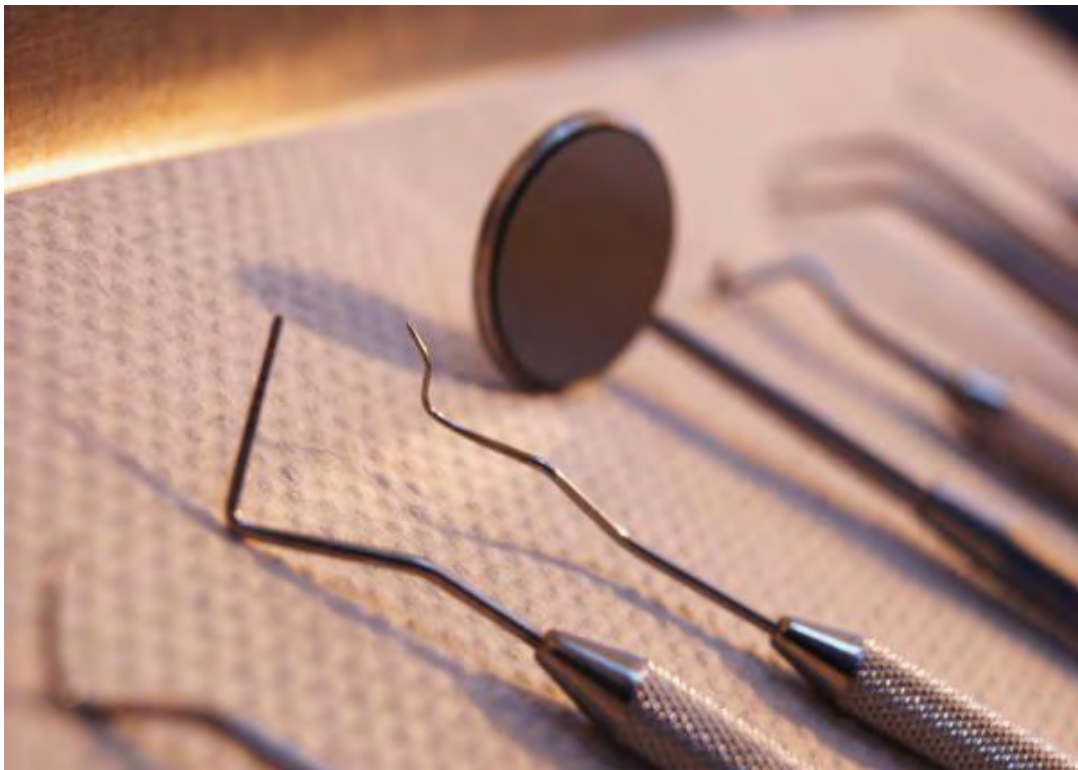


# **Coastal Carolina Community College**

**Dental Assisting & Dental Hygiene Departments**



**Policies & Procedures Manual**

**2011-2012**

**Revised 4/7/11**

# Coastal Carolina Community College Dental Assisting and Dental Hygiene Departments

## Policies and Procedures Manual

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## **DENTAL ASSISTING & DENTAL HYGIENE POLICIES AND PROCEDURES**

### **Rationale**

This Policies and Procedures Manual is provided as a reference to dental assisting and dental hygiene students. It is the responsibility of the student to be familiar with and abide by the procedures and policies presented in the manual. Additionally, the dental assisting and dental hygiene departments observe all Coastal Carolina Community College policies and procedures as identified in the College Catalog and the Student Handbook.

### **Dental Assisting and Dental Hygiene Departments Educational Philosophy**

The dental departments at Coastal Carolina Community College strive to provide opportunities for dental students to discover their talents and abilities and to achieve individual excellence. The faculty and staff continually encourage high ethical and professional behavior. The programs provide an environment to support lifelong learning and to develop skills and attitudes that foster the team concept, thus helping students meet the changing needs of today's world.

All students are expected to take responsibility for their own learning. This means that students are expected to learn the art of independent study and develop sound intellectual habits and skills. All work should reflect care, thoroughness, and precision; should reveal command of the processes of critical reading, writing, speaking, and listening; and should demonstrate independent critical thought. Students should not approach their classes as so many unconnected fields, each with a mass of information to be blindly memorized, but rather as organized systems for thinking clearly, accurately, and precisely about interconnected domains of human life and experience. To develop into disciplined and independent critical thinkers and learners all students should be actively involved in their own learning, looking to find in each of their classes the most basic ideas, principles, and meanings and to use these as a basis for analyzing, synthesizing, and assessing all of the remaining information of content covered.

## Dental Assisting Program Goals

1. To provide a student-centered teaching environment that engages the students as active learners.
2. To educate dental assisting students in the ethical, legal, and competent practice of dental assisting.
3. To comprehensively prepare students to assist the dentist in the delivery of dental treatment.
4. To prepare students to function as integral members of the dental team while performing chairside and related office and laboratory procedures.
5. To prepare dental assistants with the interpersonal skills and necessary competencies to provide patient-centered care.
6. To educate students on current technologies and the skills necessary to adapt to a rapidly changing healthcare system.
7. To engage students in the promotion of dental health ideals through service to the community and involvement with professional organizations.



## Dental Assisting Program Competencies

In order to graduate from the dental assisting program, the student must demonstrate competency in the functions listed below. The course that includes content in the competency area is listed.

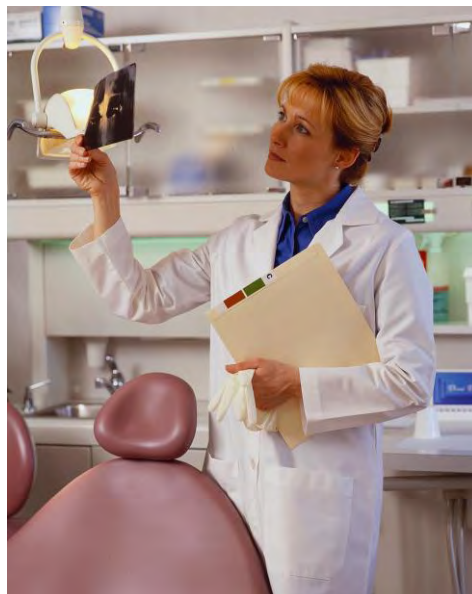
COMPETENCY	COURSE NUMBER
<b>I. ASSIST AT CHAIRSIDE:</b>	
1. Record missing teeth and existing restorations	DEN 101
2. Chart dental conditions and record services rendered.	DEN 101
3. Present total treatment plan to the patient.	DEN 101
4. Apply topical anesthetic.	DEN 101
5. Apply topical fluoride.	DEN 104
6. Remove excess cement from coronal surfaces.	DEN 101
7. Arrange for care of special patients.	DEN 104
8. Prepare and remove surgical dressings.	DEN 101
9. Remove sutures.	DEN 101
10. Prepare posterior restorative materials.	DEN 102
11. Prepare anterior restorative materials.	DEN 102
12. Place and remove temporary crowns and restorations.	DEN 101
13. Prepare and place bases, cavity varnishes, and cavity liners.	DEN 102
14. Position patient and equipment for treatment.	DEN 101
15. Place patient's records and diagnostic aids accessible to the dentist.	DEN 101
16. Dismiss the patient and provide postoperative instructions.	DEN 101
17. Pass and retrieve armamentarium.	DEN 101
18. Assemble, place and remove matrix and wedge.	DEN 101
19. Prepare, place and remove rubber dam.	DEN 101
20. Prepare cements.	DEN 102
21. Maintain operating field.	DEN 101
22. Prepare impression materials.	DEN 102
23. Place and remove gingival retraction cord.	DEN 101
24. Assist in the administration of local anesthesia.	DEN 101
25. Assess patient attitudes.	DEN 101
26. Fabricate temporary acrylic crowns/bridges and/or adjust preformed crowns.	DEN 101/102
27. Take impressions and bite registrations for study models/casts.	DEN 102
28. Apply pit and fissure sealants.	DEN 104
29. Maintain an organized, aseptic work environment.	DEN 101/111
30. Perform selective coronal polishing.	DEN 104
31. Apply dentin desensitizing agents.	DEN 104
32. Irrigate and dry endodontic canals.	DEN 101
33. Apply acid etch and bonding agents.	DEN 102

<b>COMPETENCY</b>	<b>COURSE NUMBER</b>
34. Prepare periodontal dressings.	DEN 102
35. Fit orthodontic bands and brackets.	DEN 101
<b>II. PROVIDE DIAGNOSTIC AIDS:</b>	
1. Maintain Radiographic darkroom equipment and supplies.	DEN 112
2. Make diagnostically acceptable intraoral radiographs, including periapical, bitewing and occlusal radiographs.	DEN 112
3. Practice patient and operator safety when exposing radiographs	DEN 112
4. Process, mount, file and store diagnostically acceptable radiographs.	DEN 112
5. Fabricate orthodontic study models.	DEN 102
<b>III. PERFORM CLINICAL SUPPORT PROCEDURES:</b>	
1. Perform procedures for dialing opening and closing the dental office.	DEN 101/105
2. Inspect the operatory for neatness and cleanliness.	DEN 101
3. Inventory and replenish operatory supplies.	DEN 101/105
4. Prepare and store tray setups.	DEN 101
5. Identify, maintain, and operate all operatory equipment.	DEN 101
6. Transcribe prescriptions as dictated by the dentist.	DEN 103
7. Provide pre- and post-operative instructions proscribed by a dentist.	DEN 101
<b>IV. PREVENT OFFICE EMERGENCIES AND PERFORM EMERGENCY TREATMENT:</b>	
1. Obtain and assess health history.	DEN 101
2. Measure and record vital signs.	DEN 101
3. Recognize signs and symptoms of medical/dental emergencies and assist in administering immediate and appropriate care.	DEN 103
4. Perform procedures for relieving foreign body obstruction of the airway.	Prerequisite
5. Perform cardiopulmonary resuscitation (CPR).	Prerequisite
6. Identify, operate, and maintain emergency supplies and equipment.	DEN 103
<b>V. PROVIDE ORAL HEALTH INSTRUCTION:</b>	
1. Develop, implement, and evaluate patient education plans.	DEN 104
2. Provide nutritional and plaque control counseling.	DEN 104
3. Design a plan for teaching smoking cessation to patients.	DEN 104
<b>VI. PERFORM LABORATORY PROCEDURES:</b>	
1. Identify and safely operate dental laboratory equipment.	DEN 102
2. Write laboratory work orders as dictated by the dentist.	DEN 101
3. Prepare and disinfect dental laboratory cases for delivery and receive and store completed laboratory cases.	DEN 101/111
4. Fabricate custom impression trays.	DEN 102
5. Manipulate dental waxes.	DEN 102
6. Pour, trim, finish and store models and casts.	DEN 102
7. Fabricate vacuum formed splints.	DEN 104
8. Clean and polish removable appliances extraorally.	DEN 104

COMPETENCY	COURSE NUMBER
<b>VII. PERFORM BASIC BUSINESS OFFICE PROCEDURES:</b>	
1. Maintain appointment and recall systems.	DEN 105
2. Maintain supply and inventory control systems.	DEN 105
3. Prepare and maintain financial records.	DEN 105
4. Prepare and maintain patient records.	DEN 105
5. Prepare and process insurance forms.	DEN 105
6. Perform oral and written communication functions.	ENG 102/ DEN 105
7. Use basic computer skills.	CIS 111
<b>VIII. PERFORM INFECTION/HAZARD CONTROL PROCEDURES</b>	
1. Use aseptic technique to prevent transmission of disease.	DEN 111
2. Decontaminate, disinfect and sterilize dental instruments.	DEN 101/111
3. Clean, disinfect, and maintain all operatory equipment.	DEN 102/111
4. Follow OSHA guidelines for maintaining a safe work environment.	DEN 111
<b>IX. DISPLAY PROFESSIONALISM</b>	
1. Exhibit a neat, clean and professional appearance.	DEN 101
2. Practice ethical behavior.	DEN 106
3. Maintain confidentiality.	DEN 101
4. Adhere to state dental practice act.	DEN 106
5. Establish and maintain a positive dental office environment.	DEN 101
6. Discuss the legal and ethical ramifications of performing functions for which the student has not been trained.	DEN 106

All functions which are legally delegable to Dental Assistants II in NC are taught to clinical competency with the exception of the following:

1. Adjusting full and partial dentures
2. Removing periodontal dressing
3. Monitoring patients under Nitrous Oxide-Oxygen sedation
4. Placing ligature wire or lock pins
5. Inserting spacer wires or springs.



## **Dental Assisting Program Outcomes**

1. Graduates of the Dental Assisting program will be able to demonstrate a sound grasp of basic skills and knowledge in the basic sciences, dental sciences, general education, and dental assisting science.
  - 1a. 85% of the Dental Assisting program graduates taking the Dental Assisting National Board will pass the exam.
2. Graduates of the Dental Assisting program will be clinically proficient.
  - 2a. At the close of their final term, 85% of the graduates will be able to practice dental assisting skills with 85% proficiency as directed by the Dental Assisting program faculty in Capstone Course – Clinical Practice II (DEN107).
3. Graduates of the Dental Assisting program will be employed in the field or continue their education in dentistry or a related field.
  - 3a. 50% of the responding graduates of the Dental Assisting program will report employment in the field or enrollment in an educational program on the Completer/Graduate Follow-Up Survey.
  - 3b. 75% of the responding (previous year) graduates of the Dental Assisting program will report employment in the field or enrollment in an educational program on the Alumni Employment Follow-Up Survey.
4. Employers of the Dental Assisting program graduates will rate the clinical and academic skills of the employees as above average or better.
  - 4a. The Employer Survey conducted each year will rate the graduates as above average on the three course area performance (competency) survey questions. "Above average" is higher than 3.0 on a 5 point scale; however, if any of the three survey questions has an individual rating below 3.0, that individual course area performance will be reviewed further.
  - 4b. 90% of the respondents to an Employer Survey conducted each year will respond that they would employ future graduates of the Dental Assisting program.

## Dental Hygiene Program Goals

1. To provide a student-centered teaching environment that engages the students as active learners.
2. To educate dental hygiene students in the ethical, legal, and competent practice of dental hygiene.
3. To comprehensively prepare students with the knowledge and skills to assess, formulate a dental hygiene diagnosis, plan, implement, and evaluate dental hygiene care for the individual and the community.
4. To prepare dental hygiene graduates who provide patient-centered, comprehensive, evidence-based dental hygiene care.
5. To develop the interpersonal and patient centered skills to interact effectively with diverse populations.
6. To promote professional growth, scientific inquiry, and an appreciation for lifelong learning.
7. To educate students on current technologies and the skills necessary to adapt to a rapidly changing healthcare system.
8. To engage students in the promotion of dental health ideals through service to the community and involvement with professional organizations.



## **Dental Hygiene Program Competencies**

1. Apply a professional code of ethics in all endeavors.
2. Adhere to state and federal law, recommendations, and regulations in the provision of dental hygiene care.
3. Provide dental hygiene care to promote patient/client health and wellness using critical thinking and problem solving in the provision of evidenced-based practice.
4. Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as the accepted standard of care.
5. Continuously perform self-assessment for lifelong learning and professional growth.
6. Advance the profession through service activities and affiliation with professional organizations.
7. Provide quality assurance mechanism for health services.
8. Communicate effectively with individuals and groups from diverse populations both verbally and in writing.
9. Provide care to all clients, using individualized approach that is humane, empathetic and caring.
10. Provide dental hygiene care for the child, adolescent, adult, and geriatric patient.
11. Assess the treatment needs of patients with special needs.
12. Provide dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease.
13. Provide appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
14. Provide the dental hygiene process of care including assessment, planning, implementation, evaluation, and documentation.
15. Demonstrate competency in assessing, planning, implementing, and evaluating community-based oral health programs.

## **Dental Hygiene Program Outcomes**

1. Graduates of the Dental Hygiene Program will be able to demonstrate a sound grasp of basic skills and knowledge in the basic sciences, dental sciences, general education and dental hygiene science.
  - A. 85% of the Dental Hygiene Program graduates taking the Dental Hygiene National Board will pass the exam.
2. Graduates of the Dental Hygiene Program will be technically proficient.
  - A. At the close of their final term, 90% of the graduates will be able to practice dental hygiene with 85% proficiency as directed by the Dental Hygiene faculty in Capstone Course Den 231.
  - B. 90% of the Dental Hygiene Program graduates taking a State Licensure Examination will pass the exam.
3. Graduates of the Dental Hygiene Program will be employed in the field.
  - A. 50% of the graduates of the Dental Hygiene Program will report employment within six months of program completion.
  - B. 75% of the graduates of the Dental Hygiene Program will report employment in the field on the Alumni Survey distributed one year after graduation.
4. Employers of the Dental Hygiene Program graduates will rate the technical and academic skills of the employees as average or above.
  - A. The Employer Survey conducted each year will rate the graduates as average or above, on the three course area performance (competency) survey questions. "Average" equals a 3.0 rating; however, if any of the three survey questions has an individual rating of 2.0 or below, that individual course area performance will be reviewed further.
  - B. 90% of the respondents of the Employer Survey conducted each year will respond that they would employ future graduates of the Dental Hygiene Program.
5. Faculty will attend State, Regional or National meetings each year and disseminate scientific information to the faculty at a division meeting.
  - A. At least 66% of the dental hygiene faculty will attend a State, Regional, or National meeting each year and disseminate scientific information to the faculty at a department meeting.

## **Department Policies**

### **CARDIOPULMONARY RESUSCITATION CERTIFICATION**

All dental assisting and dental hygiene students and faculty must be certified in health care provider level cardiopulmonary resuscitation (CPR) at intervals not to exceed two (2) years. A copy of such certification must be presented to the Department Head's office no later than the first day of class. Certification must be maintained through graduation. Documentation must be on file for anyone who is medically or physically unable to perform such services. Failure to maintain active CPR certification will result in the student's inability to treat patients.

### **ATTITUDE**

A cheerful, dedicated dental auxiliary is an asset to the dental team. All personal problems should be left outside the doors of Coastal Carolina Community College and clinical sites. Any personal problems that interfere with achieving the objectives of the Dental Assisting and Dental Hygiene programs should be discussed with a faculty member or counselor. Academic problems or problems related to a specific course should be discussed with the lead instructor of the course. If a mutually agreeable solution is not found, the problem should be taken to the department head, division chairperson or Vice President for Instruction, respectively. All staff and faculty are concerned with the welfare of our students and will do anything possible to improve the learning experience.

### **ATTIRE**

The following is the policy for attire while on the Coastal Carolina Community College campus and in clinical sites. Remember, you are now a dental health professional and your attire should reflect this.

1. Lecture - Attire in lecture classes should be neat and clean. Shorts and jeans are acceptable as long as they are in good taste. Shorts, skirts, and dresses should be at least finger tip length (when arms are held straight down by the side, the shorts, skirts, or dresses must be as long as the finger tips extend downward). Bare midriffs, strapless tops and dresses, spaghetti straps, one shoulder tops and other types of provocative clothing are not to be worn. Shoes must be worn at all times. If a student comes dressed inappropriately, they will be asked to put on their lab jacket or a disposable gown while they are in the health building. Any violation and the incident will be documented in the student's file. On the next violation, 20 Professional Responsibility Points will be assessed.
2. Dental Materials Lab - Jeans are encouraged when working in the dental materials lab. Also, a lab apron must be worn to protect clothing. Hair must be secured away

from the face. For safety purposes bracelets, visible body piercing ornaments, long dangling necklaces, and dangling earrings are not to be worn. Some of the materials in the lab are caustic and can ruin gold and silver jewelry. Protective lenses with side shields must be worn at all times when working in the dental materials lab.

3. Dental Clinic (Preclinical situation) - When in the dental clinic in a preclinical situation, scrubs must be worn at all times. When spray, spatter or aerosols are generated, a gown must be worn over scrubs. Gowns must be placed in a labeled, zip lock bag at the end of the session, taken home and cleaned, and not hung in the clinic to be reused. Clean, white clinic shoes with white socks must be worn when in the clinic. Clinic shoes should not be worn out of the health building. Protective lenses with side shields must be worn in clinic. Gloves and masks must be worn when working intraorally. Students must not wear any visible body piercing ornaments, bracelets, long dangling necklaces, or dangling earrings in the laboratory, pre-clinical, clinical, or rotation assignments. All body art must be completely covered in any laboratory, pre-clinical, clinical, or rotation assignments.
4. Dental Clinic (Clinical situation) - When treating patients, the student and observing students should wear full uniform and maintain a professional appearance. Full uniform includes:
  - a. Clean, pressed scrubs
  - b. Plain, matching t-shirts (with NO logo) may be worn under scrub tops
  - c. Panty-nylons, knee-highs or white socks
  - d. Under garments that are not visible under scrubs
  - e. Clean, polished, white clinical shoes with clean shoelaces or clean white washable leather or canvas tennis shoes. White socks must be worn with the white clinic shoes. These shoes are to be worn in clinic only. When you are outside the clinic and in scrubs, do not wear open toed shoes. You can wear tennis shoes, slip on shoes, or Croc clogs. This will apply whether you are in lecture, lab, or walking to your car.
  - f. Protective lenses with side shields
  - g. Gloves
  - h. Mask
  - i. Gown - to be worn over scrubs when treating patients. (Gowns are not to be worn outside the clinic, in hallways or restrooms.) Gowns must be placed in a labeled, zip lock bag at the end of the session, taken home and cleaned, and not hung in the clinic to be reused.
5. If a student must enter the clinic, for any reason, a gown MUST be worn over street clothes and the gown must be fully buttoned. Gowns are available at both ends of the clinic for student use.

## **APPEARANCE**

Students should maintain a professional, well-groomed appearance. General guidelines to achieve such are as follows:

1. Hair must be clean, neat, and secured away from the face so that it cannot enter the field of operation.
2. Only small, plain barrettes, hair bands, or scrunches may be worn. No bows or other ornamentation are allowed.
3. Make-up should be applied lightly.
4. A watch and watchband with no dangling catches and one that is not loose on the wrist can be worn. Also, the student may wear an engagement ring and/or wedding band. No other hand jewelry is acceptable. (NOTE: When rotating aboard Camp LeJeune, Navy protocol must be followed. No hand jewelry is allowed.)
5. No earrings are allowed. Students may not wear visible body piercing ornaments while in a laboratory, preclinical, clinical, or rotation assignment. Pierced tongue jewelry must be removed during laboratory, preclinical, clinical, or rotation assignments.
6. Fingernails should be well manicured, short, and clean. Only clear nail polish is allowed.
7. A plaque-free, healthy mouth should be maintained. Each student should receive regular dental care and should use breath mints, when necessary.
8. No chewing gum is allowed in the laboratory, pre-clinic, clinic, rotation assignments, or classrooms.
9. No perfume is to be worn while in uniform or in clinic.
10. No smoking will be allowed while dressed in preclinical or clinical attire.

Students may request a faculty opinion about certain aspects of recommended personal appearance. Faculty reserve the right to dismiss a student from a clinic and assess 20 professional responsibility points if personal appearance and conduct is not in compliance with professional standards. Professional responsibility points will double with each infraction.

## **CLASSES IN THE DENTAL MATERIALS LAB**

Please be considerate and do not enter the dental materials lab (H143) during a scheduled class to retrieve mail, leave notes, etc. The disruption is annoying and not acceptable behavior for dental professionals. Twenty professional responsibility points will be assessed for failure to comply.

### **TELEPHONE**

A telephone is located in the dental clinic for students to make local calls to dental patients or dental offices. To use the telephone, enter and leave through the side door of the clinic. A gown must be worn over street clothes if patients are being treated. Abuse of telephone privileges will result in the loss of the privilege.

Phone messages taken by the dental secretary will be placed in your mailbox located in the dental materials lab (H143). The secretary will not "come to find you" unless it is a bona fide emergency. Please check your mailbox before leaving each day. The telephone number for the dental secretary is 938-6270.

### **CELL PHONES/BEEPERS**

All cellular/digital phones and beepers must be turned off before entering lectures, labs or clinics. Should you be needed in an emergency situation, you can be contacted during class hours by having someone call Coastal Carolina Community College Security at 938-6290. Campus security will get a message to you very quickly.

In an unusual situation, a cell phone may be set on vibrate if the student expects an emergency call. If the phone vibrates, the student must leave the room to answer. Permission must be granted by the instructor on a case-by-case basis in order to leave a phone on vibrate. Every time that a student's cell phone is left on, rings, vibrates or is used for texting (sending, receiving, or reading) without permission during class time, "1" point will be deducted from your final grade in the course in which the infraction occurred.

### **STUDENTS WORKING OUTSIDE OF SCHEDULED CLASS TIME**

There are occasions when students must work in the clinic, lab or darkroom outside of regularly scheduled class time. The following policy must be adhered to at all times.

1. Check with an instructor to make sure that he/she will supervise you while you are working. A student is NOT allowed to work in the clinic or dental materials lab unless a department faculty member (not secretary) is in the immediate area.
2. Each student working in the dental materials lab outside of regularly scheduled hours must sign in and out on the form provided.

3. The student is responsible for cleaning his/her work area before leaving the lab or clinic. Failure to do so will result in the assessment of 20 professional responsibility points.

## **SMOKING**

The use of tobacco products has been proven to cause very serious health problems; therefore, we strongly urge all students to refrain from the use of tobacco of any type. Coastal Carolina Community College has adopted the following policy regarding smoking:

Smoking is not permitted in any building on campus. Smoking is permitted only outside of the buildings. Smoking is also prohibited within 15 feet of any handicapped equipped building entrance. Although smoking is permitted outside of the buildings, our interaction with patients requires that you do not smell of smoke. Therefore, if an instructor or patient complains of a smoke smell, you will be required to change scrubs and your lab jacket prior to treating the patient. This will be enforced in all pre-clinical and clinical situations.

## **CONFIDENTIALITY**

Dental students at Coastal Carolina Community College must agree to hold all patient protected health information, records, treatment, and conversations as confidential. All students will be required to sign the Client Privacy Protection Form. Confidentiality includes, but is not limited to:

- Patient records
- Patient radiographs
- On-site clinical observations
- Off campus rotation sites
- Off campus observations
- Public health activities
- Public school projects
- Community projects

All clinic records are the property of the CCCC dental clinic. No record is to be duplicated. No record or any part thereof, is to be removed from the clinic proper.

If patient confidentiality is breached in any manner, the student will be assessed 40 professional responsibility points for the first offense. The penalty will double for each subsequent offense.

## CLINIC PRIVILEGES

It is a privilege to provide oral health care to the public. As such, students must be compliant with the standards of care and rules and regulations. Given the trust of the public for the profession, the faculty plays a fundamental role in overseeing the treatment of any patient. As part of the partnership between the faculty and students, faculty continually monitor student performance in the clinic and gauge the well being of patients. Faculty are expected to withdraw the privilege of patient care at any time a student does not demonstrate skills and/or a level of knowledge that is necessary for the well being of patients.

## GENERAL INFORMATION

1. Each student enrolled in the dental assisting or dental hygiene program must purchase liability insurance. Failure to comply by the deadline could prevent the student from working in a laboratory or clinical situation. This would greatly impact the student's chance of success in the program.
2. Students must obtain permission from the instructor prior to recording any lecture or lab.
3. Assistance with study skills is available in the Academic Studies Center in the K.B. Hurst Continuing Education Building.
4. Notify your department head and the registrar's office of any change in name, address, or telephone number.
5. A student who is unable to attend a lecture, lab, or clinic must notify the dental department by calling 938-6270. State the purpose of the absence and the names of the instructors who should be notified. Twenty professional responsibility points will be assessed for failure to call in when absent. The number of points will double for each successive infraction.
6. Students who are dropped from the program for exceeding allowed absences may be reinstated only one time during the program. In subsequent semesters, a student who has previously been dropped and reinstated may not be reinstated for excessive absences.
7. Students are expected to adhere to parking regulations both on campus and at clinical sites. Do not park in visitor or faculty/staff spaces or on the grass.
8. Students are covered under an accident insurance policy paid for by Coastal Carolina Community College from student activity fees. This policy covers accidents that occur on our campus or in clinical sites. All accidents should be reported immediately to the supervising instructor and an incident report must be filed with security within 24 hours. The student must pay for their medical treatment

and submit a receipt to the Assistant to the Executive Vice President. The student will complete an accident claim form with the assistance of Assistant to the Executive Vice President. The insurance company will reimburse the student for covered medical expenses.

## **CAMPUS CRUISER**

The Dental Departments have adopted Campus Cruiser as the primary method of student contact outside of class time. Each student must create a login and password to access Campus Cruiser.

1. Go to [www.coastalcarolina.edu](http://www.coastalcarolina.edu)
2. Click on the Campus Cruiser icon in the tool bar. Campus Cruiser will open in a new window.
3. Click on "login" at the top of the screen.
4. Follow directions on logging in and creating a password.

Students should check Campus Cruiser often for messages from faculty and other students. If a student does not have access to a computer with internet capabilities at home, there are multiple computer labs available on campus for students use. Please refer to the college catalog for locations of computer skills laboratories. Schedules are posted at each lab location. Also, you may access Campus Cruiser from the computers located in the dental clinic.

The size of the mailboxes in Campus Cruiser is limited; therefore, it is the student's responsibility to delete unneeded messages. If an instructor sends a message that is returned due to a student's mailbox being full, the student will be assessed 20 professional responsibility points.

Students are responsible for all information sent via Campus Cruiser. Failure to check messages is NOT an acceptable excuse for not completing assignments, etc.

## **Clinic Computers**

Computers are located in each cubicle and operatory in the dental clinic. These computers are intended for digital radiography, patient care, patient education, record keeping and clinic management. The clinic computers may also be used for checking a student's Campus Cruiser account.

Clinic computers may NOT be used to surf the internet, send or receive personal e-mails, or other personal use. Professional responsibility points will be assessed for using computers for personal use. Twenty points will be assessed for the first infraction and points will double thereafter.

## Academic Policies

### Remediation Plan

The curriculum in the dental programs is based on the achievement of required competencies. Therefore, the Department Head and faculty closely monitor students' performance in all required courses.

In the event that a student's course average in a didactic, laboratory, pre-clinical, or a clinical course falls below 80%, the student will be considered to need remediation. To initiate remediation, the faculty member responsible for the course alerts the program administrator and the student. The faculty member then meets with the student and together they develop a remediation plan. An Academic Counseling Form is completed and both the student and the faculty member sign and date the form.

Remedial instruction is considered to be guided experience to improve the knowledge, competency, and/or skills of the student. Remediation may include:

- a. assignment of additional homework;
- b. assignment of additional reading;
- c. required participation in individual review sessions with faculty;
- d. required meetings with faculty during office hours;
- e. referral to the academic counselor for study skills and time management techniques; and/or,
- f. referral to the Academic Studies Center.

The remediation plan places students who have the potential to achieve in a program of remediation. It is the student's responsibility, however, to fulfill the objectives of the remediation plan.

For pre-clinical and clinical courses, each student is assigned to one of the four full-time dental hygiene and two full-time dental assisting faculty advisors. In the event the student needs remediation for pre-clinical and/or clinical areas, the student is provided specific feedback about his or her present level of performance and a clear description of the skills the student must demonstrate in order to progress. The faculty member meets with the student before or after class and/or during office hours as deemed necessary to remediate the student.

When a problem exists in a related course, the faculty, department head, and student identify the remediation necessary to facilitate the student's successful completion of the course.

A typical format for remediation discussions may be to:

- a. review performance and identify specific weaknesses/deficiencies;
- b. prescribe activities to strengthen concepts and build a stronger base of information;

- c. provide opportunities for problem solving that stimulates real-life application; and,
- d. plan for the evaluation of overall achievement in the course.

### Outcome of remediation

As determined by the final course grade, the student is either placed on probation when indicated, suspended from the program, or successfully transitioned to the next semester without a probationary status.

## **ACADEMIC SUSPENSION**

### A. Dental Assisting Department

All courses in the Dental Assisting Program must be taken no later than the semester indicated in the Program of Study in the College Catalog.

A student will be considered to be on probation with the Dental Assisting Program during a semester if the student is not maintaining an average of "C". A student will be suspended from the Dental Assisting Program if a final grade of "F" or more than one final grade of "D" is earned in any dental (DEN prefix) course or any required related course in the curriculum.

### B. Dental Hygiene Department

All courses in the Dental Hygiene Program must be taken no later than the semester indicated in the Program of Study in the College Catalog.

A student will be considered to be on probation with the Dental Hygiene Program if he or she earns a final grade of "D" in a dental-related course. A student will be suspended from the Dental Hygiene Program if a final grade of less than "C" is earned on a dental (DEN prefix) course or a final grade of "F" or more than one final grade of "D" is earned in a dental-related course.

- C. Dental students earning less than a "C" in any course should meet with the instructor to discuss their grade. If a student feels that his/her grade is in error, he/she must discuss it first with the course instructor. If there continue to be unresolved issues, the student should meet with his/her department head. If the department head is unable to resolve the conflict, the student would then meet with the Division Chair.

## READMISSION/TRANSFER ADMISSION PROCEDURE

### Prior to applying for readmission or transfer, applicants should:

1. Contact the department head of the dental program to discuss educational goals and plans for readmission/transfer.
2. Contact a full time faculty member of the last dental class attended and request a letter of recommendation. The letter must address clinical and classroom performance.

### GUIDELINES

**Readmission:** Candidate must have completed at least one (1) semester in either the Dental Hygiene or Dental Assisting Program at Coastal Carolina Community College with at least a 2.0 GPA in all DEN courses. Students dismissed for violations of the Professional Code of Conduct are ineligible for readmission.

**Transfer:** Candidate must have completed at least one (1) semester in either a Dental Hygiene or Dental Assisting Program at an ADA accredited institution with at least a 2.0 GPA in all DEN courses. Students dismissed for violations of the Professional Code of Conduct are ineligible for transfer.

- Applicants must apply for readmission or transfer a minimum of 25 working days prior to the beginning of the semester in which the student plans to transfer or be readmitted so as to ensure that the student, the admissions department, and the dental department have ample time to process and access the applicant
- All readmission and transfer decisions for qualified candidates will be made on a space-available basis.
- All applications will be reviewed by the Dental Program's Admission Selection Committee.
- The procedure for readmission or transfer is only valid for a candidate for two (2) calendar years from the date he/she left a dental program. After two (2) calendar years, a candidate must follow the four (4) step application process outlined in the admission bulletin.
- A student who applies for readmission must provide significant evidence in writing which suggests the potential for future success in the program. This evidence may address, but is not limited to, such things as resolving unusual circumstances, remedial study and/or additional preparation.
- To facilitate each candidate's opportunity for a successful experience at Coastal, all dental prefix (DEN) course credits will be assessed by the appropriate department head. Applicants will be required to demonstrate competency, with a 77% or higher, in all dental clinical and didactic courses that have been

successfully completed by the student. Any student who is unable to demonstrate clinical and didactic competency in the DEN courses he/she has completed, will be advised to schedule an appointment with the dental department head to discuss a remediation plan and arrange to retest.

- Any student who audits a dental course must successfully complete all course requirements with a minimum 77% accuracy and satisfy the attendance requirements of the College.
- Transfer applicants must sign a release of information form and must submit the name, address, and phone number of the department head of their current program so that the Coastal Carolina Community College department head can make inquiries concerning the students' program performance.
- Any person who meets the qualifications of an applicant for either dental program may apply and go through the four (4) step application process outlined in the admission bulletin for the appropriate program and school year.

## **ADMISSION PROCESS**

- Step 1: Submit an application or readmission form to Coastal's admission office.
- Step 2: Submit official copies of all transcripts (high school and *all* colleges attended) to Coastal's admission office.
- Step 3: Meet the basic entrance requirements of the Dental Hygiene or Dental Assisting Program. (See admission bulletin for the appropriate program and school year.)
- Step 4: Provide letter to department head outlining your plan for transfer/readmission.
- Step 5: Provide letter of recommendation to the department head from your most recent clinical instructor.
- Step 6: Undergo the dental course assessment process with the appropriate department head. This includes the demonstration of all appropriate clinical and didactic skills.
- Step 7: All paper work and assessment data will be presented to the Dental Admissions Selection Committee for review.
- Step 8: Contact the academic counselor for the Dental Hygiene and Dental Assisting Programs at (910)938-6248 for an appointment to complete the registration process.

## ACADEMIC INTEGRITY

Every student in the dental assisting and dental hygiene department at Coastal Carolina Community College is expected to maintain the highest standards of academic integrity. A student's name on any written exercise (e.g., exam, report, laboratory project, radiographs, notebook, study questions, assignments), or in association with any oral presentation constitutes a representation that the work is the student's own.

Academic dishonesty includes but is not limited to:

- a. cheating on an examination (quiz, test, etc);
- b. collaborating with others in work to be presented, contrary to the standard rules of the course;
- c. plagiarizing;
- d. including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own;
- e. stealing or having unauthorized access to examination or course materials;
- f. falsifying records, laboratory or other data;
- g. submitting, if contrary to the rules of a course, work previously presented in another course;
- h. knowingly and intentionally assisting the student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Academic dishonesty by a student may result in disciplinary penalties to include:

- a. disciplinary warning – involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior will likely result in more serious disciplinary action;
- b. Removal from a course with a grade of "F" or "W"

If a student is in doubt regarding standards of academic honesty in a course or assignment, the student should consult the instructor prior to submitting the work. A student's lack of understanding is not a valid defense to a charge of academic dishonesty.

The stringency of this policy is understandable when read in the context of educational programs preparing individuals for health careers where the safety and well-being of the

public are largely dependent upon the knowledge and ethical responsibility of the health care provider. Evidence of unethical behavior, such as academic dishonesty, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical, since both the level of knowledge and the degree of ethics are unknown values in such a situation.

## GRADE POLICY FOR THE DENTAL PROGRAMS

Grades will be available to students within one week of assessment. It is the student's responsibility to check his/her grade, professional responsibility assessment, etc. to determine accuracy. If a student feels their grade is in error, ***the student should contact the instructor as soon as possible to correct the discrepancy.***

Final grades will not be available in any DEN course until all DEN finals are complete. It is the students' responsibility to come to campus during faculty workdays (last two days of the semester) to obtain their grades. Otherwise, grades are available on the WebAdvisor, accessible through Campus Cruiser.

## GRADING SCALE

Coastal Carolina Community College uses a campus-wide seven point grading scale, which is as follows:

A – 93-100      B – 85-92      C- 77-84      D- 70-76      F- Below 70  
AU - Audit

## LATE AND MISSING ASSIGNMENTS Lecture/Laboratory Courses Only

1. For all assignments in lecture/laboratory courses, 10 points will be deducted for each school day the assignment is late.
2. A 0 will be given for any assignment 5 or more days late.
3. All assignments must be completed by the last day of the semester even though a 0 may have been given. The grade of 0 will remain even though the assignment was completed.
4. Assignments are made to ensure that students master the content in the course. If an assignment is not completed, the student has not proven mastery. Therefore, a student who fails to complete all assignments in a lecture/laboratory course will be given a grade of Incomplete. If the course is a prerequisite for a future course, the Incomplete must be removed prior to beginning the next course.

5. Assignments include, but are not limited to: homework, lab projects, shadowing, group projects, proficiencies, radiographs, abstracts, etc.

Note: For clinical courses, refer to the syllabus for late penalties.

## **ATTENDANCE**

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. Class lectures, demonstrations, discussions, and other in-class experiences are regarded as vital ingredients of the educational process that cannot be easily compensated for through out-of-class makeup work. Therefore, instructors will administratively drop students who miss more than 12.5% of class hours.

<u>Class Contact Hours</u>	<u>Allowable Absence Hours</u>
2	4
3	6
4	8
5	10

NOTE: Student absences from class will be counted beginning with the first class meeting after the student has registered for the class, and laboratory hours and class hours are not interchangeable of the attendance guidelines.

Students should be further advised that some programs may have more stringent attendance requirements due to the nature of the specific programs and various regulations established by state and federal licensing agencies. Such additional attendance requirements are to be stated in the respective program descriptions or course syllabi, and are to be maintained on file in the office of the appropriate division chair.

Students who request accommodations due to documented special needs are advised that disability-related absences do not in any way alter class requirements, faculty expectations, or student responsibilities. The college's designated ADA Coordinator for disability services does not have a role in determining course attendance policies or in modifying course attendance requirements. College faculty members determine all grading procedures regarding make-up of missed assignments, quizzes, and exams. A college faculty member is not required to lower essential course requirements for accommodation purposes.

It is the responsibility of each student to understand and to abide by the attendance requirements, as well as any additional guidelines developed by faculty members concerning such things as advance notice of absences and makeup work requirements. Students should be mindful that they remain accountable for any information or assignments missed because of class absence.

When a student has been dropped from a course due to excessive absences, he/she may request reinstatement by the instructor.

- A. An instructor may allow reinstatement. If a student is reinstated by the instructor, continued enrollment would be under conditions set by the instructor by way of a reinstatement agreement between the student and the instructor. If the student violates any of the conditions of reinstatement, the student may be dropped from the class roll. The student may request another reinstatement, and if that request is denied by the instructor, the student may request consultation with the division chair for student services. After consultation with the division chair for student services, the student may appeal the decision of the instructor to not reinstate him/her by submitting a written request for a hearing to the chair of the Student Welfare Committee within one (1) week of the instructor's denial of reinstatement. The written request for appeal must identify the condition(s) of reinstatement that the instructor alleges he/she violated and, if applicable, any "extenuating circumstances" that caused said violation(s). Upon receipt of the student's written request for a hearing, the chair of the Student Welfare Committee will instruct the Appeals Sub-Committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. The instructor must state the conditions of the reinstatement agreement and provide testimony regarding the alleged violation(s). The student must provide documentary evidence that he/she did not violate the particular condition(s) of the reinstatement agreement, or, if applicable, documentary evidence showing "extenuating circumstances" that caused him/her to violate said agreement. After hearing from both the instructor and the student, the Appeals Sub-Committee will render a decision on the student's reinstatement request. All decisions of the Appeals Sub-Committee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.
- B. An instructor may deny reinstatement. If reinstatement is denied by the instructor, the student may request consultation with the division chair for student services. After consultation with the division chair for student services, the student may appeal the decision of the instructor to not reinstate him/her by submitting a written request for a hearing to the chair of the Student Welfare Committee within one (1) week of the instructor's denial of reinstatement. If applicable, the written request for appeal must entail any "extenuating circumstances" that the student believes caused his/her absences. Upon receipt of the student's written request for a hearing, the chair of the Student Welfare Committee will instruct the Appeals Sub-Committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. At the hearing, the instructor must provide attendance records to show that the student had an excessive number of absences that violated the attendance policy as announced by the instructor. The student must provide documentary

evidence that he/she did not have excessive absences as claimed by the instructor or, if applicable, documentary evidence showing any “extenuating circumstances” that caused the student to violate the attendance policy. After hearing from both the instructor and the student, the Appeals Sub-Committee will render a decision on the student’s appeal for reinstatement. All decisions of the Appeals Subcommittee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.

### **MAKE-UP TEST POLICY**

If a student is absent on a scheduled test day, it is his/her responsibility to contact the instructor on the day he/she returns to school to schedule a make-up test. If the student fails to contact the instructor the day he/she returns to school, ten (10) points per day will be deducted from the test grade. If a student misses two or more scheduled tests per class due to illness, he/she must have a physician's note verifying his/her absence. Failure to comply will result in the loss of 10 points for each test.

### **TARDY POLICY**

Being tardy to any class is deemed unacceptable behavior. Students are expected to be in class on time - both at the beginning of the class period and after breaks. A student will be considered tardy if he/she arrives to class anytime after class has started. If a student is tardy and misses more than 1/3 of the class period, the tardy is counted as an absence.

Students are expected to remain in class for the full class period. Leaving class early will be counted as a tardy. If a student who leaves class early misses more than 1/3 of the class period, the tardy is counted as an absence.

Two tardies will be counted as one absence.

### **TEST TAKING PROCEDURES**

To reduce the temptation to talk during classes or to obtain information illegally during testing, the following procedures will be followed in all dental courses:

1. All students are to sit in alphabetical order in every class.
2. On test days the student must place all book bags, purses, etc. at the front of the classroom. Nothing will be allowed at the student’s desk except two pencils/pens.
3. On test days, all students will be rearranged as per the instructor's directions.
4. No communication, verbal or otherwise, will be tolerated once the test has been distributed. Any talking will be viewed as cheating. The offender will be asked to

leave the room and will receive a zero on the test. Therefore, if something is needed, the instructor, not a fellow student, should be consulted.

5. When the test is complete, the student should sit quietly at his/her seat until instructed to leave the room. Once the student has left the room, he/she may not re-enter until all students have completed the test. Conversing outside the classroom door is disruptive and will not be allowed.
6. No answer keys will be viewed in the classroom.
7. Instructors will not give any answers to the test until everyone is finished.
8. No test will be reviewed until everyone has taken it. Therefore, if someone is absent, do not expect to see the answer key or review the test until the absent student has taken the test.
9. Tests will be returned and discussed at the instructor's discretion.
10. Computer averages will be provided within one week of the test date.
11. Any cheating should be reported to the instructor as soon as it is discovered. If a student does not feel comfortable coming to an instructor, a note can be left in the instructor's box located behind the secretary's desk to let us know who was involved, when it happened, what they did, etc.



## Professional Responsibility

Students will be graded on their professional responsibility in all didactic, laboratory, pre-clinical, and clinical courses. Points will be assessed for a variety of infractions. For the first 20 professional responsibility points accumulated no penalty will be imposed. For each 20 points thereafter, one point will be deducted from the final course grade. The student will be informed, in writing, when professional points are deducted.

<u>Infraction - First Offense</u>	Points*
A. Failure to perform assigned duties when lab/aide, clinic assistant, screener, control	20
B. Failure to call in by 8:00 AM when absent	20
C. Taking radiographs film, or chart out of the Health Building	40
D. Failure to properly complete paperwork	20
1. not returning chart to proper place	40
2. not putting patient's name in appointment book	20
3. recording inaccurate patient information	20
4. duplicating patient's chart	20
5. making illegible chart/appointment book entries	20
6. failure to request a chart 48 hours prior to the appointment	20
7. incorrect address of dentist on consent form where patient x-rays are to be sent	20
8. completion of paperwork on a new patient prior to patient arriving at the clinic	20
E. Failure to maintain professional appearance:	
1. Wearing incorrect, dirty or wrinkled gown or scrubs	20
2. Fingernails too long or polished	20
3. Having dirty, messy hair	20
4. Having soiled, messy shoes	20
5. Using inappropriate make-up	20
6. Wearing incorrect hose/socks	20
7. Wearing inappropriate jewelry	20
F. Using unprofessional language	20
G. Exhibiting unprofessional behavior: crying, displaying anger, etc	20

H. Disrespectful behavior to patient and/or faculty member	60
I. Failure to make appropriate use of lab or clinic time	20
J. Failure to maintain adequate appointment control	20
K. Failure to be prepared for lab or clinic session	20
L. Failure to maintain work area in a professional manner	20
M. Performing any action that could cause harm to any patient, student, instructor, or visitor to the clinic: using non-sterile instruments, leaving autoclave on, mismounting x-rays, failure to use lead apron, etc	60
<b>Note: If a student has 3 separate documented incidents of patient endangerment, the student will be dismissed from the dental program.</b>	
N. Failure to sign in, have instructor supervise, or clean up work area when working outside schedule class time	20
O. Failure to keep cubicle neat and organized	20
P. Seating a patient before faculty are in clinic	40
Q. Failure to comply with regulations and policies as stated in this Policies and Procedures Manual	20
R. Failure to follow proper check in procedures	40
S. Failure to complete Local Anesthesia and Medical Emergency Proficiency in DEN 231 prior to March 15	20
T. Taking X Ray retakes without instructor assistance and signature	20
U. Taking X Ray in incorrect area	20
V. Failure to enter X Ray grade in DSS within 48 hours	20
W. Failure to record the patient's name, student's name, and date on the X Ray mount	20
X. Bringing food/drinks into reception area, clinic, or H143	20
Y. Failure to report to your scheduled base clinic (dental hygiene)	60
Z. Any breach of patient confidentiality	40
AA. Use of clinic computers for personal use	20
BB. Failure to check Campus Cruiser and/or having messages from instructors returned due to full status of the mailbox	20
CC. Failure to remember user name/password for EagleSoft	20
DD. Failure to record, and spell correctly, patient's full legal name	20
EE. Failure to record failed, cancelled, and/or no show appointment in Autonotes of EagleSoft	20

FF.	Failure to obtain instructor's signatures on all clinical documents	20
GG.	Failure to enter clinical evaluation forms within 48 hours of appointment	20
HH.	Sharing of patients	20
II.	Failure of CA and Infection Control Assistant to follow all duties indicated on infection control calendar.	20
JJ.	Failure to clean X Ray room or reverse sign on operatory door	20
KK.	Failure to obtain instructor's signature on X Ray Evaluation Form	20
LL.	Substitution of clinical schedules, base schedule and/or rotation schedule without faculty approval	60

This list covers a variety of infractions noted by instructors during the past several years. It is not possible to include all possible infractions; therefore, any occurrence not specifically noted will be handled on a case by case basis. The goal of the dental faculty is to graduate mature, responsible, professional dental assistants and hygienists who are capable of functioning as an integral part of the dental team.

- \* For subsequent occurrences of each infraction the points deducted will be double those listed.
- \*\* Falsification of records is considered academic dishonesty and may result in disciplinary penalties as stated in the Academic Integrity section of this manual.

The student will be given a slip stating the infraction and the number of points deducted.

**COASTAL CAROLINA COMMUNITY COLLEGE**  
**Dental Assisting Curriculum**

<u>NUMBER</u>	<u>COURSE</u>	<u>LEC</u>	<u>LAB</u>	<u>CLINIC</u>	<u>CREDIT</u>
<b>FALL SEMESTER</b>					
BIO 106	Intro to Anat/Phys/Micro	2	2	0	3
DEN 100	Basic Orofacial Anatomy	2	0	0	2
DEN 101	Preclinical Procedures	4	6	0	7
DEN 102	Dental Materials	3	4	0	5
DEN 111	Infection / Hazard Control	2	0	0	2
		13	12	0	19
<b>SPRING SEMESTER</b>					
CIS 110	Intro to Computers	2	2	0	3
DEN 103	Dental Sciences	2	0	0	2
DEN 104	Dental Health Education	2	2	0	3
DEN 106	Clinical Practice I	1	0	12	5
DEN 112	Dental Radiography	2	3	0	3
ENG 102	Applied Communications II	3	0	0	3
		12	7	12	19
<b>SUMMER SESSION</b>					
DEN 105	Practice Management	2	0	0	2
DEN 107	Clinical Practice II	1	0	12	5
PSY 118	Interpersonal Psychology	3	0	0	3
		6	0	12	10
<b>Total Semester Hours:</b>					<b>48</b>

**COASTAL CAROLINA COMMUNITY COLLEGE**  
**Dental Hygiene Curriculum**

<u>NUMBER</u>	<u>COURSE</u>	<u>LEC</u>	<u>LAB</u>	<u>CLINIC</u>	<u>CREDIT</u>
<b>FALL SEMESTER (1<sup>st</sup> Year)</b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CHM 130	General, Organic & Biochemistry	3	0	0	3
CHM 130A	General, Organic & Biochem. Lab	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111*	Infection / Hazard Control	2	0	0	2
DEN 120	Dental Hygiene Preclinic Lec	2	0	0	2
DEN 121	Dental Hygiene Preclinic Lab	0	6	0	2
		14	14	0	20
<b>SPRING SEMESTER (1<sup>st</sup> Year)</b>					
BIO 175	General Microbiology	2	2	0	3
DEN 112*	Dental Radiography	2	3	0	3
DEN 130	Dental Hygiene Theory I	2	0	0	2
DEN 131	Dental Hygiene Clinic I	0	0	9	3
DEN 222	General & Oral Pathology	2	0	0	2
DEN 223	Dental Pharmacology	2	0	0	2
		10	5	9	15
<b>SUMMER SEMESTER (1st Session)</b>					
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 140	Dental Hygiene Theory II	1	0	0	1
DEN 141	Dental Hygiene Clinic II	0	0	6	2
		3	0	6	5
<b>FALL SEMESTER (2<sup>nd</sup> Year)</b>					
DEN 124	Periodontology	2	0	0	2
DEN 220	Dental Hygiene Theory III	2	0	0	2
DEN 221	Dental Hygiene Clinic III	0	0	12	4
DEN 224	Materials & Procedures	1	3	0	2
DEN 232	Community Dental Health	2	0	3	3
ENG 111	Expository Writing	3	0	0	3
		10	3	15	16

**SPRING SEMESTER (2<sup>nd</sup> Year)**

COM 120	Interpersonal Commun.	3	0	0	3
DEN 230	Dental Hygiene Theory IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	3
DEN 233	Professional Development	2	0	0	2
SOC 240	Social Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		12	0	12	16

**Total Semester Hours:****72**

## Emergency Procedures Protocol

If an emergency situation occurs, remain calm and follow the emergency procedures listed below. When summoning any faculty member, the student should use their first name, which will indicate that an emergency situation has occurred.

### DENTAL CLINIC (H125)

1. Never leave patient unattended.
2. Stand and announce in a voice loud enough to be heard, "Code Blue, Cubicle \_\_\_\_\_." Remain with the patient and reassure him/her that help is on the way. Place the medical history on the counter top and monitor vital signs.
3. Responsible student calls name of student in adjacent cubicle to summon supervising dentist or full-time faculty member.
4. Responsible student calls name of student to get O<sub>2</sub> tank, emergency drug kit, AED (Automated External Defibrillator) and emergency clipboard.
5. The oxygen tank, emergency drug kit, AED, and emergency clipboard should be placed in the center aisle outside the cubicle where the emergency has occurred.
6. The student who retrieved the oxygen tank turns on oxygen tank and records necessary information on the Medical Emergency Report.
7. Responsible student assists supervising dentist/clinical instructor.
8. If so advised, the clinic assistant uses the emergency telephone, located in the **hallway** beside H129, to report the emergency. When the receiver is lifted, it will automatically ring the switchboard.
9. The clinic assistant answers all pertinent questions and follows directions provided by the switchboard operator.
10. If EMS is summoned, an instructor must photocopy the medical history to provide EMS.

### DENTAL MATERIALS LABORATORY (H143)

1. Never leave the injured student unattended.
2. Announce in a voice loud enough to be heard "Code Blue and location." Remain with the injured student and reassure him/her that help is on the way.
3. The closest available student should announce that she will summon the laboratory instructor. This student will await further instruction. All other students should move away from the injured student.
4. A student should announce that he/she will retrieve the first aid kit and/or other emergency equipment, and place it within reach of the injured student.
5. If so advised, a student will use the emergency telephone, located in the hallway beside H129, to call the switchboard to report the emergency. The student will answer all pertinent questions and follow the directions provided by the switchboard operator.

## **LOCATION OF EMERGENCY EQUIPMENT**

- AED (Automated External Defibrillator) and Emergency drug kit – on top of the refrigerator in main copy room
- Oxygen tank – outside the main copy room door
- Emergency Clipboard – on wall beside Oxygen tank
- First aid kits – outside the main copy room door, dental materials lab cabinet in demo unit
- Spill kit – in the top of the first cabinet, on the left side of the sterilization area
- Fire extinguishers – dental hygiene clinic and dental materials lab
- Eyewash stations – sterilization area, darkroom, dental materials lab
- Fire blankets – dental materials lab

## **NAME OF FULL-TIME FACULTY**

Joseph Hewitt, DDS  
Shelby Chadwick

Jennifer Robertson  
Catherine Cotter

Erika Carroll  
Cindy Rose

# COASTAL CAROLINA COMMUNITY COLLEGE



## DENTAL ASSISTING PROGRAM DENTAL HYGIENE PROGRAM

### Compliance Form

I have received, read, and understand the information found in the Dental Departments' Policies and Procedures Manual. I have had an opportunity to ask questions. I am aware that I am responsible for complying with the policies and procedures as stated in this document, as well as the College Catalog, and Student Handbook.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# Coastal Carolina Community College

## Dental Assisting and Dental Hygiene Departments

### Student Conduct and Professional Responsibility Agreement

The primary goal of the Dental Assisting and Dental Hygiene programs at Coastal Carolina Community College is to prepare individuals who are clinically proficient and capable of securing professional employment in the field of dentistry. In order to accomplish this primary departmental goal, the faculty and staff of the Dental Assisting and Dental Hygiene Departments expect all students to continually practice high ethical conduct and professional responsibility at all times in all College classrooms, clinical and laboratory settings, as well as all off-campus clinical and professional settings.

Every Dental Assisting and Dental Hygiene student is expected to take responsibility for becoming familiar with the College's policies regarding student conduct (see DISCIPLINE POLICIES ON STUDENT RIGHTS AND DISCIPLINE, *Coastal Carolina Community College Catalog*). In addition, every student is responsible for becoming familiar with the Dental Department's expectations regarding professional responsibility (see PROFESSIONAL RESPONSIBILITY, *Coastal Carolina Community College Dental Assisting and Dental Hygiene Departmental Policies and Procedures Manual*). Any student who possibly violates one or more of the College's Rules of Proscribed Conduct will be subject to an investigation and possible disciplinary action. Any student violating one or more of the Dental Department's Rules of Professional Responsibility will be subject to the assessment of professional points and, dependent on the violation, may be referred for further action as detailed in the rules of Proscribed Conduct.

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*As a Dental Assisting or Dental Hygiene student, I understand that my signature on this Student Conduct and Professional Responsibility Agreement acknowledges that I am familiar with the College's policies regarding student conduct as well as the Dental Department's expectations regarding professional responsibility.*

*I acknowledge that any possible violation on my part pertaining to the College's rules of Proscribed Conduct could subject me to an investigation and possible disciplinary action, and any violation of the Dental Department's Rules of Professional Responsibility will result in the assessment of professional points and/or possible disciplinary action.*

*I agree that I should in no way interfere with the success of fellow students, bring discredit to Coastal's Dental Programs or the dental profession, or in any way disrespect a full time or part time dental instructor.*

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Student Signature / Course Number

---

Date



# Coastal Carolina Community College Dental Assisting and Dental Hygiene Programs

## Statement of Patient Rights

As a patient in the Coastal Carolina Community College Dental Clinic, you have the right, consistent with law, to:

1. Be treated with adequate, appropriate, compassionate care at all times and under all circumstances.
2. Receive treatment without discrimination as to race, color, religion, sex, national origin, disability or sexual orientation.
3. Request accommodation for a disability by completing the "Request for Accommodation" form in advance, so as to provide the college sufficient and adequate time to meet your needs. You may obtain this form from the Admissions Office. We cannot guarantee the availability of a reasonable accommodation unless advance notice is given.
4. Be informed of all aspects of treatment, including cost.
5. Know the names, positions, and functions of any dental instructors, staff, and students in the Dental Clinic who are involved in your care.
6. Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
7. Obtain a thorough evaluation of your needs.
8. Be treated as a partner in decision making related to your treatment planning.
9. Receive current information and be assured of quality treatment.
10. Be taught how to maintain good oral health for a lifetime.
11. Be able to refuse treatment to the extent provided by law and be informed of the medical/dental consequences of that refusal.
12. Receive complete information about your further treatment needs and any referral that is advised.
13. Have confidentiality of all information and records regarding your care.
14. Review your record and obtain a copy of your record if you request it.
15. Receive dental treatment that meets the standard of care in the profession.
16. Complain without fear of reprisals about the care and service you are receiving and have the clinic supervisor respond to you, and if you request it, in writing. Your complaint should be directed to the Dental Hygiene Department Head.
17. Receive assurance of continuity and completion of treatment within the scope of comprehensive dental hygiene care.

I have read the above Statement of Patient Rights and agree to protect all patient rights.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**Coastal Carolina Community College  
Dental Assisting and Dental Hygiene Programs**

**Confidentiality – Client Privacy Protection**

As a dental student at Coastal Carolina Community College, I agree to hold all patient protected health information, records, treatment, and conversations as confidential. Confidentiality includes, but is not limited to:

- Patient records
- Patient radiographs
- On-site clinical observations
- Off campus rotation sites
- Off campus observations
- Public health activities
- Public school projects
- Community projects

All clinic records are the property of the CCCC dental clinic. No record is to be duplicated. No record or any part thereof, is to be removed from the clinic proper.

If patient confidentiality is breached in any manner, I understand that I will be given 40 professional responsibility points for the first offense. The penalty will double for each subsequent offense.

_____ Student Signature	_____ Date
_____ Faculty Witness	_____ Date



## Procedure for Students to File Complaints with the Commission

Students in the Dental Assisting and Dental Hygiene Programs must be informed at least annually of the procedure for filing complaints with the Commission, which 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 improvements 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 the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date





