to provide liability (malpractice) insurances for any act or omission of the student when providing health care services to a patient. This also includes injury sustained by a fellow student in the practice of clinical activities which are part of and a requirement of the Program's curriculum. This insurance provides coverage to the Dental Science students as a Daytona State College student during the clinical courses. Payment for this liability insurance coverage is included within the lab fees for the clinical courses. All Dental Science students must carry the Daytona State College required liability insurance during the time they are in the Program.

AWARENESS OF PREGNANCY

Due to the Dental Assisting Program's curriculum, students may risk exposure to ionizing radiation, possible exposure to contagious diseases, or hazardous materials. The Awareness of Pregnancy policy is to establish a protocol for educating pregnant students the proper safety precautions and options while enrolled in the Program.

Students who are selected to begin or are currently enrolled in the Program may voluntarily disclose their pregnancy to the Program Manager or Chairperson. Pregnant students may also choose not to disclose this information.

Students who are pregnant have two options:

- To continue in the Program with or without modifications to their educational training
- To voluntarily withdrawal from the Program and re-enter the Program at the same status the following year in the same semester they withdrew

If the student decides to voluntarily withdrawal from the Program, she will meet with the Program Manager or Chairperson to sign a written contract for readmittance. To be readmitted to the Program, the student must return to the Program within one year from when she withdrew. Any length of time longer than one year, will result in the student having to reapply and be readmitted to the Program. Students may be readmitted to the Program only **once** and the admission criteria do not change.

SAFE PRACTICES

The Dental Science Programs identify safety as a basic human need. A safety need is identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of students, faculty, and staff in the Dental Science Programs. Unsafe practice is behavior demonstrated by an individual in which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, faculty, staff, or self. Students demonstrating unsafe or unprofessional practice and/or behavior may result in being dismissed from the Program.

The following examples serve as a guide to unsafe practices/behaviors, but are not all-inclusive.

Physical Safety:

- Lack of proper protection of the patient which heightens falls, lacerations, and new or further injury
- Failure to perform a safety check of operatory prior to seating a patient
- Failure to perform pre-procedure safety checks of equipment or patient's status
- Failure to correctly identify a patient prior to initiating care
- Incorrect use of wheelchair transfer techniques or inappropriate methods of assisting a nonambulatory patient to the dental chair

Biological Safety:

- Failure to recognize violations in aseptic techniques
- Improper drug administration techniques/choices (topical, subgingival, and local anesthesia; subgingival minocycline)
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical session when ill

Emotional Safety:

- Threatening a patient, caregiver, or bystander or making a patient, caregiver, or bystander fearful or feel they have been threatened
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Demonstrating unstable emotional behaviors

Unprofessional Practice:

- Using verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, patients' family members, faculty, staff
- Performing actions (including but not limited to postings on social media sites) which potentially compromise contractual agreements and/or working relations with clinical affiliates
- Performing actions which are violations of the legal/ethical standards of practice
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying information in a patient's dental record
- Misrepresenting care given, clinical errors, or any action related to the clinical setting
- Recording conversations or taking pictures in the clinical setting without expressed consent
- Leaving the clinical site without notification of clinical instructor

GRADING AND ACADEMIC SUPPORT SERVICES

GRADING SCALE

The following grading scale will be used in **all** dental assisting courses, except DEA 0801C Chairside II, to evaluate a student's performance. This is indicated in each course syllabus.

PERCENT	GRADE
95% - 100%	A
92% - 94%	B+
85% - 91%	B
82% - 84%	C+
75% - 81%	C
72% - 74%	D+
65% - 71%	D
0% - 64%	F

Grading Scale for DEA0801C

The following grading scale is used for DEA 0801C Chairside Assisting II to evaluate the student's performance. This is indicated in the course syllabus.

PERCENT	GRADE
96% - 100%	A
94% - 95%	B+
88% - 93%	B
86% - 87%	C+
80% - 85%	C
78% - 79%	D+
72% - 77%	D
0% - 71%	F

ACADEMIC COUNSELING

Students are required to maintain a **75%** average in all didactic, preclinical, laboratory, and clinical courses. Students with a grade point average **below 75%** in these courses at mid-semester will receive remediation and academic counseling.

Students are required to maintain an **80%** average in DEA 0801C Chairside Assisting II. Students with a grade point average **below 80%** in this course at mid-semester will receive remediation and academic counseling.

Students must successfully complete **all** didactic, preclinical, laboratory, and clinical courses with a **75%** average or higher in each course; and **80%** average or higher in DEA

0801C Chairside Assisting II. Failure of a course or failure to maintain a **75%** average in all the dental assisting courses (**80%** average in DEA 0801C) will necessitate a student being dismissed from the Program. Students who are having academic problems are to contact their instructor as soon as possible to make an appointment for academic counseling.

The Dental Assisting Program strives to provide students with remedial support early in each course to improve the chances of success. It is recommended that students seek remedial support after failing the first test in a course. Students should speak with Course Instructor about the types of academic support available at the College. If a student is unsuccessful in a course, it is recommended that the student meet with the Program Manager to discuss Program options or with Career Services to discuss career path selection. Career Services is located in the Wetherell Center (Daytona Beach Campus, Bldg. 100) Room 205 or by phone at 386-506-3073. The College also offers academic advising on each campus. The academic advising contact information can be found online at www.daytonastate.edu/advising.

SKILLS AND REMEDIATION LAB

Students have the opportunity to receive one-on-one remediation for all courses during Skills and Remediation Lab (S&R Lab). Students who are having difficulty understanding didactic material or would like extra help can receive the remediation in S&R Lab. S&R Lab is offered during faculty office hours. Students are to sign up for S&R Lab the day before S&R Lab is offered by 5:00 p.m. in order for the faculty to be prepared to assist the students.

If a student receives a grade below 75% and 80% in DEA 0801C, or is unable to complete the skill with competency or within a reasonable amount of time, the instructor will stop the evaluation and a remediation session with the instructor will be required. Further instruction to gain competency will not be given during preclinical lab time although the student will be required to remain in lab to continue practicing the skill and participate with lab activities.

The student **must** sign up for Skills and Remediation in order to gain proficiency in the skill. Remediation of the skill must be completed within 2 weeks from the introduction of the skill. The student will have the opportunity to repeat the skill until competency is achieved and will receive a **75%** or **80%** in DEA 0801C for this proficiency evaluation. **If the student fails to attend remediation or complete the skill with competency, the student will not successfully pass that course.**

READMISSION AND REPEATING DENTAL ASSISTING COURSES

Students must successfully complete **all** didactic, preclinical, laboratory, and clinical courses with a **75%** average or higher in each course and **80%** average or higher in DEA 0801C. Failure of a course or failure to maintain the appropriate average in all the dental assisting courses will necessitate a student being dismissed from the Program. Students who are having academic problems are to contact their instructor as soon as possible to make an appointment for academic counseling.

Students who fail or withdraw from a dental assisting course will be permitted to re-enter the Dental Assisting Program only **one** time. A student is allowed only two admissions to the Dental Assisting Program. An “admission” is defined as a course registration in effect after the last day to adjust schedules on the academic calendar.

A student who withdraws or fails the course during the first semester (Term I – Summer Term B) must apply for admission into the Program as a new student. If the student is unsuccessful in this course repeat, the student will not be allowed to continue in the Program.

A student may petition the Dental Assisting Program **one** time to be allowed to repeat a dental assisting course and would be readmitted to the Program on a “space available” basis. A student being readmitted will follow all the requirements of the current college catalog and course of study.

If a student is not accepted for readmission, not readmitted due to lack of space, or for other reasons **within one year** of withdrawal or failure, the student must apply for admission to the Program as a new student, and if accepted, begin as a first semester student in the Dental Assisting Program. If a student has not been enrolled in a Daytona State College dental assisting course within one year, the student is not eligible for readmission and must apply as a new student.

A student who fails to maintain a 75% average or higher in **more than one** dental assisting course will not be permitted to continue in the Program, nor reapply and be readmitted to the Program.

ACADEMIC SUPPORT SERVICES

Students with Disabilities: The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at <http://www.daytonastate.edu/sds>.

Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit <https://www.daytonastate.edu/admsvet/>

Library and Academic Support: The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

Academic Support Center: The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to <http://www.daytonastate.edu/asc/> or email ASC@DaytonaState.edu.

Writing Center: For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

Library and Research Services: The Daytona State Library offers many types of resources to support your research materials and assistance. www.daytonastate.edu/library

Technical Support is available for FalconMail, printing, web usage, Falcon Online, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@Daytonastate.edu.

Safety on Campus: Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit <https://www.getrave.com/login/daytonastate>.

CLASS WITHDRAWAL PROCESS

Students are reminded that each semester is a prerequisite for the next semester. This ensures that the student will maintain current knowledge and clinical skills. If a student decides to drop the Program, it is his/her responsibility to withdraw from all the dental assisting courses by the deadline date stated in the College's current catalog and the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the courses, but students should discuss the situation with their instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current College catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility.

Students who neglect this responsibility will receive failing grades for all the dental assisting courses that are offered during that semester.

ATTENDANCE, ASSIGNMENTS, AND EXAMINATIONS

ATTENDANCE

Students are required to attend **all** regularly scheduled classroom, preclinical, laboratory, and clinical sessions. If a student is going to be **late** or **absent**, they are to contact the Program Manager at **386-506-3758**.

Tardiness: Students who arrive late for class should respect those students who have arrived on time. Attendance is taken at the beginning of each lecture, preclinical, and laboratory session. Students who are late to class must take the responsibility to contact their instructor to obtain information that was covered. Students who are not present when attendance is taken will be counted as tardy and will receive a **zero** as their attendance grade for that day. **If a student is tardy three times, one letter grade will be reduced from the final grade in that course. Each tardy after three will be considered an absence.**

Absences: Students will not receive a passing grade for courses if **more** than the following number of sessions is missed and therefore dismissed from the Program:

- **Three** lecture sessions of the scheduled classroom sessions
- **One** laboratory session of the scheduled laboratory sessions
- **Two** externship rotation days of the scheduled clinical sessions

A student's attendance at these sessions is important in order to acquire foundation knowledge that is necessary to perform and develop preclinical and clinical skills. Students who are absent must take the responsibility to contact their instructor to obtain information that was covered. If extenuating circumstances keep a student from attending classes, preclinical, laboratory, or clinical sessions on a regular basis, they are to contact their instructor as soon as possible.

HOMework, CLASS ACTIVITIES, AND QUIZZES

Students are expected to submit **all** homework and class activities on time. Additional information is found in the respective course syllabi. It is the responsibility of the student to obtain all information and course materials that were distributed in their absence. Homework assignments, class activities, and quizzes are given periodically during classroom sessions. There are no makeups for a homework assignment, class activity, or quiz. If a student does not submit a homework assignment on the due date or the time the work is collected, is not present for the class activity, or misses a quiz; the student will receive a grade of **zero**. The total number of these events will be averaged together and will be factored into the student's grade as indicated on respective course syllabi.

Under extreme circumstances and approval from the Course Instructor, a student who is absent and cannot turn in a course assignment, it is the student's responsibility to contact the instructor to arrange for a time to complete and turn in a course assignment. Makeup

for course assignments will not be accepted if the student does not contact the instructor within **one school day**.

STUDENT READINESS REQUIREMENTS

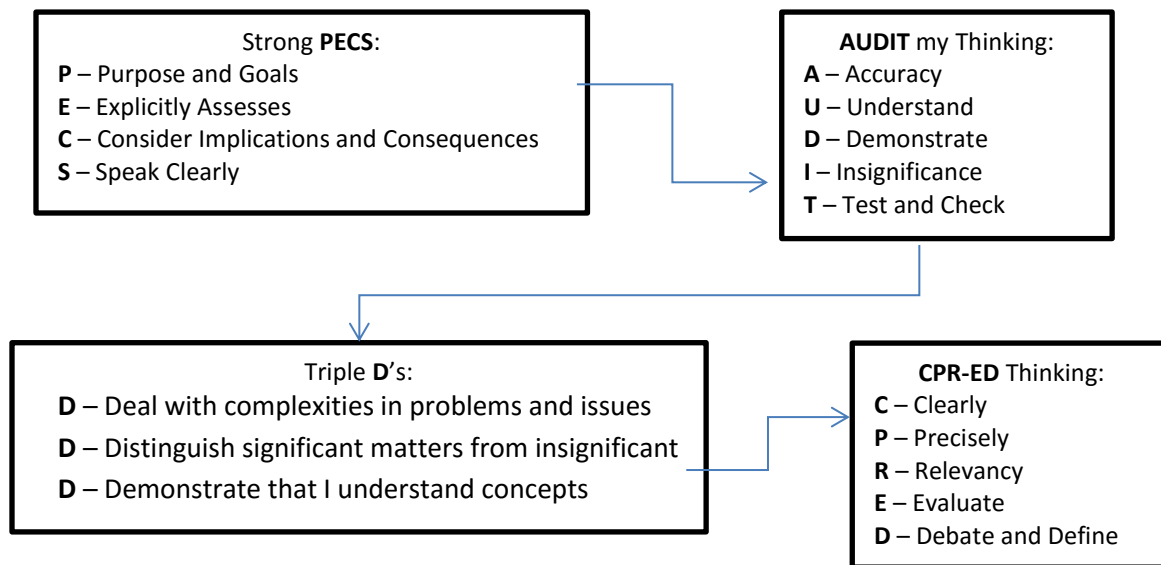
Students will take ownership for their success when enrolled in The Dental Assisting Program. To encourage student's success, students are expected to engage in thinking that is effective, responsible, sensitive to the context, relies on criteria, and self-correcting.

Key Concept of the Program: A critical approach to learning dental science entails organizing and internalizing facts, responsible for grasping and using terminology, and coming to understand dental science and procedures – but not in an isolated manner. The goal in this program will be to learn dental assisting as essentially connected concepts that are entwined with all the dental assisting disciplines. Dental assisting is not merely following a step-by-step procedure. It is important that you get in the habit of thinking with questions, debates, and through observations; “Why did that happen? Why is this important? What if I changed..., what would happen?” Avoid the process that gets you to the correct answer through a process that you don't understand how you got the answer. **Your role is not to passively accept what the instructor or book tells you. Rather it is to grasp the spirit of higher thinking.** Students are to avoid short-term memorization and periodic cramming to pass this course.

Class Participation: The value of class discussion and participation is dependent largely on the quality of student preparation and class participation. **Each week students will be expected to demonstrate that they have read the assigned material and thought about how the material can be applied to participate with class discussions and activities.**

During class activities, including participation, assignments, and projects students will be challenged to actively engage in their learning experience and explore a higher level and discovery of thinking. Students will challenge themselves to bridge the missing elements of comprehension to mastering the concepts and material being learned. The instructor will guide students during the class for students to develop their thinking that facilitates a higher level of thinking. This level of thinking is a necessity for dental health care professionals.

Students will be expected to earnestly begin thinking that encompasses much of the following:



Instructors will often and randomly call on students during class. Students will incorporate their line of response by following the **SEE-I strategy** method.

Students will be expected to follow the methods above when studying and learning the material.

SEE-I

1st – **S**tate in your words what the concepts means

2nd – **E**laborate by explaining in more detail what you stating

3rd – **E**xemplify by developing examples using your own words to explain the concept

4th – **I**llustrate by preparing picture or metaphor that shows a visual for mental tangibility

Peer Review and Contribution: Class discussions will be conducted frequently during class and labs sessions. Students are expected to thoughtfully assess their peers contributions and statements. Students are to question their peer’s responses for clarification and accuracy. Here the SEE-I will also be modeled. The point of peer review is to help each other understand and improve the quality of our work. As a reviewer, your job is not just to agree. You are expected to test arguments for their strength and identify problems to correct. In your reviewing of a statement, projects, or assignments, consider encouragement optional and specific correction required.

Higher Thinking Outcomes: When following the Student Readiness guidelines, students will have accomplished any one of the following:

1. Learn content at a deeper and more permanent level
2. Are better able to explain and apply what is learned
3. Are better able to connect what they are learning in one class with what they are learning in other classes
4. Ask more and better questions in class
5. Understand the textbook better
6. Follow directions better
7. Independently regulate your performance
8. Improve exam performance
9. Increase and enhance quality work
10. Become more motivated learners in general

<http://www.criticalthinking.org//>

REQUIRED CLASS MATERIALS AND PREPARATION

It is the student's responsibility to obtain materials such as lecture notes, handouts, assignments, updates and additional reading materials by visiting the course shell. The Falcon Online link for dental assisting courses can be found at <https://class.daytonastate.edu>. After you log into Falcon Online, you will find the course content under each course shell. Students are reminded that it is their responsibility to **daily** check class e-mails, postings, and communications from the instructor. Students must review the **Falcon Online Acceptable Use Policy**.

Electronics Used in Class

Identified courses will require students to bring personal computer devices with Internet connection capability (lap top, notebook, cell phone, etc.) and textbook to class. Students who do not have an electronic device must contact the instructor 3 days before class in order for arrangements to be made for student(s) to be prepared for class.

All electronic devices in class are strictly used for class work only. Activities that are not course related are strongly prohibited. If a student is found participating in electronic or computer content not related to course material while in class, the student will be asked to leave and will be considered a tardy. The student is responsible for any missed material. Any graded activities that occurs due to the student being tardy (dismissal), will earn the grade zero.

TESTS AND EXAMINATIONS

Tests are delivered either in-class or electronically online. Students must refer to the course Topical Outline for topics, dates, and delivery of tests. Students must be prepared whether the test is delivered in-class or online. The instructor may change the delivery of the test anytime during the course of the semester.

In-Class Tests/Examinations

Students are expected to be present for all in-class tests and examinations. Students are responsible for providing their own scantron sheet, pencil, and a blue or black pen for the examination. If a student is absent or is not present at the beginning of a testing or examination session, he/she will have to take a makeup test or examination. It is the student's responsibility to arrange with the Course Instructor or Program Manager to take the makeup test or examination **on the day they return to school**. If the student fails to contact the Course Instructor or Program Manager **within one day of the scheduled test or examination**, the student will receive a grade of **zero**. **The student has a maximum of five (5) school days to take the test/examination; if not taken in this time period the student will receive a grade of zero.**

Online Tests/Examinations

Students must adhere to the Topical Outline for dates on-line tests/examinations are available and due dates. Students must complete any online tests/examinations before the following scheduled class. Directions and allotted time for each test/examination will be provided on Falcon Online. Tests are timed, so be prepared to complete the test in the required time. There are no exceptions if students do not complete tests/examinations within the time allotted time.

There are NO make-ups or retakes for ANY Online tests. NO EXCEPTIONS. Students who do not complete the scheduled online test/examinations during the time the test is scheduled, the student will earn the grade zero.

Students are responsible to gain and maintain a trustworthy continual Internet connection to complete any tests/examinations. If a student needs the use of a computer, the student must contact the instructor 3 days prior to the scheduled test in order for arrangements to be made to use college computers for the scheduled test/examination. Students that sign the course syllabus and academic integrity agreement are bound by contract that they agree to follow academic integrity guidelines and will refrain from any unethical behavior or submit work that is not of their own.

RELIGIOUS OBSERVANCES

The Program shall reasonably accommodate the religious observances, practices, and beliefs of students in regards to class attendance and the scheduling of examinations. It is the responsibility of the student to notify the Course Instructors in writing ten (10) days in advance of absences to observe religious holidays in their own faith. Upon such reasonable notification, such absences shall be excused without penalty. The student shall be responsible for submitting any material covered, missed assignments or examinations/quizzes during the period of observance. The student shall be provided alternative time to complete all missed assignments. The student is expected to complete missed assignments and examinations/quizzes without undue delay.

PROFESSIONAL DRESS ATTIRE

Uniforms

Students are required to adhere to the School of Dental Science's Dress Code Policy for the Dental Assisting Program during classroom, preclinical, laboratory, and clinical sessions. Students are to refer to the **School of Dental Science's Dress Code**. Uniforms should fit appropriately for the student's size and physique. Uniforms should be free of stains and wrinkles, and the pant legs should not drag on the ground. The uniform jacket is to be completely snapped/zipped closed during preclinical, laboratory, and clinical sessions. A white tee-shirt may be worn under the uniform top. Failure to wear the Dental Assisting Program uniform will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade (s) for that day, or from their Externship rotation grade.

Name Badge

Students are required to wear the School of Dental Science's Name Badge on their uniform jacket during preclinical, laboratory, and clinical sessions. Failure to do so will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade(s) for that day; or from their Externship rotation grade.

Jewelry

Students are not permitted to wear any jewelry during classroom, preclinical, laboratory, and clinical sessions. Earrings may be worn as outlined in the School of Dental Science's Dress Code Policy. Students are to refer to this policy to ensure compliance. Failure to do so will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade(s) for that day; or from their Externship rotation grade.

Hair and Nails

Students are required to keep hair up and off the neck. Nails are to be kept clean, smooth, and below fingertip length. Nail polish of any kind and the use of acrylic nails will not be permitted. Failure to do so will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade(s) for that day; or from their Externship rotation grade.

Masks and Gloves

Students are required to wear masks and gloves while performing mock clinical procedures during preclinical and laboratory sessions. Students are also required to wear masks and gloves while participating in patient care activities during Externship clinical sessions. Failure to do so will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade(s) for that day; or from their Externship rotation grade.

Protective Eyewear

Protective eyewear with top and side shields is required to be worn at **all times** during preclinical, laboratory, and clinical sessions. These are OSHA regulations and will be enforced. Failure to do so or to have protective eyewear that does not fit securely against face and meets specification will result in the reduction of **ten points** from a student's quiz, test, or preclinical/laboratory proficiency evaluation grade(s) for that day; or from their Externship rotation grade.

Appendix J: Dress Code Policy

PROGRAM PROJECT: **ELECTRONIC HEALTH RECORDS MANAGEMENT (EHRM)**

Current dental practices incorporate computerized practice management systems for routine administrative and clinical practices. The Dental Assisting Program requires the dental assisting student to engage, prepare and complete a variety of activities that will be assigned throughout the Dental Assisting Program.

The EHRM activities are corequisites for:

- DEA 0020C Chairside Assisting I and Lab
- DES 0103C Dental Materials and Lab
- DES 0205C Dental Radiography and Lab

The EHRM activities are prerequisites for:

- DEA 0801C Chairside Assisting II and Lab
- DES 0501 Practice Management
- DES 0844 Preventive Dentistry and Nutrition

Students are required to complete all tasks and activities that take place in the Fall Semester in preparation and implementation of EHRM activities that will be assessed and graded into the DES 0501 Practice Management course. The content and data prepared in the Fall Semester is primary and required in order for the student to proceed to DES 0501 Practice Management.

Areas of practice management that will be encompassed during the Fall Semester include, but not limited to:

- Patient Management
- Appointment Management
- Clinical Records
- Administrative and Clinical Reports
- Recare Systems Marketing Tools
- Practice Reports
- Dental Insurance
- Financial Systems
- Inventory and Supply Controls

Any student who fails to complete all lab proficiencies and activities for the EHRM Project, will not pass DES 0501 Practice Management and therefore will not complete the Dental Assisting Program.

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STATEMENT OF COMMITMENT

As a professional dental assistant, I will promote the advancement of the careers of dental assistants and the dental assisting profession in matters of education, legislation, credentialing and professional activities which enhance the delivery of quality dental health care to the public.

ADAA PLEDGE

“I solemnly pledge that, in the practice of my profession I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner whom I serve. I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, to be studious. I hereby pledge to devote my best energies to the service of humanity in the relationship of life to which I consecrated myself when I elected to become a dental assistant.”

- Dr. C.N. Johnston

ADAA CREED FOR DENTAL ASSISTANTS

- To be loyal to my employer, my calling, and myself.
- To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them.
- To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling.
- To be a co-worker – creating a spirit of co-operation and friendliness rather than one of fault-finding and criticism.
- To be enthusiastic – for therein lies the easiest way to accomplishment.
- To be generous, not alone of my name but of my praise and my time.
- To be tolerant with my associates, for my times I too make mistakes.
- To be friendly, realizing that friendship bestows and receives happiness.
- To be respectful of the other person’s viewpoint and condition.

To be systematic, believing that system makes for efficiency.
To know the value of time for both my employer and myself.
To safeguard my health, for good health is necessary for the achievement of a successful career.
To be tactful – always doing the right thing at the right time.
To be courteous – for this is the badge of good breeding.
To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows.
To keep smiling always.

-Juliette A. Southard, Founder of ADAA

PRINCIPLES OF ETHICS AND CODE OF PROFESSIONAL CONDUCT

As a member of the American Dental Assistants Association, I pledge to:

- Abide by the Bylaws of the Association.
- Maintain loyalty to the Association.
- Pursue the objectives of the Association.
- Hold in confidence the information entrusted to me by the Association.
- Serve all members of the Association in an impartial manner.
- Recognize and follow all laws and regulations relating to activities of the Association.
- Maintain respect for the members and the employees of the Association.
- Exercise and insist on sound business principles in the conduct of the affairs of the Association.
- Use legal and ethical means to influence legislation or regulation affecting members of the Association.
- Issue no false or misleading statements to fellow members or to the public.
- Refrain from disseminating malicious information concerning the Association or any member or employee of the American Dental Assistants Association.
- Maintain high standards of personal conduct and integrity.
- To not imply Association endorsement of personal opinions or positions.
- Cooperate in a reasonable and proper manner with staff and members.
- Accept no personal compensation from fellow members, except as approved by the Association.
- Promote and maintain the highest standards or performance in service to the Association.
- Assure public confidence in the integrity and service of the Association.

-ADAA House of Delegates, 1980

DAYTONA STATE COLLEGE DENTAL ASSISTANTS PLEDGE

In the practice of my profession, I pledge to promote the welfare and rights of each patient entrusted to my care, to uphold the highest ethical standards and professional competence, and to continue my pursuit of serving the dental needs of the community in which I live.

**DAYTONA STATE COLLEGE
DENTAL ASSISTING PROGRAM
EXTERNSHIP PROGRAM COMPLIANCE POLICY**

INFRACTIONS

Failure to comply with the clinical objectives of the Program, any infraction of College/Program/Clinical Site policies, and/or the Clinical Supervisor notifying the Program Manager of behavior or skill issues may result in immediate withdrawal from the Clinical Site and possible dismissal from the Program.

The Program Manager and Chairperson will review the infractions. Depending upon the severity of the infraction, the student **MAY** be allowed **ONE MORE** opportunity to fulfill the 240 rotation hours required for each of the Externship courses in the Externship Program.

Infractions may include, but are not limited to:

- Tardiness
- Unexcused absences (absences must be prearranged and approved by the Program Manager)
- Usage of cell phones and texting during rotation hours
- Personal phone calls (non-emergency)
- Extended lunch hours without Clinical Supervisor's approval
- Extreme safety violations
- Inappropriate behavior as defined in the Program's Student Policy Handbook

GRADES/EVALUATIONS

Any discussion pertaining to grades/evaluations received from the Clinical Supervising Dentist must first be discussed with the Program Manager. The Program Manager will act as the student's liaison between Daytona State College and the Clinical Supervising Dentist. After the student's externship rotation cycle ends, the student **MAY NOT** challenge the grades/evaluations received from the Clinical Supervising Dentist or contact the Clinical Supervising Dentist regarding the grades/evaluations.

I have **read** this policy, **understand** this policy, and agree to **comply** with this policy.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
STUDENT BLOODBORNE PATHOGEN RECORD**

STUDENT: _____ PROGRAM: _____

STUDENT ID NUMBER: _____

HEPATITIS B VACCINATION RECORD

A copy of the medical report must be attached to this form for each date entered below. The student should retain the original copy of the medical record for future use.

Date of First Injection: _____

Date of Second Injection: _____
(30 Days after the First Injection)

Date of Third Injection: _____
(Six Months after the First Injection)

Date of the Titre: _____
(Two Months after the Last Injection)

DECLINATION OF THE HEPATITIS B VACCINATION SERIES

I understand that due to my clinical exposure to blood or other potentially infectious materials that I may be at risk of acquiring the Hepatitis B Virus (HBV) Infection. I have been advised that I can be vaccinated with the Hepatitis B vaccine, at my own expense. At this time, I decline the Hepatitis B vaccination. I understand that by declining this vaccine, I will continue to be at risk for acquiring the Hepatitis B Virus (HBV) Infection, which is a serious disease.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

DECLINATION OF THE HEPATITIS B TITRE

I understand that due to my clinical exposure to blood or other potentially infectious materials that I may be at risk of acquiring the Hepatitis B Virus (HBV) Infection. I have been advised that I should receive the Hepatitis B titre, at my own expense. At this time, I decline the Hepatitis B titre. I understand that by declining this titre, I may not have acquired immunity to the Hepatitis B Virus and could be at risk for acquiring the Hepatitis B Virus (HBV) Infection, which is a serious disease.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
POLICY FOR MANAGING LABORATORY EMERGENCIES**

Students, faculty, and staff are required to be familiar with the emergency supplies that are available in the laboratory area. If an accident or another type of emergency should occur, the instructor is to be notified of the incident immediately. The instructor will then assess the situation and they will decide what course of action is to be taken.

EMERGENCY SUPPLIES AND EQUIPMENT

The following is a listing of the types of equipment and supplies that are available for the management of accidents or emergencies in the laboratory areas if one should occur. This includes **Emergency Gas Shut-Offs** located in the front of the laboratory area. Other equipment that is available includes:

<u>Types of Equipment</u>	<u>Daytona Beach Campus</u>	<u>DeLand Campus</u>
AED	Third Floor	Hallway
Blood Pressure Cuffs	Room 408	Room 112
Chemical Spill Kit	Room 405	Room 103
Emergency Kit	-----	Room 102
Fire Blankets	Room 419	Room 103
Fire Extinguishers	Hallway outside 419	Rooms 103, 115
First Aid Kits	Room 409	Rooms 102, 103
Oxygen Tanks	-----	Room 105
Pocket Masks	Room 405	Room 102

Eyewash stations are also available and are provided on each of the sinks. In the event of a foreign body entering the eye, proceed to the nearest eyewash station. To activate the flow of water from an eyewash station, pull the metal center button towards you. Flush the eyes for 15 minutes with a minimum flow rate of ½ gallons of water per minute. The temperature of the water should not be too hot or too cold.

MANAGEMENT OF AN EMERGENCY

1. Notify the instructor immediately. They will assess the situation and make a determination of what course of action to pursue.
2. Make sure that the appropriate equipment is available to handle the accident or emergency.
3. If the situation requires additional assistance, call **9-911** and then notify Campus Safety at **Extension 4444 (Daytona Beach Campus)** or **Extension 2024 (DeLand Campus)** that emergency personnel have been requested.
4. Provide the appropriate first aid treatment until help arrives. Monitor vital signs and provide oxygen as needed. If indicated, begin cardiopulmonary resuscitation procedures immediately.
5. If the accident or emergency becomes stabilized, the instructor is to advise the individual to call someone to take them home or to a physician.
6. All accidents or health-related emergency illnesses must be reported to Campus Safety and the Department Chairperson within 24 hours.
7. The completion of an Accident/Incident Report is required in order to document the incident. This is to be completed by Campus Safety.

Revised June 2017

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
POLICY FOR MANAGING EMERGENCIES IN TREATMENT AREAS**

Students, faculty, and staff are required to be familiar with the emergency supplies that are available in treatment areas. If an accident or another type of emergency should occur, the instructor is to be notified of the incident immediately. The instructor will then assess the situation, and they will decide what course of action is to be taken.

EMERGENCY SUPPLIES AND EQUIPMENT

The following is a listing of the types of equipment and supplies that are available for the management of an emergency, if one should occur. This includes:

<u>Types of Equipment</u>	<u>Daytona Beach Campus</u>	<u>DeLand Campus</u>
AED	Third Floor	Hallway
Blood Pressure Cuffs	Room 408	Room 112
Chemical Spill Kit	Room 405	Room 103
Emergency Kit	-----	Room 102
Fire Blankets	Room 419	Room 103
Fire Extinguishers	Hallway outside 419	Rooms 103, 115
First Aid Kits	Room 409	Rooms 102, 103
Oxygen Tanks	-----	Room 105
Pocket Masks	Room 405	Room 102

Eyewash stations are also available and are provided on each of the sinks. In the event of a foreign body entering the eye, proceed to the nearest eyewash station. To activate the flow of water from an eyewash station, pull the metal center button towards you. Flush the eyes for 15 minutes with a minimum flow rate of 1/2 gallon of water per minute. The temperature of the water should not be too hot or too cold.

MANAGEMENT OF AN EMERGENCY

1. Students participating in clinical activities may experience an emergency situation. If this should occur, remain calm and stay with the patient at all times.
2. Notify the nearest clinical instructor. They will assess the situation and make a determination of what course of action to pursue.
3. Make sure that the appropriate equipment is available to handle the emergency.
4. The clinical instructor will continue to assess the situation and will determine if additional support is required. If the emergency becomes stabilized, the clinical instructor is to advise the person to call someone to take them home or to a physician. If the situation requires additional assistance, the following contacts are to be made in this order:
 - Notify the Collaborating Dentist
 - If the situation requires additional assistance call **9-911**, and then notify Campus Safety at **Extension 4444 (Daytona Beach Campus)** or

Extension 2024 (DeLand Campus). Inform Campus Safety that there is an emergency in the School of Dental Science Clinical Area and that emergency personnel has been requested.

5. Provide the appropriate treatment until help arrives. Monitor vital signs and provide oxygen as needed. If indicated, begin cardiopulmonary resuscitation procedures immediately.
6. All accidents or health-related emergency illnesses must be reported to Campus Safety within 24 hours.
7. The completion of an Accident/Incident Report is required in order to document the incident. This is to be completed by Campus Safety. Dental hygiene students must document all emergency situations in the patient's chart that arise during clinical sessions.

OPERATION OF THE PORTABLE OXYGEN TANK APPARATUS

1. Turn the top "T" valve counterclockwise until the pressure shows in the indicator dial.
2. Adjust the valve until the flow of oxygen is comfortable. This is usually at level 2 or 3.
3. Place the mask on the face, hold or stabilize, and monitor usage. Adjust the flow rate if necessary.
4. To discontinue the use of oxygen, perform the following steps:
 - Turn off the flow of oxygen
 - Turn the "T" valve clockwise
 - Bleed the pressure of the remaining oxygen using the flow valve

**OXYGEN TANKS ARE LOCATED IN ROOM 105 ON THE DELAND CAMPUS.
There is not oxygen tanks located in the Dental Assisting Facility on the
Daytona Beach campus.**

Revised June 2017

DAYTONA STATE COLLEGE SCHOOL OF DENTAL SCIENCE INFECTION CONTROL POLICY

PURPOSE

The purpose of infection control policies and procedures is to minimize the risk of transmission of bloodborne pathogens to patients and dental health care workers in the dental care environment. This goal of minimizing exposure can be achieved by:

- A. Requiring current immunization against Hepatitis B and other appropriate diseases for all clinical personnel.
- B. Education and training in the principles and practice of infection control methods.
- C. Preventing parental, mucous membrane, and non-intact skin exposure of patients and dental health care workers to blood and other body fluids containing visible blood. Saliva in the dental setting is potentially bloody.
- D. Controlling contamination of items and personnel in the clinical setting by the consistent use of aseptic techniques, personal protective equipment, and protective barriers.

STANDARD PRECAUTIONS

The term "Standard Precautions" as defined by the CDC, refers to a set of precautions designed to prevent the transmission of the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens in a health care setting. According to the principles of Standard Precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other bloodborne diseases. This means that the same infection control procedures must be used for **all** patients for **all** dental procedures.

The rationale for Standard Precautions is as follows:

1. Routine medical health history information is limited and it is unlikely that a dental health care professional will know the patient's status for having a bloodborne infectious disease.
2. Many patients are unaware that they are infected with a bloodborne infectious disease and that their blood or saliva may be capable of transmitting the disease.
3. Some patients choose not to reveal to dental health care providers their medical status for having certain infectious diseases.
4. Dental health care providers should not interpret negative findings from a comprehensive examination to mean that the patient is presently free from an infectious disease or will remain so upon subsequent visits.

IMMUNIZATIONS

Students are required to be immunized against Hepatitis B, unless immunity is documented. If a student indicates that they are medically at risk for this vaccination, they are required to sign a declination form. Post vaccination testing is highly recommended and ideally should be conducted one to six months after the final injection. If indicated, additional doses of this vaccine will be required. Students are also required to be immunized against tetanus-diphtheria and undergo annual testing for tuberculosis. Additional immunizations for mumps, measles, and rubella are strongly recommended for students.

All faculty involved in the direct provision of patient care are required to be immunized against Hepatitis B and undergo annual testing for tuberculosis.

All records related to a student's medical status are maintained by the Program Managers. These records are maintained in a secure and confidential manner and will not be disclosed or reported without the student's express written consent.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment for dental health care workers includes **protective clothing, masks, gloves, and protective eyewear**. The use of personal protective equipment shall be used whenever there is a potential for exposure to blood or other OPIM during treatment. This equipment must not permit blood or OPIM to pass through to reach clothing, skin, eyes, mouth, or other mucous membranes. All personal equipment must be removed prior to leaving the dental operator. When this equipment is removed, it shall be placed in an appropriately designated container for disposal.

Protective Clothing

Students are required to wear a laboratory jackets over uniforms during laboratory, preclinical, and clinical sessions. These are to be changed at least daily or as soon as they become visibly soiled. Laboratory jackets are to be removed before leaving the clinical areas when participating in patient care activities. Disposable gowns are available and should be worn over uniforms for procedures that are likely to produce spatter. These are not to be worn outside clinical areas.

Masks

Disposable masks are to be worn whenever aerosol spray or spatter is generated. They are to be worn over the nose and mouth in order to protect the dental health care worker from inhaling possible infectious organisms that can be spread by aerosol spray from handpieces, air-water syringes, and accidental splashes. The following guidelines are to be utilized for the use of protective masks:

1. A fresh mask is to be worn each time a patient is being treated or when the mask becomes damp, visibly soiled, or spattered. A mask that is wet or damp is not effective.
2. The mask must fit snugly to the face, particularly around the nose and mouth.

3. Masks should not be worn for more than one hour.
4. Masks are to be discarded after a single use.

Gloves

Gloves must be worn by all dental health care workers during **all** patient treatment in which there is the possibility of contact with a patient's blood, saliva, or mucous membranes. **All** gloves that are used during patient care activities **must be** discarded after a single use. This is because the washing of gloves may cause the penetration of liquids through undetected microscopic holes that are present in the gloves.

Examination Gloves

Examination gloves are to be worn by dental health care workers during patient care activities. These gloves are not sterile and serve as a protective barrier for the wearer. The following are the guidelines to be followed when wearing gloves:

1. Examination gloves are not required to dispense materials and instruments or when setting up the operatory.
2. Examination gloves are not to be washed or otherwise reused. Discard after a single use.
3. Wear a new pair of examination gloves for each patient.
4. If examination gloves become torn or damaged, change them immediately. Examination gloves should be changed frequently, especially if procedures last more than one hour as excessive moisture develops beneath the glove.
5. Examination gloves are not to be worn when handling patient charts.
6. Examination gloves are not to be worn from outside of the dental operatory.
7. Hands must be washed before placing examination gloves on and again after taking them off.

Overgloves

Overgloves are used for brief single-use occasions and are put over examination gloves. They are not an acceptable alternative to examination gloves and are to be discarded after a single use. If one should leave the dental operatory during the treatment of a patient, overgloves should be used. If overgloves are not used, the contaminated examination gloves are to be removed and hands are to be washed before leaving the area. Upon returning to the dental operatory, hands are to be washed and dried and a new pair of gloves is to be worn. Acceptable uses for overgloves include: opening drawers, cabinets, and containers, making an entry in a patient's chart, and pouring impressions.

Utility Gloves

Utility gloves are not to be used during direct patient care. They are to be worn for cleaning and disinfecting the dental operatory as well as when handling contaminated instruments. Utility gloves are to be washed and disinfected after use. If utility gloves become cracked, punctured, torn, exhibit other signs of deterioration or their ability to function as a protective barrier becomes compromised; they must be discarded.

Protective Eyewear

The purpose of protective eyewear is to protect against the potential danger of damage to the eye which can result from the generation of aerosolized pathogens and debris during the course of treatment. These particles can contain large concentrations of bacteria. Of particular concern are the Herpes Simplex Viruses and Staphylococcus Aureus; however, most members of the normal oral flora must be considered as opportunistic pathogens.

Protective eyewear is to be worn at all times while participating in laboratory, preclinical, and clinical activities. Students will not be permitted to practice skills or observe in clinical areas without such protection. Protective eyewear must fit one's face without falling from the field of intended protection and have side shields. They should be anti-fog, shatterproof, and large enough to protect the eye area. Protective eyewear is not to be handled with unprotected hands until they have been cleaned and disinfected. Protective eyewear is also to be provided to patients during treatment. These are contaminated and require cleaning and disinfection after use.

HAND HYGIENE PROCEDURES

Hand hygiene is an extremely effective procedure for the prevention of many infections that are acquired from the transmission of organisms on the hands. The environment between the hand and the surface of an examination glove is ideal for the growth of bacteria and other microorganisms. Therefore it is essential that students use hand antisepsis procedures before and after gloving. Hand lotion or a protective skin barrier cream should be used to keep hands from cracking and peeling as well as being able to withstand the damaging effects of repeated handwashing. Nails are to be kept short and clean. Long nails are known to harbor higher levels of bacteria and puncture examination gloves. All jewelry is to be removed for the same reasons. The following guidelines are to be utilized when performing handwashing procedures:

1. At the beginning of the day before treating patients
2. Between patient care
3. Before placing examination gloves on and again after their removal. Hands are to be completely dry before donning a new pair of gloves.
4. During treatment if an object is touched that might be contaminated by another patient's blood or saliva
5. Any time before leaving the dental operatory

The following guidelines are to be followed when performing handwashing procedures:

At the Beginning of the Day

1. Remove all jewelry and check the surfaces of the hands for hangnails, small cuts/abrasions, and sores.
2. Scrub hands, nails, and wrists with an antimicrobial liquid soap for two to five minutes and rinse with cool-lukewarm water for ten seconds. Pay direct attention to the thumb and fingertip areas.

3. Lather hands and wrists with the cleaning agent for ten seconds.
4. Repeat lathering and rinsing procedures.
5. Dry hands and wrists thoroughly with disposable paper towels.

Between Patients

1. Vigorously lather hands and wrists with an antimicrobial liquid soap and water for ten seconds.
2. Rinse with cool lukewarm water for ten seconds. Dry hands and wrists thoroughly with disposable paper towels.

CLEANING AND DISINFECTION OF THE DENTAL OPERATORY

Cleaning and disinfection of the dental operatory is an important step for controlling the transmission of pathogenic organisms from contaminated surfaces as well as minimizing the exposure to these microbes. Many blood and saliva-borne disease causing microorganisms such as the Hepatitis B Virus and Mycobacterium Tuberculosis can remain viable for many hours, even days when transferred from an infected person to environmental surfaces in dental operatories and other clinical areas; therefore, a practical and effective method for routinely managing operatory surface contamination between patients is to be utilized for the removal of blood, saliva, and potentially pathogenic organisms.

The following procedures are to be utilized when cleaning and disinfecting a dental operatory:

1. Students are required to wear protective eyewear, masks, and utility gloves when cleaning and disinfecting the dental operatory.
2. At the beginning of the day flush the dental unit waterlines, the air/water syringe and the oral evacuation system for one minute at the beginning of each day to reduce the number of microorganisms that may remain overnight.
3. Clean and disinfect the operatory using the disinfecting wipe. This is to be performed as follows:
 - A. Wipe all contaminated surfaces. This includes the cabinets, cabinet handles, x-ray view box, operator's cart, stools, towel dispensers, countertops, dental chair, dental light including switch, handles and intensity control, bracket tray including switches, adjustment controls, and tubing, oral evacuation system including tubing.
 - B. The disinfectant is to be left in place to continue working for three minutes.
 - C. Remove and disinfect the utility gloves. Place on the towel racks to dry. Wash hands.
 - D. Remove and dispose of masks. Remove and disinfect protective eyewear.

The disinfecting solution that is used is an EPA registered disinfectant that is labeled as a hospital disinfectant and for tuberculocidal activity. Disinfecting agents that do not meet these specifications are not used for the disinfection of contaminated surfaces.

PROTECTIVE BARRIERS

All environmental surfaces that are likely to be touched or become contaminated during treatment must be covered with the appropriate protective barriers. These barriers must be waterproof and large enough to completely cover the surface being protected. Any surface that is within three feet of the patient's mouth must be considered contaminated after providing treatment that produces spatter. Therefore cabinet doors and drawers must be closed during treatment.

When setting up the dental operatory prior to treating patients, students are to place protective barriers on the following areas:

Dental Chair

Dental Light: Handles, On/Off Switch, Intensity Control

Bracket Table: Switches, Knobs, Height Adjustment, hoses

Oral Evacuation System: Tubing

Top of the Mobile Cart

Pens and Red/Blue Pencils

TREATING PATIENTS

The Use of Pretreatment Mouthrinsing

The use of a preprocedure mouthrinse has been shown to reduce the number of microorganisms present in the oral cavity prior to treatment. All patients are required to rinse for sixty seconds with an ADA approved antimicrobial mouthrinse prior to treatment.

Recording Information in a Patient's Chart

Students are not to touch a patient's chart with contaminated gloves. If an entry has to be made in the record during treatment, an appropriate barrier must be used on the pen and over the portion of the record that the contaminated glove touches. An alternative would be to set aside some overgloves to be utilized for recording information in a patient's chart during treatment.

Protective Techniques

The dental health care worker are to utilize techniques during the treatment of a patient that will prevent the possibility of transmitting disease from the patient through direct contact with blood, saliva and droplets or aerosols. The following guidelines are to be utilized when treating patients:

1. Treat all patients as potentially infectious and practice "Standard Precautions"
2. Gloves, masks, protective eyewear, and protective clothing are to be worn when participating in patient care activities.
3. Use saliva ejectors and the high volume evacuator to minimize the formation of droplets, splatters, and aerosols.
4. Any equipment that becomes soiled with blood or contaminated with material must be cleaned and disinfected immediately following use.
5. Instruments must always be unwrapped in the view of the patient.
6. Care must be taken by students while participating in patient care activities to prevent placing a contaminated instrument from a critical area to a non-critical area.

7. If an instrument does get dropped or placed in a non-critical area, it is to be set aside and resterilized before it used on a patient.
8. If additional supplies are required during patient treatment, the operator must deglove, wash hands, retrieve the supplies, and then reglove with a fresh pair of gloves before continuing patient care. Another alternative is the use of overgloves.
9. Dental hygiene students who leave the dental operatory to request the assistance from a clinical instructor must deglove and wash their hands. Upon returning to the operator, hands must be wash again and then reglove with a fresh pair of gloves before continuing patient care.

Handling Contaminated Needles and Other Sharps

The term **sharps** is defined as any sharp or pointed object that can penetrate the skin or oral mucosa. In dentistry the most common types of sharps are injection needles, anesthetic carpules scalpel blades, disposable scalpels, exposed ends of arch wires, broken glass burs, and endodontic instruments. The following guidelines are to be utilized when handling sharps:

1. Sharp items must be considered as potentially infectious materials and handled with care.
2. Sharps must be disposed of by placing them into a sharps container. This container is puncture resistant, leakproof on the sides and bottom is marked with the biohazard label or color-coded red to identify it as a hazard.
3. Injection syringe needles are not to be recapped by hand, bent, or broken. To reduce the danger of accidental needlestick injury, the needle must be covered using a one-handed scoop technique for recapping or by using a recapping device.
4. Students, faculty, and staff are **never** to reach by hand into a sharps container.

Managing Exposure Incidents

An exposure incident is related specifically to the eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of a student's assignment or from the performance of an employee's duties. Although this covers a wide range of potential incidents, they commonly result from needlestick injuries or from a puncture of the skin from a contaminated sharp instrument. If such an injury should occur, it must be reported immediately. The following steps are to be utilized for the management of an exposure incident:

1. Stop operations immediately.
2. Report the exposure incident to the instructor.
3. Remove the contaminated gloves, wash hands thoroughly, using an antimicrobial soap and warm to hot water. If the area of broken skin is bleeding gently squeeze the site to express a small amount of visible blood.
4. Dry the hands and apply a small amount of antiseptic to the affected area and an adhesive bandage to the area.
5. Students are to be directed to a health care professional and to undergo blood testing after consent is obtained. The instructor must provide the health care

professional with a copy of the bloodborne pathogens standard; a description of the student's actions as they relate to the incident; a report of the specific exposure incident including routes of exposure; the results of the source individual's blood tests if available, and relevant student medical records, including their vaccination status. An incident report form is to be complete by the student and the instructor.

6. The source patient should be identified and informed of the incident. They are to be tested for serologic evidence of HIV or HVB infection. Testing of the source individual's blood cannot be done without their written consent. A source individual information form is to be filled out by the patient and the instructor.

HIV/AIDS Procedure

1. If the source patient is seronegative for HIV and has no clinical evidence or risk for the HIV infection or AIDS, no further follow-up is indicated.
2. If the source patient is diagnosed with AIDS, is seropositive for HIV, or refuses to be tested, as soon as possible following the exposure, the student is to be referred for baseline serologic testing for evidence of HIV. The student may go to the health care provider/facility of their choice or may be referred to a designated laboratory/agency. The student will also be counseled by a faculty member for post-exposure counseling about the risk of infection, prevention of transmission of HIV during the follow-up period, and the need for appropriate follow-up medical care.
3. The exposed student will have follow-up HIV testing at 6 weeks, 3 months, 6 months, and 12 months post-exposure at their health care provider or facility.

Refer to the chart in Appendix A that outlines the human immunodeficiency virus postexposure management.

Hepatitis B Procedure

The chart in Appendix B outlines the Centers for Disease Control and Prevention recommendations for Hepatitis B post-exposure prophylaxis following percutaneous exposure. They also recommend that HBIG, when indicated, be administered as soon as possible after an exposure and within 24 hours if possible.

SAFE WORK PRACTICES UTILIZED TO AVOID POTENTIAL EXPOSURE INCIDENTS

1. All students, faculty, and staff are to use appropriate protective barriers to prevent skin and mucous membrane exposure when the contact with blood or bodily fluids is anticipated.
2. Gloves are to be worn when touching blood, bodily fluids, mucous membranes or non-intact skin.
3. Examination gloves are to be worn when handling items or surfaces contaminated with blood or bodily fluids.
4. Gloves must be changed between patients.

5. Personal protective equipment including masks, protective eyewear with side shields, and protective clothing are to be worn during procedures that are likely to generate droplets of blood or other bodily fluids in order to prevent exposures of the mucous membranes of the mouth, nose, and eyes.
6. Hands and other skin surfaces are to be washed immediately with water and an antimicrobial liquid if they become contaminated with blood or other bodily fluids.
7. Hands are to be washed immediately after the removal of gloves.
8. Students, faculty, and staff are to take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices that are used after treatment procedures, cleaning instruments or during the disposal of used needles.
9. To prevent needlestick injuries, needles are not to be recapped, purposely bent or broken by hand, removed from syringes, or otherwise manipulated by hand. Needles are to be recapped by utilizing a one-handed scoop technique or a recapping device.
10. Needles, scalpel blades, and other sharp items must be placed in a puncture resistant container for disposal.
11. Students, faculty, and staff who have exudative lesions or weeping dermatitis are to refrain from potentially biohazardous environments until the condition is resolved.
12. Students, faculty, and staff are to exercise appropriate judgment when managing biohazard materials.

AFTER PATIENT TREATMENT

The Cleaning of Instruments

Before sterilization, items must be thoroughly cleaned. Organic debris such as saliva, plaque, and blood, if left to remain on instruments, can prevent or hinder the activity of sterilization. The most effective method for cleaning instruments prior to sterilization is the ultrasonic cleaner. It is safer than manually scrubbing instruments and more efficient. It also reduces the risk of direct contact with pathogenic microorganisms. The following guidelines are to be utilized when operating the ultrasonic cleaner:

1. Always wear heavy-duty utility gloves, and protective eyewear.
2. Prerinse all instruments prior to placing them in the ultrasonic cleaner.
3. Keep the solution level at least 1 1/2 inches from the top of the tank.
4. Always operate the ultrasonic unit with the lid on.
5. Clean instruments for five to ten minutes.
6. Rinse instruments thoroughly after taking them out of the ultrasonic cleaner in order to remove all the detergent.
7. Inspect and dry the instruments before wrapping or packaging.
8. Remove the heavy-duty gloves, then clean and disinfect them.
9. Remove the protective eyewear, then clean and disinfect them.

The Sterilization of Instruments

The goal of sterilization is to destroy all pathogens, including bacteria, viruses, and spores that are capable of transmitting diseases. The technique for sterilization that is utilized in the dental programs is autoclaving. Autoclaving is sterilization by superheated steam under pressure. All mirrors, explorers, scalers, syringe tips, ultrasonic scalers, polishing burs, stones, impression trays, radiographic equipment,

handpieces, handpiece attachments, patient napkins chains, rubber dam instruments, operative instruments handpieces, and other instruments that are used during patient care activities must be packaged, labeled with the student's name and date, then sterilized prior to use.

Chemical Sterilization

Chemical agents can be used to achieve sterilization and this type of procedure is recommended for heat sensitive items. To achieve sterilization, items are immersed in a fresh EPA registered chemical for the correct length of time that is specified by the manufacturer. When a chemical agent is used for this method of sterilization, it must be maintained at the proper concentration, monitored for the correct length of time, and used prior to the expiration date. The following guidelines are to be utilized for chemical sterilization:

1. The chemical selected must be mixed exactly to the manufacturer's directions.
2. Utility gloves, protective eyewear, and masks must be worn when placing, removing, and rinsing items.
3. The expiration date of the chemical must be clearly marked on the outside of the container.

Biological Testing of the Sterilization Equipment

The routine use of biological tests to verify the adequacy of sterilization is recommended by the CDC guidelines. These are routinely used in the form of a spore strip. These are placed inside of the sterilization packs or trays to test for penetration under normal conditions. This type of testing is used in the dental programs to verify the adequacy of sterilization. It is done on a bi-weekly basis. The date of activation is recorded on the proper form and is then mailed. Documentation of the results is kept on file in the program director's office.

Cleaning the Operatory After Patients

The following protocol must be used when cleaning the operatory after patients:

1. Remove examination gloves and wash hands.
2. Complete entries on all forms and records relating to the treatment and dismiss the patient.
3. Put utility gloves on before beginning the cleaning of the operatory.
4. Be sure to wear a mask and protective eyewear.
5. Remove and discard of disposable items.
6. Remove all protective barriers and discard accordingly.
7. Discard of needles and any sharp disposable instruments into the biohazard sharps container.
8. Clean the oral evacuation system by running a disinfectant solution through the unit.
9. Bring instruments to the sterilization room to be processed.
10. Clean and disinfect the operatory and all environmental surfaces using the disinfectant wipes.
11. Restore the operatory.

INFECTIOUS WASTE MANAGEMENT

Infectious waste is defined as:

1. Contaminated disposable sharps or objects that could potentially become contaminated sharps.
2. Pathological Waste
3. Blood and blood products in liquid and semi-liquid form
4. Blood and body fluids in liquid and semi-liquid form
5. Waste that has been intermingled with infectious waste

Blood and saliva contaminated items are disposed of in red trash containers marked "**Biohazardous**" that contain a red bag. Items that are to be discarded in these containers include: examination gloves used during treatment, gauze, cotton, cotton tip applicators, cotton rolls, dental floss, fluoride trays, dental dam material, saliva ejectors, HVE tips, patient napkins, protective barriers if visibly soiled with blood and saliva, and x-ray film packets. All other items are disposed of in the containers with a clear plastic liner. Items that are to be discarded in these containers include: paper towels, plastic barriers, masks unless visibly soiled with blood and paper cups. Any sharps that are generated during treatment are disposed of in the sharps container which has been designated for this purpose.

THE EXPOSURE AND PROCESSING OF RADIOGRAPHS

Faculty and students are to utilize all the principles and policies of infection control as well as universal precautions when exposing and processing radiographs.

Exposure of Radiographs - Operatory Preparation

1. Faculty and students must wear the appropriate clinical attire and other personal protective equipment. Utility gloves are to be used for the operatory preparation and clean-up. Latex gloves are to be used for exposing and processing radiographs.
2. Disinfect the PID, x-ray tube head, extension arm, door knobs, dental unit, and counter tops.
3. Protective barriers are to be utilized where appropriate. This includes the exposure button, timer dial, dental unit, door knobs, and the parts of the tube head which are handled.
4. Place a bracket table cover on the counter to place the unexposed films on. These are to be placed in the same order that will be used for mounting.
5. Have all items and necessary supplies in the operatory prior to seating the patient. Include the necessary radiographic equipment that will be needed to expose the films.
6. Do not open sterile instrument packages until the patient is seated and the operator is gloved.

Infection Control Considerations During the Exposure of Radiographs

1. Unwrap the sterile instrument packages and place on a bracket tray cover.
2. Wash hands at the appropriate times. Always wash hands and remove gloves prior to removing items from the drawers and cabinets. Always remove gloves and wash hands before leaving the operatory. The use of overgloves is an acceptable alternative. If you deglove when leaving the operatory, remember to wash hands prior to putting on a new pair of gloves.

Infection Control Considerations After The Exposure of Radiographs

1. Clean and disinfect the operatory.
2. Clean and disinfect the lead aprons.
3. Wear the appropriate protective equipment such as utility gloves and protective eyewear.

Infection Control Considerations During The Processing of Radiographs

1. Wash hands after entering the darkroom and put on a pair of examination gloves.
2. Set the cup of exposed/contaminated films on the counter.
3. Turn on the safe light, turn off the white light.
4. Unwrap the film packets and place the exposed films on a bracket table cover. Dispose of the outer coverings into the appropriate container.
5. Deglove and wash hands.
6. Hold the films by the edges and process.
7. Put on utility gloves and protective eyewear to disinfect all surfaces and equipment as necessary. Clean and disinfect utility gloves and protective eyewear prior to leaving the darkroom.

DENTAL MATERIALS AND LABORATORY ACTIVITIES

The principles and policies of infection control and universal precautions must be followed when participating in all laboratory activities for the handling of contaminated and potentially contaminated dental materials and prostheses. Any item that has been used in the oral cavity or any item used on appliances or impressions is potential sources of infection. Procedures for each type of material will vary, but they must be employed for each case.

The Use of Personal Protective Equipment

Personal protective equipment must be utilized at all times during laboratory sessions or when participating in activities in the laboratory area. The following guidelines are to be utilized:

1. Examination gloves must be worn any time contact with potential pathogenic microorganisms are present.
2. Masks must be worn any time contact with potential pathogenic microorganisms are present or when there is a potential for contact with vapors and/or particles from dental materials.

3. Protective eyewear must be worn at all times during laboratory sessions or when participating in activities in the laboratory area.
4. Protective clothing must be worn at all times during laboratory sessions or when participating in activities in the laboratory area.

Laboratory Disinfection Techniques

All working surfaces that are utilized during laboratory sessions or for laboratory activities must be covered with the appropriate barriers. After these barriers are removed they are to be discarded. Surfaces in the laboratory are to be cleaned using the disinfecting wipes. Personal protective equipment is to worn at all times when disinfecting the laboratory.

Alginate Impressions

1. Open the packet of sterilized impression trays in front of the patient just prior to taking the impression.
2. Load the impression tray.
3. Remove the impression tray and rinse the impression with tap water to remove saliva, blood, and debris.
4. Place the impression in a ziploc bag, spray thoroughly with a disinfectant, and seal. Leave in the sealed bag for fifteen minutes.
5. Remove the impression from the bag and rinse with tap water. Remove the excess water from tooth anatomy.
6. The impression must be considered contaminated and must be handled as well as transported as a contaminated item. This means that personal protective equipment must be worn by the operator. The impression is to be left in the plastic bag and placed on a paper towel. This should not be left unattended.

Pouring of the Diagnostic Cast

All appropriate infection control measures and standard precautions must be followed during the handling, manipulating, and pouring of the diagnostic cast from the impression. The following guidelines are to be utilized when performing this laboratory activity:

1. Place a plastic covering and a paper towel over the vibrator.
2. Remove the impressions from the bag and rinse with tap water. Remove excess water from the impression.
3. Place the impression on a paper towel and begin to pour the model.
4. Once the impression is poured, place on a plastic acrylic square on a covered surface.
5. When the gypsum material has set, separate the impression from the diagnostic cast. Spray the diagnostic cast with the disinfectant solution as it is contaminated from the impression.
6. All materials that were used to pour the diagnostic cast must be cleaned and disinfected. This includes the rubber bowls, the laboratory knives, the spatulas, the pink acrylic square, and any other instruments that were used for pouring the diagnostic cast.

7. The impression trays must be cleaned, packaged, labeled, and returned to the sterilization area for sterilization immediately upon completion of the diagnostic cast.

Cleaning Removable Appliances and Prostheses

The following guidelines are to be utilized for cleaning removable appliances and prostheses:

1. Rinse the appliance with tap water upon removal and take it to the sterilization room.
2. Place the appliance in a ziploc bag and cover with the appropriate cleaning agent and water. Place the bagged appliance in a glass beaker in the ultrasonic cleaning unit and turn on for fifteen minutes.
3. Remove the appliance from the bag and rinse with tap water. Dispose of the cleaning agent. Return appliance to the patient.

Bite Registrations

Bite registrations must be considered contaminated. They are to be handled and transported as a contaminated item. Personal protective equipment must be worn by the operator. They must be cleaned and disinfected in the same manner as impressions. The procedure to be followed for the cleaning and disinfecting of bite registrations is the same that is utilized for impressions.

Revised June 2017

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
BIOMEDICAL WASTE PROGRAM**

DEFINITIONS, IDENTIFICATION, AND HANDLING

Biomedical Waste - Any solid waste or liquid waste, which may present a threat of infection to humans. This includes, but is not limited to, non-liquid human tissue and body parts, laboratory and veterinary waste that may contain human disease-causing agents; discarded sharps; human blood, human blood products, and body fluids.

Point of Origin - The room or area where biomedical waste is generated. (**Biomedical waste shall be identified, segregated from other solid waste, and placed in a proper disposal container at the point of origin.**)

“Sharps” - Any device that can puncture, lacerate or otherwise penetrate the skin. These devices include but are not limited to needles, intact or broken glass, intact or broken hard plastic, and other materials contaminated by blood, blood products, or body fluids.

The following specific items generated in the following areas will also be considered “sharps”:

Procedure Areas: Injection needles, instruments, broken glass, burs, endodontic files, and scalpel blades.

Laboratory Areas: Broken glass, burs, instruments, and laboratory knives.

Sharps to be discarded must be placed directly into the sharps container at the point of origin.

Sharps containers shall be located in the room or area where the sharp is generated. They shall be leak and puncture resistant, rigid, labeled containers meeting specifications in section 64E-16.004, Florida Administrative Code (F.A.C.) and designed primarily for sharps. The sharps container shall be treated with care to ensure its integrity, leakage shall not occur, and sharps shall not be removed from it. Sharps containers will be disposed of when three-quarters full or filled to the fill line if one exists. **There will be no overfilling of sharps containers.**

Non-Sharps - This includes, but is not limited to:

- Used absorbent materials such as bandages, gauze, or sponges that are saturated (having the potential to drip or splash) with blood or body fluids.

- Devices which retain visible blood or body fluids adhering to inner surfaces after use and rinsing such as intravenous tubing, hemodialysis filters, blood bags, and catheters are included.
- Non-liquid human tissues, human blood, human blood products, and body fluids are included.

The following specific objects generated in the following areas will be considered “**non-sharps**”.

Procedure Areas - Gauze, cotton rolls, cotton tipped applicators, dental floss, x-ray film packets, gloves, masks, fluoride trays, rubber dam material, saliva ejectors, HVE tips.

Laboratory Areas - Impression material, gloves, masks.

Non-sharps biomedical waste shall be placed directly into red bags meeting the specifications and requirements of section 64E-16.004, F.A.C., in the room or area where it is generated. Non-sharps biomedical waste shall not be placed into any type of bag (e.g. a black bag, white, clear, etc.) other than that meeting all requirements of section 64E-16.004, F.A.C. including color, even if the bag will be placed directly into a larger red bag. Filled bags shall be sealed. Bagged biomedical waste being prepared for off-site transport shall be labeled and enclosed in a rigid type container meeting the specifications given in section 64E-16.004, F.A.C. and section 64E-16.005, F.A.C. Biomedical waste shall not be removed from red bags. Red bags will be handled with care to ensure their integrity, and leakage or discharge will not be allowed. Red bags will not be reused. **Improperly containerized sharps shall not be placed in red bags.**

LABELING

Sharps containers and red bags shall have the International Biomedical waste symbol as specified in section 64E-16.004, F.A.C., and the words “Biomedical Waste” or other words allowed per rule, shall be clearly legible. All bags containing biomedical waste, sharps containers, and outer containers shall be labeled as required by section 64E-16.005, F.A.C., if the treatment and disposal process is other than on-site incineration. Bags of biomedical waste shall be labeled at the generating facility prior to off-site transport to a disposal site permitted by the Department of Environmental Protection (DEP) or the Department of Health (DOH) or to an off-site storage facility permitted by DOH. The label shall be securely attached or permanently printed on the container. Indelible ink shall be used to print the label and the label shall contain the office name and address. Boxes shall be labeled with a biomedical waste symbol and approved warning.

The person/persons responsible for the proper handling of the containers when they are removed from the point(s) of origin and transported to the designated storage area, and the appropriate labeling for containers is/are:

Daytona Beach Campus - Leslie Fehl
DeLand Campus - Christina Meeks

ON-SITE TRANSFER

Packages of biomedical waste shall remain intact until treatment or disposal. There shall be neither recycling efforts nor intentional removal of waste from its packaging prior to the waste being treated or disposed. Packages of biomedical waste shall be handled and transferred in a manner that does not impair the integrity of the packaging. Packages of biomedical waste shall not be compacted or subjected to mechanical stress that will compromise the integrity of the package during transfer. Persons transferring biomedical waste shall wear impermeable gloves and protective clothing. This protective clothing will be a laboratory coat and protective eyewear.

STORAGE AND CONTAINMENT

Full red bags and sharp containers shall be stored away from general traffic areas, in areas accessible only to authorized persons and so designated. Storage of biomedical waste shall not be stored for a period greater than 28 days. The 28-day time period shall commence when the first item of biomedical waste is placed into a red bag or when the sharps container is full. If the sharps container contains non-sharps biomedical waste, then the 28-day storage time period begins when the first non-sharp item is disposed. Areas used primarily for biomedical waste storage shall be constructed of smooth, easily cleanable materials, impervious to liquids and regularly maintained in a sanitary condition, and shall be vermin/insect free. If outside, the storage area shall be conspicuously marked with the International biological hazard symbol of appropriate size and made secure from vandalism. All other storage and containment requirements of Section 64E-16.004, F.A.C. will be followed. Bagged biomedical waste being prepared for off-site transport shall be enclosed in a rigid type container meeting the specifications given in Sections 64E-16.004 & 64E-16.006, F.A.C. Disposal waste containers shall be destroyed during the treatment process and will not be reused. Reusable containers shall be disinfected after each use and shall be made of smooth, easily cleanable, impermeable material that resists corrosion by disinfectant chemicals. The storage areas are:

Daytona Beach Campus - Building 320, Room 418
DeLand Campus - Building 6A, Room 105

CONTINGENCY PLAN, DISINFECTING, SPILL CLEAN-UP

Any surface that has come in contact with spilled or leaked biomedical waste shall be cleaned with a solution of industrial strength detergent to remove visible soil before being disinfected with one of the following agents:

- (a) Hot water at a temperature of at least 164 degrees F or 73 degrees C for a minimum of 30 seconds.
- (b) Rinsing for at least 3 minutes with one of the following chemical disinfectants at the minimum concentration listed:
 - (1) Hypochlorite solution containing 100 parts per million, also referred to as 100 ppm, available free chlorine; (fresh solution of 1:10, as in 10% bleach) **OR**
 - (2) Iodine solution containing 25 ppm available iodine
- (c) Chemical germicides that are registered by the Environmental Protection Agency as hospital disinfectants and are tuberculocidal when used at recommended dilutions. These require a minimum 10-minute wet time for disinfection.

If existing on-site treatment or off-site transfer procedures are interrupted, the following alternate procedure will be executed:

Daytona State College will contract the temporary services of an approved transport company and disposal facility permitted by the DEP until regular operations are back in service.

If an accidental spill occurs, it shall be cleaned immediately and the area shall be disinfected following the procedure given in this section.

MIXING OF BIOMEDICAL WASTE

Any biomedical waste that is mixed with hazardous waste shall be managed as hazardous waste in accordance with the applicable requirements of the Department of Environmental Protection. Any biomedical waste that is mixed with radioactive waste shall be managed as radioactive waste in accordance with the applicable requirements of Chapter 64E-16, F.A.C. Any other solid waste that is neither hazardous nor radioactive in character mixed with biomedical waste shall be managed as biomedical waste in accordance with applicable requirements of Chapter 64E-16, F.A.C.

OFF-SITE TRANSPORT AND DISPOSAL

Packages of biomedical waste being transported off site for disposal shall remain intact until treatment or disposal. Packages of biomedical waste shall be handled and transported for disposal in a manner that does not impair the integrity of the package.

Stericycle, Inc. shall transport biomedical waste for the School of Dental Science, as required by Section 64E-16.003, F.A.C. for disposal.

RECORDS

This plan, proof that all red bags used meet DOH requirements as specified in Chapter 64E-16.003, F.A.C., current records proving off-site disposal or on-site treatment with proper disposal, and all other waste management records as required by Chapter 64E-16, F.A.C. including those required in section 64E-16.007, F.A.C. shall be maintained for three years and made available to DOH upon request. Update of this plan will occur when the situation changes, as required.

TRAINING

A training component shall contain a training regimen detailing compliance with the rules. Each affected person shall be trained for proper biomedical waste management procedures. Each new affected employee shall be trained in biomedical waste management procedures during the initial orientation training. Each affected employee shall attend a refresher training session at least once a year. A record of attendance shall be maintained.

The training in this facility will include the following components:

- (1) Each affected employee is required to read the biomedical waste plan, which will include a question and answer period involving the trainer and trainees.
- (2) Training will include a “walk through” of the office or area with a question/answer and discussion period involving the procedures for handling biomedical waste, the content of the Daytona State College Biomedical Waste Plan, employee responsibilities, and safety.
- (3) Documentation of training on each affected employee will be maintained.

Compliance with all applicable parts of Chapter 64E-16, Florida Administrative Code, and all applicable Department of Environmental Protection rules is required, regardless of their presence or absence in this Biomedical Waste Plan.

Chapter 64E-16, F.A.C., Biomedical Waste, is a part of this plan. All requirements of section 64E-16.003, F.A.C., and all other applicable sections of Chapter 64E-16, F.A.C. will be followed.

A biomedical waste generator shall not contract for the off-site transport of biomedical waste to an off-site treatment facility or storage area that is not permitted pursuant to Chapter 64E-16, F.A.C.

NOTE: The Dental Assisting facility on the Daytona Beach campus does not produce biomedical waste (per definition) and utilizes this Biomedical Waste Program only for educational purposes.

Revised June 2017

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
RADIATION PROTECTION PROGRAM**

The following Radiation Protection Program has been developed in the interest of establishing a consistent standard concerning the use of ionizing radiation. The primary goal of this policy is to assure the safe effective use of ionizing radiation and to minimize as much as possible any potential risk from adverse biological effects to patients, students, faculty, and staff. The provisions of this program are evaluated annually during the month of June to ensure they accurately describe the conditions expected in the coming academic year.

Definitions

Occupational workers - dental radiographers (e.g. students and faculty) who will be utilizing x-radiation for the sole purpose of exposing dental radiographs for diagnostic purposes.

Non-occupational workers - support staff that work in the dental clinical facility and do not engage in activities that require the use of x-radiation.

Patients - members of the public who will be exposed to x-radiation for the sole purpose of a diagnostic need in order to determine the course and extent of dental treatment.

Restricted areas - operatories utilized for the exposure of dental radiographs.

Unrestricted areas - operatories, laboratory areas, and other rooms not utilized for the exposure of dental radiographs.

Maximum Permissible Dose – the maximum dose equivalent of ionizing radiation that the body can endure with little or no damage within a specific period of time.

ALARA Concept - “as low as reasonably achievable” concept to make every reasonable effort to maintain radiation dosages as far below the dose limits as practical while attaining the desired diagnostic and therapeutic goal.

Policy for Radiation Protection

1. Deliberate exposure of an individual to dental diagnostic radiographic procedures for training or demonstration purposes shall not be permitted unless there is a documented diagnostic need for the exposure.
2. Students and faculty are not to hold x-ray films/sensors in place for a patient during an x-ray exposure. The use of film/sensor holding devices, bite tabs, or other devices are to be used for positioning an x-ray film during exposure.
3. Patients are not to hold x-ray films/sensors in place or be held in position during a radiographic exposure.
4. The tube housing, the cone, or the positioning indicating device must never be hand held during the exposure of an x-ray film/sensor.
5. The dental radiographer must remain outside the closed door of each radiology room or behind a fixed barrier in the clinical area and directly observe the patient during all radiographic exposures.
6. Only lead-shielded, open-ended positioning indicator devices will be used. This is to minimize the presence of scatter radiation.
7. When a cylindrically collimated x-ray machine is being used, the circular beam that strikes a patient's face should not be more than 2.75 inches in diameter.
8. When using film, only x-ray films with ANSI (ASA) speed group ratings of D, E or F shall be used.
9. All dental x-ray machines must contain filtration of 2.5 mm of aluminum equivalent for the operation of 70 kVp or above.
10. The use of lead aprons with thyroid collars must be used on all patients during the exposure of an x-ray film/sensor as an additional precaution to prevent the unnecessary exposure from scatter radiation to the patient's body.
11. Prescribed exposure and processing techniques are to be followed. If the x-ray films/images are too dark in density, the exposure technique and/or processing procedure for that particular machine will be evaluated and corrected.
12. The exposure of x-radiation on patients shall be kept at the minimum levels consistent with the clinical requirements of each patient. The limits on exposure will be determined by the professional judgment of the faculty or the supervising dentist (Dental Hygiene Program only) on the clinic floor. The supervising dentist (Dental Hygiene Program only) will review and comment on all radiographs that are taken.
13. A record of a patient's radiation history must be monitored and documented in their chart. This includes the type and number of radiographs taken.

14. If recent radiographs are available from a private dentist or another facility, they will be requested and reviewed by the supervising dentist. Only additional views needed to complete a suitable diagnostic survey will be taken. The supervising dentist will review this information and make the appropriate recommendations. (Dental Hygiene Program only)
15. Edentulous or partially edentulous patients will receive either a panoramic radiograph or a combination of occlusal and/or periapical radiographs as deemed appropriate by the supervising dentist.
16. Pediatric patients under 12 years of age will receive bitewings or a panoramic radiograph with bitewings and selected periapical views if indicated. An alternative, full mouth series containing fewer x-ray films/images than an adult survey may be taken. The type of radiographic survey used will be determined by the professional judgment of the supervising dentist.
17. Discretionary x-ray examinations of pregnant women will be delayed until after the termination of pregnancy. A full mouth series and/or bitewings will not be taken until after delivery. If appropriate emergency dental care requires the use of an x-ray examination, only the minimum number of x-ray films/images required to establish an appropriate diagnosis will be taken. The use of appropriate protective shielding of the patient will be used. The supervising dentist will review each case and make the appropriate recommendation for exposing the necessary x-ray films/sensor.
18. Any subsequent follow-up radiographic examinations of patients that are needed during the course of treatment will be based on the diagnostic need of the patient, as determined by the faculty or the supervising dentist. This will take place after a thorough health history review and oral examination of the patient.
19. Area film monitoring devices will be placed in the radiology clinical area. Reports of quarterly and total cumulative exposure received by these devices are kept on file in the Department Chair's office. These reports are reviewed to ensure that the maximum permissible dose (MPD) for occupational workers (e.g. faculty and students) do not exceed 5.0 rem/year and non-occupational workers (e.g. support staff) do not exceed 0.5 rem/year. The MPD for a pregnant women, whether an occupational worker, non-occupational worker, or a patient is limited to 0.5 rem/year.
20. The State of Florida's Bureau of Radiation Control inspects all x-ray units every three years. All recommendations by the radiation safety officer concerning collimation, filtration, beam alignment, roentgen output, radiation leakage, etc. are to be implemented immediately.
21. Prescribed exposure techniques are to be followed. Appropriate exposure techniques are outlined in the **Dental Radiology Manual** under "**Guidelines for Radiographic Procedures and Techniques**".

22. Proper development techniques are to be employed when using the automatic processing equipment. This is outlined in the **Dental Radiology Manual** under **“Procedures for the Processing of X-Ray Film”**.
23. For preclinical sessions, retakes are limited to three (3) for a full mouth series on an adult patient and two (2) for a full mouth series on a pediatric patient. Retakes will be determined by the professional judgment of faculty. No retakes are allowed on a panoramic film.
24. For clinical sessions, retakes will be determined by the professional judgment of the supervising dentist.

Note: This policy holds true for the period July 2017 to June 2018. Leslie Fehl is the person responsible for the radiation protection plan on the Daytona Beach Campus. Claire Peterson is the person responsible for the radiation protection plan on the DeLand Campus. These individuals will maintain records for this plan until further notice or termination of employment.

Revised June 2017

**DAYTONA STATE COLLEGE
SCHOOL OF DENTAL SCIENCE
EXPOSURE INCIDENT REPORT**

Date of Exposure: _____ Time: _____

Name of Exposed Individual: _____

Name of Location: _____

Nature of the Incident: _____

Person(s) Notified: _____

Nature of the Exposure:

- Instrument Puncture
- Bur Laceration
- Needle Stick
- Injury from a Sharp Object
- Saliva/Blood Splash or Spray
- Human Bite
- Other: Specify _____

Describe the exposure incident in detail:

What protective barriers were being used by the exposed individual when the incident occurred?

- Utility or Exam Gloves
- Face Mask
- Protective Eyewear
- Protective Gown
- Other: Specify _____

Exposed Individual

Was the exposed individual sent for a medical evaluation, within 72 hours of the exposure, for:

HIV Yes No **HBV** Yes No **HCV** Yes No

Has the exposed individual completed the Hepatitis B Vaccination Series? Yes No

Dates of Hepatitis B Vaccination Series:

First Injection: _____ Second Injection: _____ Third Injection: _____

Hepatitis B surface antibodies present? Yes No

Source Individual

Name of Source Individual: _____

Check the following that applies to the source individual:

- Unknown
- Known to be HIV positive
- Will consent to HIV testing with required pretest and posttest counseling and any other serological tests deemed necessary by a physician
- Will consent to serological tests deemed necessary but not HIV testing
- Will not consent to any blood testing
- Other: _____

Follow-up activities and action taken:

Signature of Exposed Individual: _____ **Date:** _____

Signature of Clinical Instructor: _____ **Date:** _____

Name of Individual who prepared this report:

Print Name: _____

Signature: _____ **Date:** _____

SOURCE INDIVIDUAL INFORMATION

I, _____, understand that a student or employee at Daytona State College had an incident during delivery of routine dental care, which involved an exposure of this student/employee to my blood/body fluid. I also understand that this exposure may place the individual at risk of contracting any bloodborne pathogens that may currently be present in my body fluids. I therefore provide the following information with respect to my health status.

Do you have any reason to believe you have been exposed to Hepatitis B or Hepatitis C within the last six months? Yes No

Have you been diagnosed as having or been treated for a sexually transmitted disease? Yes No

Have you injected or been injected with a prescription (i.e. insulin, etc.) or a mood altering drug? Yes No

Are you infected with HIV (the virus which causes AIDS)? Yes No

Does your lifestyle put you at risk of contracting HIV? Yes No

Have you been hospitalized within the last year? Yes No

Have you had surgery during the last year? Yes No

Have you ever had a blood transfusion? Yes No

Please check one of the following statements:

- I hereby consent to any serological tests that are deemed necessary, including HIV testing, at my own expense.
- I hereby consent to any serological tests deemed necessary except HIV, at my own expense.
- I refuse any and all serological testing.

To the best of my knowledge, I have answered the above questions honestly.

Signature: _____ **Date:** _____

SCHOOL OF DENTAL SCIENCE DENTAL ASSISTING PROGRAM DRESS CODE

This Dress Code applies to students for Term II - Term IV during all classroom, laboratory, preclinical, and clinical sessions.

- UNIFORMS** Students are required to wear the Dental Assisting Program's Uniform during classroom, laboratory, preclinical and clinical sessions. There are to be no substitutions. Uniforms must be clean, pressed, and have an appropriate fit. Uniforms must be free of stains and pants legs not dragging on the ground. A short sleeve white tee-shirt may be worn under the uniform top. For the purposes of asepsis, uniform jackets are not to be worn outside of the clinical areas. They are to be stored in a plastic bag at the conclusion of clinical sessions until they are laundered.
- UNIFORM SHOES** Students are required to wear plain black leather shoes with black soles. Shoes that tie or clogs with closed toe and back are acceptable. Shoes are not to have any colored or excessive woven designs. Loafers, sandals, or open-backed shoes are not permitted. Shoes must be cleaned and polished as needed.
- HOSIERY/SOCKS** Students have the option to wear plain black hose, knee-hi hose, trouser socks or socks. Black hose, knee-hi hose and trouser socks must be seamless and free of runs. Black socks must be plain black, without any color or design. Black socks must be long enough (mid-calf in length) to completely cover the leg when in a seated position.
- NAME BADGES** Students are required to wear the School of Dental Science's Name Badge on their uniform jacket. There are to be no substitutions.
- PROTECTIVE EYEWEAR** Students are required to wear protective eyewear during all laboratory, preclinical, and clinical sessions. Students are not permitted to practice skills or observe in these areas without such protection. This is an OSHA regulation and will be enforced. Protective eyewear should be antifog, shatterproof, and large enough to protect one's eyes. They must fit one's face without falling from the field of intended protection and have side and top shields.
- MASKS AND GLOVES** Students are required to wear masks and gloves while performing procedures or practicing skills during laboratory, preclinical, and clinical sessions. This is an OSHA regulation and will be enforced.
- JEWELRY** Students are not permitted to wear jewelry, except earrings. Earrings must be worn in a traditional manner. One earring per ear is to be worn in the center of the earlobe. The size of the earring must be no larger

than one's earlobe, such as 8 mm and may not extend beyond the bottom of the ear lobe. Students are not permitted to wear hoops or dangling earrings. Round metallic studs or pearls are suggested as they project a professional image. Also, the use of body piercing on visible parts of the body such as the tongue, eyebrow, or nose is not permitted as it does not project a professional image.

ACCESSORIES

Students are expected to wear appropriate accessories that coordinate both in color and in style with the Dental Assisting Program's Uniform.

HAIRSTYLES

Students are required to have their hair pinned up off their neck and neatly secured away from their face. Ponytails or braids are to be secured in a hairnet or with a clip. Hairstyles should have a professional appearance and color.

MAKEUP

Students should use makeup in moderation to enhance their professional image.

NAILS

Students are required to keep their nails clean, smooth, and below fingertip length. Nail polish of any kind and the use of acrylic nails are not permitted.

HYGIENE

Students are expected at all times to practice proper personal and oral hygiene.

**SCHOOL OF DENTAL SCIENCE
DENTAL ASSISTING PROGRAM
STUDENT POLICIES**

STUDENT POLICIES AGREEMENT

I have received a copy of the Student Policy Handbook for the Dental Assisting Program. I have **read** the student policies, **understand** the policies, and agree to **comply** with the policies.

Student's Printed Name: _____

Student's Signature: _____

Date: _____