



Elgin
Community
College

*Dental Assisting Program
Student Handbook**
2020-2021



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*These requirements are specific to the Dental Assisting Program and are supplementary to the ECC College Catalog.

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Welcome to the ECC Dental Assisting Program

DENTAL ASSISTING 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 that relationship of life to which I consecrated myself when I elected to become a Dental Assistant." (Johnson, 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 at times I too make mistakes
To be friendly realizing that friendship bestows and receives happiness.
To be respectful of the others 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 learning the shadows
To keep always smiling always."

Juliette A Southard
Founder of American Dental Assistant Association

ELGIN COMMUNITY COLLEGE MISSION STATEMENT

The mission of Elgin Community College is to improve people's lives through learning.

HEALTH PROFESSIONS MISSION STATEMENT

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

HEALTH PROFESSIONS VISION STATEMENT

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

HEALTH PROFESSIONS DISCRIMINATION STATEMENT

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs, related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

HEALTH PROFESSIONS SOCIAL MEDIA CONDUCT

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

Adopted June 2013

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Administrative Procedure 3.406

References Board of Trustees Policy: GP 1

Subject: Criminal Background Checks and Drug Testing of Health Professions Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018;

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every even-numbered year.

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations (TJC) have established regulations that require Elgin Community College to request criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and TJC regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 30 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

In addition, students:

- will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
- will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- must notify the Health Professions division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs

- who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
- who refuse to be tested will be considered positive for the criminal background check and/or drug test and will be denied admission to the Health Professions Division
- with a positive drug test will be referred to the Student Assistance program at ECC
- with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- with a second positive drug test will be permanently dismissed from the Health Professions Division
- whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

Reference

Illinois Department of Public Health. [Disqualifying Offenses](#).

HEALTH PROFESSIONS DISMISSAL POLICY

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Dental Assisting program regulations and meet professional standards as outlined in the American Dental Assistants Association code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from the Dental Assisting program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Dental Assisting program without a written warning.

Students who have been permanently dismissed from the Dental Assisting program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Dental Assisting program will not be permitted to attend any further Dental Assisting classes/clinical and will receive failing grades in the Dental Assisting courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Revised 2/2013

HEALTH PROFESSIONS STUDENT CODE OF CONDUCT

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017

1. Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

[In Health Professions this also includes off-campus instructional sites.]

College Official includes any person employed by the College, performing assigned administrative or professional duties.

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)

- [In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]**
- 2) Providing false information to any College official, faculty member or office
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
 - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
 - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
- 1) Interfering with the educational opportunities of other students through classroom disruption or inappropriate behavior, including foul language.
[In Health Professions this also includes off-campus instructional sites.]
 - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
 - 3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures.
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities.
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
[In Health Professions this also includes off-campus instructional sites.]
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
[In Health Professions this also includes off-campus instructional sites.]
- l. Violation of published College policies, administrative procedures, rules or regulations.
[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
[In Health Professions this also includes off-campus instructional sites.]
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
[In Health Professions this also includes off-campus instructional sites.]
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
[In Health Professions this also includes off-campus instructional sites.]
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
[In Health Professions this also includes off-campus instructional sites.]
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
[In Health Professions this also includes off-campus instructional sites.]
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable -Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.
 - 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.
[In Health Professions this also includes off-campus instructional sites.]
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
 - 1) Failure to obey the summons of a judicial hearing committee or College official
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.

- 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
- 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. **Disciplinary Procedures**

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. **Appeal**

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

5. **Record of Complaint and/or Appeal**

After the Complaint and/or Appeal Processes have been concluded, all records of that processes will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

ACADEMIC INTEGRITY POLICIES

Administrative Procedure 4.407

References Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. See the ECC website for more information on [ECC's Academic Integrity policy](#).

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own.

Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in learning community or linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, to include college standards and codes of conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student

via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.

2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.
5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory

Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

For a complete listing of [ECC Administrative policies](#) click the preceding link.

DENTAL ASSISTING PROGRAM

The Dental Assisting (DEA) Program at Elgin Community College is beginning its 52nd year. It is a regional program that enjoys cooperation agreements with area community colleges. The program is designed to train students for a career as a Clinical and/or Preclinical Assistant or a Dental Office Aide. Courses in lab techniques, office management, and the specialties are included. The programs instructional objectives are kept within the Illinois State Dental Practice Act.

Three certificates in Dental Assisting are offered at Elgin Community College. The certificates are:

- Vocational Specialist Certificate in Clinical Dental Assisting
- Basic Vocational Specialist Dental Office Aide
- Basic Vocational Specialist in Preclinical Dental Assisting

The Clinical Dental Assisting Certificate prepares you to take the Dental Assisting National Board (DANB) Examination. The credits earned in the certificates (except ENG101 and SPH101) may transfer to another program or degree as electives only.

Accreditation

The Clinical Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association, a specialized accrediting body recognized by the United States Department of Education.

[Commission on Dental Accreditation](#), 211 East Chicago Ave., Chicago, IL 60611-2678

Phone: 312-440-2500

Note: See page 43 of this handbook for the form for posting third party complaints to the Commission on Dental Accreditation.

Dental Assisting Conceptual Framework

Elgin Community College believes that the role of the dental assisting is becoming more technical. This increased technical level is evidenced by the increasing number of "expanded functions" which non-licensed dental personnel in Illinois and nationwide are allowed to perform and the explosion of new dental techniques and procedures. When dental assisting function at a higher level than in the past,

manipulative skills need to be supported with a strong background in scientific theory, and the assistant's work ethic must have components of team and professionalism.

Definitions:

Scientific Theory is defined here as the acquisition of knowledge in dental science and theory necessary to apply critical thinking to a problem.

Manipulative Skills are defined as the functions of a dental assistant which affects a product or procedure in some way.

Team is being defined here as "the interdependence among team members of the dental staff a community." As Morton, Clark et.al. States: "Team...is for dental professionals who are interested in exploring practical ways to enhance the coordination of work of interdependent and specialized dental personnel, the optimal use of individual and team skills, the achievement of efficient quality care, and the personal satisfaction of dental office team members."

The term Professional (as defined for purposes of this framework) is characterized by the ethical and legal practice of the dental assistant who is committed to the profession, to self-improvement through life-long learning, to the advancement of the profession, and to the promotion of high quality care for all people.

Collaborative Learning (as the department defines it) is working and learning together as a team for the same goal, and that the students and teachers share responsibility for the learning.

Competency Based Education is a method of curriculum development that ties what is taught to real world experiences and ECC's model allows for varied mastery rates of those skills.

Critical Thinking is self-directed, self-disciplined, self-motivated, and self-corrective thinking. It entails effective communication and problem solving abilities.

Cross-disciplinary Education refers to the use of English, Speech, Psychology, and fine arts in exercises used to teach or reinforce didactic material in dental assisting.

Multiple Intelligences refers to the seven pathways of learning: Verbal, Visual, Rhythmic, Logical/Mathematical, Kinesthetic, Intrapersonal, and Interpersonal. The dental assisting program lends itself naturally to verbal, visual, logical, interpersonal, and kinesthetic pathways, and occasionally adds rhythmic, and intrapersonal pathway.

Elgin Community College's Dental Assisting program is based on the concept that Scientific Theory, Skills, Professionalism, and Team are taught simultaneously in an integrated curriculum. All of the segments overlap with each other and have a direct impact the other segments and upon patient. In this model every course has the four components delineated in the objectives, although some courses are, by necessity, heavier in knowledge or skills than other.

Theory

Scientific Theory represents 23 percent of the program. Dental knowledge forms the basis learning the necessary skills, and includes content in those dental sciences listed below. The program teaches the didactic portion of the program using traditional methods of lecture, discussion, demonstration, simulation, and illustration.

Skills

The teaching of skills consumes 44 percent of the curriculum. This is justified because of the high levels of dexterity required of chairside dental assistants. Skill levels are evaluated by the ultimate impact on the patient. The program teaches both clerical (<16 percent) and clinical (>84 percent of program skill content) skills. The skill components are divided into four different levels and are evaluated accordingly. Level 4 skills are evaluated more strenuously than level 1 skills. Skills are taught in the traditional classroom, laboratory, and clinical models utilizing guided labs, simulations, role-playing, group projects, and performance tests.

Level 1. Prepare and dismiss patients, oral health instructions, fabricate custom trays, and other indirect lab products, prepare tray set-ups, waste disposals, manage telephones, control appointments, supply inventory, manage recall system, operate business equipment, third-party reimbursement forms, preform financial transactions.

While not unimportant skills to the dental practice, and not necessarily easy to learn, the above dental assisting functions have no direct impact on the health of the patient.

Level 2. Dental charting accurate treatment records, mounting radiographs, fabricate provisional restorations, suture removal, periodontal pack removal, cleaning and polishing removable appliances or prosthesis. Level 2 skills includes skills that have a lower level of impact upon the patient, and after the dentist checks the work; these procedures can be reversed.

Level 3. Current concepts of chairside assisting, preparation of dental materials, suctioning, and instrument transfer include skills that have a high level of impact upon the patient but for there is generally direct supervision by the dentist. Adverse effects may be irreversible.

Level 4. Expanded Functions, such as topical fluoride agents, management of dental/medical emergencies, CPR, post-operative instructions, aseptic techniques/maintain treatment area, topical anesthetic, exposing and processing radiographs, and placing/removing rubber dam. Also including monitoring nitrous oxide, coronal polishing, and placement of pit and fissure sealants if certified to do so. These have the highest level of impact upon the patient, and generally include procedures with the lowest amount of direct supervision. Adverse effects may be irreversible. Current concepts of chairside assisting, preparation of dental materials, upon the patient, but for which there is generally direct supervision by the dentist. Adverse effects may be irreversible.

Team

Ultimately, the student must function as a part of a dental team serving the patient. Dental Assistants function at two different levels in "Team." The dental assisting program teaches team through motivational stories, clinic work, clinical assignments, field trips and course work.

Level 1: New Dental Assistants:

Patient reception; demonstrate empathy; time-management skills; adjust for special needs patients; communicate effectively with team members; reiterate office policies; give community education in dental health.

Level 2: Experienced Dental Assistants

Coordinate/Maintain Operative schedule, patient/doctor liaison, pre/post-operative care and instructions; educate patients; arrange for referrals, and make collective calls.

Professionalism

To function effectively as a dental team member, the dental assistant must be a “professional.” The program emphasizes Ethics and Jurisprudence, The Dental Culture, Communications, and Continued Education in this facet of the curriculum. These content segments are taught through motivational stories, problem solving, course work, field trips, clinical assignments and clinical work and are interwoven throughout the curriculum hours.

Teaching Model

Faculty has developed teaching methods drawn from several models including Competency Based Education, Collaborative Learning, Multiple Intelligence models and Cross-disciplinary Education. Teachers see themselves as experts in the field, motivators and coaches of the students, and finally evaluators of student performances. Essentially, faculty teaches What? Why? How? And What If? Learning activities are as varied and diverse as possible depending upon the content.

According to Hudepohl, Competency Based Education addresses three questions:

- What should students be able to do when they graduate?
- How do we know if students can do this at an acceptable level of competence?
- What learning experiences will help student learn to do this?

The Dental Assisting Program utilizes competency based instructions extensively in both didactic and laboratory facets.

Curriculum Organization

The dental assisting curriculum has been evaluated by the advisory committee and faculty for content and level. Teachers check the progress of the students after every lab or didactic unit, but allow repeated performance.

For example, in the radiography course, students are allowed to retake manikin radiographs as many times as the student requires to meet the objectives. Generally student imposed deadliness are met and all work must be finished by final grading day. Grades are achieved by measuring the number of radiographs completed satisfactorily and by two lab assignments, which may not be redone. These are the timed-test and the “perfect set” assignments. Alginate impressions and stone models are similar examples although students may redo most of the lab and didactic assignments.

Test are standardized in that only 20 percent of test questions are changed yearly and scores from the current class are compared to those from previous years. In-House standardization provides faculty with immediate feedback on the progress of the class. The dental assisting content easily allows for the use of portfolios, and dental assisting students produce them for dental materials, radiography, and office procedures.

COLLABORATIVE LEARNING, as the department defines it, is working and learning together as a team for the same goal, and that the students and teachers share responsibility for the learning. Students are encouraged to share knowledge, skill and ideas so that all may learn more. Collaborative learning should

promote critical thinking because the social discourse or brainstorming which takes place fosters analysis, synthesis, and application on the part of the student.

ECC's dental assisting program utilizes collaborative learning in preclinical exercises such as instrument transfer and suctioning practice, group project work, and group review sessions.

Cross-disciplinary exercises are used to reinforce the importance of the general education segments of the program. Dental assistants are the liaison between the practitioner and the patient, and as such they need to interpret and reiterate dental, medical, and financial information. Oral and written communications and psychology are important for dental assistants to become full member of the dental team. The dental assisting program has incorporated assignments in writing, oral communications and psychology in the dental curriculum.

Writing assignments are integrated throughout the curriculum with online posts, reflective summaries, and portfolios in both Business Communications and Dental Materials.

Oral Communications are integrated in preclinical activities in Chairside Assisting. Seating the patient, taking health and dental histories and giving post-operative instructions are all examples of where students use speech in the program. Students also give a short speech on nutrition, provide oral health instructions, post-operative instructions, and instruct patients while preparing for radiographs and dental procedures.

Psychology is heavily integrated in the teaching of oral health, nutrition and practice management segments of the curriculum. Students must also deal with the interpersonal skills of division of labor, empathy practices, person-to-person communication, intuiting others' feelings and giving feedback during the dental clinics and practicums. Participating in a team automatically places the student in interpersonal situations. Students are asked to measure their contribution to the team effort, and delineate an experience when they used reflective listening.

Emotional processing, mindfulness practices, and emotional practices included in intrapersonal intelligence are encouraged in the practice management personal goal assignments. Students are asked to trust their intuition, be creative in their accomplishments and concentrate. Students must also personally deal with the issues of poverty, ignorance of oral hygiene, and discrimination raised by their work the dental clinic.

The dental assisting program appeals to a wide range of students. The program has students who are traditional high school graduate who have time to devote to being a college student as well as older students who maintain full-time jobs and family commitments. Students also vary in their socio-economic backgrounds and academic preparation.

It is of the utmost importance that we recognize and nurture all of the varied human intelligence and all of the combinations of intelligences...If we can mobilize the spectrum of human abilities, not only will people feel better about themselves and more competent; it is even possible that they will also feel more engaged and better able to join the rest of the world community in working for the broader good." Howard Gardner (Lazner, 1994).

If the dental assisting program can recognize and nurture all of its students, the student will feel better about themselves, be more competent, and be better able to join the dental team.

References:

Brien, Susan, "Innovative Teaching Strategies Workshop", October 8, 1999

Downing and Miller, Cranial Creations 45 Cooperative Learning Activities for Life Science Classes, J. Weston Walch, Portland, Maine, 1990.

Hudepohl, Competency Based Education

Lazear, David, Seven Pathways of Learning, Teaching Students and Parents about Multiple Intelligence, Zephyr Press, Tucson, AZ, 1994.

Near, John, "Learning Styles" April 28 and October 29, 1999.

Palladinos, Joesph, "Pedagogical, Ethical, and Legal Issues in Grading, March 8, 1995.

PROGRAM INTENT

The Dental Assisting Program Aims To:

Enable students to obtain the knowledge and skills necessary to be a successful dental assistant.

- Provides the student access to the knowledge and skills necessary to successfully complete the Dental Assisting National Board Exam (DANB).
- Graduate students who find employment as a dental assistant within six months following graduation.
- Evaluate its curriculum yearly.
- Encourage and assist students in determining which college services promote their success.
- In partnership with the dental profession, industry, and governmental agencies, will endeavor to prepare a quality dental assisting workforce within our district.
- Promote life-long learning in the dental field.
- Maintain the alliances that have been established with the area dental offices.
- Encourage students to join the state and national dental assisting organizations.
- Incorporate cultural content material in the curriculum.
- Provide quality intercultural dental experiences.
- Use existing and emerging technologies to provide convenient and flexible access to the dental assisting program.

PROGRAM GOALS

1. Graduates will demonstrate proficiency of dental assisting skills.

Rationale: The dental assistant of today must be high in dexterity and spatial relationship ability as well as have critical thinking, planning, organizational, and manipulation skills. They must analyze, estimate, evaluate, follow directions, identify, interview, and manage time efficiently.

Criterion: Students will score at the 85 percent level or higher

Tool: Clinical Evaluation Forms

Methods: Periodic evaluation in clinical assignments

Responsible: DEA Faculty and clinical office staff

Frequency: Every 14 days
Timetable: Yearly for every student enrolled in DEA 123/124

2. Graduates will be able to apply the knowledge and skills learned to successfully complete the Dental Assisting National Board Examination.

Rationale: Accreditation Elgin Community College and State of Illinois processes require that outcomes assessment utilize any post-graduate testing available.

Criterion: 80 percent of the students who take the exam will pass it
Tools: Testing data provided by the DANB
Methods: Analysis of the data
Responsible: Dental Assisting faculty
Frequency: Annually

3. The Dental Assisting program will prepare and provide qualified and professional dental assistants for employment in the workforce.

Rationale: The dental assisting program must work within the guidelines set by the Illinois Board of Dentistry, The Commission on Accreditation of the American Dental Association and the standards set by the Dental Assisting National Board for dental assisting education criteria.

Criterion: 80 percent of program graduates will be working in the dental community within 6 months of graduation
Tools: List of program graduates
Methods: Tracking
Responsible: Dental Assistant Faculty
Frequency: Annually

4. Graduates will display ethical and professional behavior in the dental office.

Rationale: The dental assisting students have read and understand the Health Professions Student Code of Conduct. This document along with their instruction and preparation in the program will provide them with the guidelines for acceptable behavior in the dental office.

Criterion: Students will score at the 85 percent level or higher
Tools: Clinical Evaluation Forms
Methods: Periodic evaluation in clinical assignments.
Responsible: Dental Assisting Faculty and clinical office staff
Frequency: Annually

5. Graduates will demonstrate professional communication skills with both patients and office staff members.

Rationale: The dental office provides the students with the opportunity to interact with a variety of patients and staff. They must have both the verbal and interpersonal skills to effectively

communicate, assess patient needs, evaluate situations, and show empathy with all parties involved in patient care.

Criterion:	Students will score at the 85 percent level or higher
Tools:	Clinical Evaluation Forms
Methods:	Periodic evaluation in clinical assignments.
Responsible:	Dental assisting faculty and clinical office staff
Timetable:	Yearly for every student enrolled in DEA 123/124

COURSES

1st Semester

DEA 101 Dental Assisting I

Credit Hours: 3

Prerequisite: Concurrent enrollment into DEA program

Introductory course to dental assisting. Tooth anatomy, both primary and permanent teeth, are included as well as a survey of head and neck anatomy. Bones, muscles, glands, blood vessels and nerves are studied as they relate to the functional dentition and the jaw joint. Fetal development of the face is included. A limited microbiology section is also included. The lab includes crown carving, and myofunctional theories.

DEA 103 Dental Materials I

Credit Hours: 3

Prerequisite: Concurrent enrollment in DEA 101

This course deals with the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing manipulative skills necessary to carry out laboratory and chairside procedures.

DEA 106 Dental Aseptic Techniques

Credit Hours: 3.5

Prerequisite: Concurrent enrollment in DEA 101

This course is designed for the dental assisting major and will cover methods used for disinfection, sterilization, prevention of cross contamination and techniques used to prevent personnel infection. Heavy emphasis will be placed on the use of equipment and chemicals. Methods to sterilize individual groups of instruments will be studied.

DEA 108 Chairside Dental Assisting I

Credit Hours: 3

Prerequisite: Concurrent enrollment in DEA 101, DEA 103 and DEA 106

Practical experience is given in chairside procedures of general dentistry. Procedures for tooth restoration and cleaning are covered. Skills taught include equipment use and care, aseptic techniques, charting, saliva control, instrument transfer, sharpening, and identification.

2nd Semester

DEA 107 Dental Radiography

Credit Hours: 3

Prerequisite: Grade of C or better in DEA 101 or consent of instructor

Techniques involved in exposing, processing and mounting dental x-rays. Two techniques are taught: the paralleling and the bisecting angle. Stress is placed upon radiation safety for the operator and patient. Anatomy of the bony structures radiographed as well as history and physics of radiography will be covered. All work will be completed on manikins.

DEA 111 Dental Assisting II

Credit Hours: 3

Prerequisite: Grade of C or better in DEA 101

Presents concepts of first aid, community dentistry, dental pathology, and pharmacology including: Diet and nutrition, fluoridation, and patient education. First aid as it applies to the dental office is also stressed.

DEA 118 Dental Materials II

Credit Hours: 3

Prerequisite: Grade of C or better in DEA 103

This course is a continuation of Dental Materials I. Concepts applied to prosthetic dental impression materials are covered as well as acrylic materials and metals. Emphasis will be placed on manipulative techniques and their use in general dentistry.

DEA 119 Dental Records and Communications

Credit Hours: 3

Prerequisite: Acceptance into DEA program

The policies and procedures for all dental office clinical and financial records are discussed. Compilation and recording of data, correspondence with responsible third parties, and filing and storage of records are included. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, and financial arrangements are covered. Also included are: Interviewing skills, health and grooming, ethics, and history of dentistry. A major part of the course includes effective patient communication.

DEA 120 Chairside Dental Assisting II

Credit Hours: 3

Prerequisite: Grade of C or better in DEA 101 and DEA 108

In depth classroom and laboratory experiences in chairside dental assisting procedures for the specialties of dentistry. Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics will be emphasized.

3rd Semester

DEA 123 Clinical Practice I

Credit Hours: 4

Prerequisite: Grade of C or better in DEA 120 or consent of instructor

Application of theories and skills taught in the classroom to clinical surroundings of two general practice offices.

DEA 124 Clinical Practice II

Credit Hours: 4

Prerequisite: Grade of C or better in DEA 120 or consent of instructor

Application of theories and skills taught in the classroom and lab to the clinical surroundings of two or three different specialties. Student affiliations can include: oral and maxillofacial surgery, orthodontics, periodontics and pediatric dentistry.

ADMISSIONS

The dental assisting program accepts students from a wide area of northeastern Illinois. Students must apply to the program using the Health Professions application and obtain a PSB-HOA score of 12 percent or higher. The Health Profession's department application fee is \$0.00. All students with a high school or a GED and appropriate PSB scores are accepted into the program based on the date of their enrollment and completed PSB examination. Students are accepted once transcripts are received.

Students must provide the college's registration an official copy of transcript from all colleges attended, **AND** their high school transcript.

Copies should be sent to: **Records Office, Elgin Community College**
 1700 Spartan Drive
 Elgin, IL 60123.

PROGRAM LENGTH

Students have the option of completing the program in twelve months or in three to four semesters. A full-time student will complete the program in twelve-eighteen months. Part-time students generally need 18-24 months to complete the coursework. Coursework must be completed within 2 calendar years or student risk having to repeat courses. See re-admissions policy.

Students can be awarded advance standing if they have a significant number of work hours as a dental assistant. Advance standing students may be able to finish in less than eleven months depending upon their work schedule and the course schedule.

The college does deserve the right to advise students to limit the number of credit hours taken in any one semester. These decisions will be based upon ACT scores, academic record, and interviews. The only other recommendation is that students complete a keyboarding course. Keyboarding can have been completed in high school. See the college catalog for alternatives.

As a part of the course of study, students spend 336 hours of clinical in area dental offices. The clinical hours are distributed in General Practice and Specialty offices. Students can choose from Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics.

ESSENTIAL FUNCTIONS OF THE DENTAL ASSISTANT

The following is the description of the physical and mental efforts required of the student in the Dental Assisting program at Elgin Community College. A student must be able to perform these requirements with or without reasonable accommodations as outlined in the Americans with Disabilities Act.

The Student is responsible to sign a Student Handbook agreement stating that s/he is able to meet the Dental Essential functions listed below.

PLEASE NOTE: Elgin Community College will not compromise on any essential skills or requirements in a course or degree. All students are expected to meet essential requirements. Students with disabilities must also meet these requirements, either with or without accommodations. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements as described. Students with [disabilities](#) must contact [Pietrina Probst](#) (office B125 or phone 847 214-7417) for an interview.

Physical Requirements

1. Manual dexterity
Student must have above average fine motor control (dexterity) to perform moderately difficult/difficult manipulative skills.
2. Mobility
The student must be able to move freely and safely about the dental equipment and operatory. The student must be able to reach operative counter and shelves. The student must be able to perform repetitive task requiring sitting or standing for lengthy periods of time. The student must be able to tolerate lengthy periods of physical activity including moving quickly at times. The student must be able to safely manipulate dental equipment in patient's mouth.
3. Stamina
Students must be able to perform tasks that require arm steadiness, hand steadiness, leg steadiness, and upper and lower body strength.
4. Strength
Student must have the ability to push/pull and lift objects more than 50-100 pounds.
5. Coordination
Student must have the ability to perform task that require eye-hand coordination.
6. Sight
Student is required to see objects 20/20 with correction or 20/40 with correction and be able to read fine print. Students must also be able to determine changes in patient status through visual observation. Color discrimination is required as in shade selection for restorations, warning lights on equipment, color coding of dental instruments, and disposables.
7. Hearing
Students must have normal range hearing, either corrected or uncorrected, for functional use.
8. Tactile
Student must be able to discern hard and soft tissues through tactile senses, for functional use as listed below.

Intellectual/Conceptual Requirements

9. Concentration
Students must have the ability to concentrate on moderate to fine detail with frequent interruption.
10. Attention Span
Student must have the ability to attend to multiple functions and patients often for an extended period of time.

11. Conceptualization/Application

Student must have the ability to select and use technical principles, ideas, and theories in a problem-solving situation and adjust procedures accordingly.

12. Communication

Student must be able to communicate effectively in Standard English, in verbal and written format with patients, dentists, families, and other health care workers. Student must be able to respond professionally and effectively in unexpected situations.

Essential Behavioral Requirements

13. The student must be able to prioritize and complete projects within realistic constraints. The student must be able to exercise sound judgment and decision-making skills during periods of stress. A high level of emotional maturity and self-control is necessary. The student must remain flexible and be adaptable to change.
14. Dental Assisting students have a high risk for exposure to blood, body fluids, or tissue, infectious disease, combative and difficult patients, some toxic chemicals, some noxious odors, and some fast-paced, high stress clinical situations. The student must recognize these potentially hazardous situations and proceed safely.
15. The student must seek help when needed. The student must accept constructive criticism and work to improve performance. The student must support and promote activities of fellow students and other healthcare professionals.

REQUIREMENTS FOR GRADUATION

COURSES: There are 11 Dental assisting (DEA prefix) courses in the program of study. In addition students are required to have college credit in Communications and Speech.

First Semester	Credit Hours
DEA 101 Dental Assisting I	3
DEA 103 Dental Materials I	3
DEA 106 Dental Aseptic Technics	3.5
DEA 108 Chairside Dental Assisting I	3
Second Semester	
DEA 107 Dental Radiography	3
DEA 111 Dental Assisting II	3
DEA 118 Dental Materials	3
DEA 119 Dental Records & Communications	3
DEA 120 Chairside Dental Assisting II	3
Third Semester	
DEA 123 Clinical Practice I	4
DEA 124 Clinical Practice II	4
Before Graduation	
ENG 101 English Composition or	
BUS 101 Business Communication	3
CMS 101 Fundamentals of Speech	3
TOTAL CREDIT HOURS	41.5

TUITION AND FEES

Tuition is \$132.00 per semester hour for in-district and joint agreement students. For payment information see the ECC website. On the tuition due date you will be dropped from your section for non-payment and may lose your place in the Dental Assisting Program. If the space is still available you may re-enroll. Deferred payment plans are available.

ALL FEES ARE SUBJECT TO CHANGE AT ANY TIME.

Admission Fee	\$0
PSB Examination	\$20
Criminal Background Check and Drug Testing	\$148
CPR Training	\$85
Tuition \$132.00 per hour x 41.5 credits hours	\$5478
Lab Fees (listed with tuition in class schedule)	\$1144
ECC scrub jacket, pant and optional shirt. Available at bookstore	\$65
Pair of work shoes (all black or all white)	\$60
Textbooks	\$850
Midwinter Meeting	\$40
Vaccinations	\$400
Misc. School Supplies	\$50
<u>Subtotal</u>	Approx. \$8340
ADDITIONAL RECOMMENDED/OPTIONAL FEES	
ADAA Student Membership	\$45
DANB Certification Exam	\$425-750

FINANCIAL AID

Grants, scholarship, and loans are available according to need. Apply early for the semester if you need help. For further information contact the financial aid office.

WITHDRAWAL FROM PROGRAM

Please refer to Access ECC for important information on timelines, refunds and policies.

BOOKS AND UNIFORMS

BOOKS: Most of the textbook for full-time (twelve month) dental assisting program are needed for the first semester. These books will also be used in second semester courses. Lists of required books are

furnished by the college bookstore.

The faculty utilize the texts and require that you have copies in class.

MISC. SUPPLIES: Hair ties; 4-5 large zip lock bags for DEA 103/118. Also needed: notebook paper, pens, pencils, and binder(s).

UNIFORMS: Occupational Safety and Health Administration (OSHA) requires that the outer layer of dental office attire be laundered within the dental office or be disposable. The dental clinic will utilize disposable jackets. Some outside clinical facilities will provide either a disposable jacket or a scrub top, which will be processed appropriately. Therefore, the student needs comfortable, all white or all black athletic (no canvas) shoes without other colors, two (2) pairs of scrub pants, and two (2) scrub jackets. Scrub shirts are optional. Shoes should be kept clean and polished at all times. Photo ID badges are a part of the uniform, and are to be worn with the uniform at all times. NOTE: For safety and aseptic purposes, no clogs or ventilated shoes are allowed.

SAFETY GLASSES: Because of the aerosol effect of dental headpieces, we require that all dental assisting students wear OSHA approved safety glasses in clinical assignments and classroom labs. You may need to purchase a pair for clinical purposes.

PERSONAL APPEARANCE

HAIR/MAKEUP: Hair should be neat and clean and not hang around the face or fall forward when performing chair-side and lab duties. If hair is long, it must be pulled back. Use cosmetics with moderation. Nails should be well manicured and short with only light colored nail polish. French manicures are acceptable. Artificial fingernails are not allowed.

JEWELRY: Engagement and/or wedding rings, watches, and small stud-type, pierced earrings are the only jewelry which may be worn with the uniform. No other piercings are allowed.

TATTOOS: Tattoos should not be visible when the clinical attire is worn. If it is visible it must be covered with a Band-Aid or other acceptable device.

PROFESSIONAL BEHAVIOR

As a student in the dental assisting program, you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

We expect our students to act in a professional manner in both the classroom and the clinical situations. Rules that govern professionalism are strictly enforced. You must be on time for classes.

A. Smoking is not allowed on campus. Gum chewing is not allowed during clinical experiences. Because of OSHA requirements and the Dental Clinic that is held in the dental lab, no food will be allowed in the labs (A172 & A187)

B. Information learned in clinical sites is not to be discussed outside that office. Private details about another person are not discussed in dental offices. The doctor/patient privilege must not be breached.

C. Any behavior which disrupts the classroom or clinical environment jeopardizes the health, safety, or well-being of a fellow student, or the patient you are serving, or which reflects negatively on the Dental Assisting program at Elgin Community College may be grounds for dismissal from the program.

D. Cell phones must be turned off during class sessions. Cell phones must be on vibrate. ***NO*** phone calls or text messaging during class sessions is allowed. If seen, the student may be asked to leave class for the remainder of the day.

TIME COMMITMENT

You will have to arrange time in your schedule to study, practice skills, and complete projects. It is recommended that students be employed in a non-dental area no more than 20 hours per week. It is suggested that you plan one hour of study each week for every hour in lecture.

ATTENDANCE

Attendance is recommended at all class sessions. All efforts to be on time are requested. Tardiness disrupts the learning process for others. Classroom discussion will be based on the objectives in the course syllabus, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the dental assisting student to function safely and effectively in the clinical area. Students are expected to complete the reading, writing and learning activities assigned prior to coming to class. Students are responsible for all content and information presented in all classes and are expected to COME TO CLASS PREPARED to participate in the class discussion.

Being later than 20 minutes to class or leaving before class ends will be considered as a complete absence. Tardiness exceptions may be made for weather or other circumstances to be determined by the instructor. Students are allowed to be absent (NO EXCEPTIONS) for only 2 classes within one course. Upon the third absence in any course, dental assisting faculty will withdraw a student until mid-terms or fail them after mid-terms.

Attendance at the first class is expected. Registered students who do not attend the first 50 minutes of the first classes session and who have not contacted the instructor to explain the absence must be present at the beginning of the second session, or they will be dropped by the instructor for non-attendance. If a student who missed the first 50 minutes of the first session is unable to attend the second session, it is his/her responsibility to contact the instructor before the second class session or he/she will be dropped for non-attendance.

GRADING

You must complete both lecture and lab portions of each class. Grades from both sections will apply to the final grade received. Final examinations will reflect information from both lecture and lab sessions. The program is a competency-based system whereby students are given unlimited opportunities to complete most (but not all) objectives.

Grade Scale: 90-100 = A 80-89 = B 70-79 = C <70 = Failure

In clinical practice you must receive passing grades in all phases 85% or higher. You will receive evaluations every 10 days from the faculty and rotational evaluations from the dentists. See the clinical handbook for specific grading policies.

Failed courses may be repeated only once (see ECC course repeat policy). Students receiving two (2) failing grades in the DEA program will be dismissed permanently.

LAB INSTRUCTION

If a student is absent from a lab class period, she/he is expected to arrange time with program faculty to utilize the lab for practice. This time will be arranged with faculty according to their availability. No Student(s) may use the lab for practice of dental assisting skills without faculty on the premises.

Lab Class Safety Issues

To insure safety in the lab class, student should be aware of the following procedures:

1. In the first lab class of the school year, the student will read and sign the form for Consent as a Human Subject, and Guidelines for Human Subject Form. Students will also sign the ECC informed consent form.
2. In the first semester, DEA 106, students will receive and study information on blood and body fluid precautions, hand washing techniques, and proper disposal of medical waste.
3. At the beginning of the Fall and Spring semester in DEA 103 and 118, student will receive and study information on hazardous material and OSHA requirements.
4. Students are required to wash hands, glove, and mask prior to practicing with a lab partner, and to rewash if moving on to practice with another student.
5. Lab class ratio will be: 12:1 for DEA 103, 108, 118, 120 and 6:1 for DEA 107.
6. The lab instructor and/or assistant will respond to all student requests for assistance regarding correct and safe technique for application of dental assisting skills.
7. The faculty reserves the right to request a student not to perform a dental assisting skill until supervision and/or assistance can be provided.
8. Correct safety measures will be emphasized in every lab class.
9. Proper use of all equipment will be demonstrated by the faculty prior to student use.

EMERGENCY PROCEDURES ARE POSTED NEAR THE ENTRIES FOR ALL LABS.

STUDENT INJURY IN CLASS

In the event that an accident or injury occurs while the student is in the classroom, the student will have access to appropriate care. The payment for care and related costs is the responsibility of the student.

LAB EVALUATIONS AND CHECK OFF

The program faculty have prepared a list of critical dental assisting skills. These skills will be evaluated by a practical examination. Critical practical skills must be passed at an 80 percent level. See each class syllabus for practical examination policies.

Refer to the course syllabus for complete list of critical dental assisting skills.
Critical Dental Assisting Skills include (but are not limited to):

DEA 101	Tooth Identification and Numbering Beginning Charting
DEA 103	Mixing IRM Mixing Glass Ionomer Loading Amalgam Carrier Sequencing of Composite Components Alginate Impression on Human Pouring Models
DEA 106	Personal Protective Equipment Instrument decontamination Sharps handling Operatory Preparation
DEA 107	Full Mouth Surveys on Manikins Full Mouth Surveys on Humans Processing of radiographs
DEA 108	Sequencing of Amalgam restoration Sequencing of Composite restoration Post-Restoration instructions
DEA 111	Oral Health Instructions Fluoride Application Take and record blood pressure Responding to common medical emergency
DEA 118	Performing a Crown Preparation Procedure
DEA 119	Completion of Insurance form Using Dentrix Practice Management software Appointment making
DEA 120	Post-Operative instructions-specialties Dental Charting (expanded symbols)

LAB VALIDATIONS will be completed for the remaining dental assisting skills. Lab validations are allotted a greater amount of time in which to complete, so far that reason, if lab validations are not completed by their due date, a grade of zero will be given. Lab checks are not evaluated as strenuously as "Critical Skill Evaluations." All lab checks are to be completed by the end of the class. The instructor will determine the date.

Examples of skills that are evaluated by a lab validation include:

DEA 108	Equipment Identification
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Equipment Function
Seating of the patient
Seating of the dental team

Complete lists of lab validation skills are included in the individual course syllabus.

MAKE-UP TEST

Make-up exams due to absence must be completed prior to the next meeting of the class. This generally means that the student has one week to make up a test missed because of absence.

Procedures on failed test and test grading are at instructor's discretion. Refer to course syllabus.

INCOMPLETE COURSE WORK

If a student does not complete all course objectives in the 16-week period allotted for the course, a student may complete the work by the due date of the final grades. An incomplete grade can be assigned to the student at the discretion of the instructor.

CLASS AND LAB DRESS

Classroom dress is compatible with that of a regular college student. During a lab sessions students are to wear either lab coat or scrubs. The college will provide disposable lab coats. The lab coats will protect your clothing against stains and contamination. In addition, long hair must be tied back during lab sessions. Safety glasses are required for use in lab procedures.

CLINICALS

Clinical practice is an essential part of dental assisting education. The 336 hours spent in area dental offices give the student a chance to practice on real patients, learn a variety of methods, network with the dental community, gain knowledge of various styles of practice as well as dental procedures. The college has formal agreements with area dental offices that are willing to take on the responsibility of training a dental assistant.

SCHEDULING: All possible consideration is given to each student's clinical schedule. Students will be consulted during the scheduling process. It is the student's responsibility to stick to the schedule and attend all sessions. See the clinical handbook for specifics of the clinical program

DENTAL ASSISTING CLINICAL SITES

July 2020

General Practice

All About You Dental Care
Stephen Lavrisa, DDS
2631 Williamsburg Ave. #103
Geneva, IL 60134

Stephen Baginski, DDS
804 S. 3rd St.
St. Charles, IL 60174

Blooming Smiles Dental Studio
Duraes Jham, DDS
156 E. Lake St. Suite A
Bloomingtondale, IL 60108

Celebrating Smiles
Felicia Chu, DDS
750 Fletcher Dr. #302
Elgin, IL 60123

Robert Davidson, DDS, PC
708 N. Main Street
Elburn, IL 60119

Elburn Dental, PC
Richard Stewart, DDS
135 S. Main Street
Elburn IL 60119

Elgin Universal Dental
229 National Street
Elgin, IL 60120

William Galanes, DDS
690 Prospect St.
Elgin, IL 60120

Glendale Heights Dental, PC
Bhumika Patel, DDS
1177 Bloomingdale Road, Suite B
Glendale Heights, IL 60139

Michelle Horton, DDS
2210 Dean St., Suite H
St. Charles, IL 60175

Kwon Dental Care PC
177 W. Northwest Hwy
Palatine, IL 60067

Anthony LaPorte, DDS
4 S. Northwest Highway
Palatine, IL 60074

Drs. Lipskis & Lipskis DDS
St. Charles Family Dentistry
516 E. Main St.
St. Charles, IL 60174

Dean Lodding, DDS
2001 Larkin Ave #120,
Elgin, IL 60123

O'Reilly Dental
1701 East Woodfield Rd., Suite 150
Schaumburg, IL 60173

Mason, Faith & Hoscheit, DDS, Ltd.
2035 Foxfield Dr., Suite 103
St. Charles, IL 60174

Jon Nickelsen, DDS
523 N. McLean Blvd
Elgin, IL 60123

Partners in Care
333 W. 1st Street
Elmhurst, IL 60126

Sejal Patel, DDS, PC
1502 Sycamore Road
Dekalb, IL 60115

Poldek Family Dental PC
100 W. Higgins Rd. Bldg L, Unit 75
South Barrington, IL 60010

Pro Dental Care, Ltd
-300 Randall Road
So. Elgin, IL 60177
-1053 W. Main Street
Sleepy Hollow, IL 60118
-228 So. Randall Road
Elgin, IL 60123

Won Song, DDS
431 Summit St., Suite 104
Elgin, IL 60120

Lotus Dental
Purvi Thakkar, DDS
Lotus Dental
522 North Avenue
Glendale Heights, IL 60139

Michael Unti, DDS
Palatine Complete Dental
235 N. Northwest Highway
Palatine, IL 60067

Violet Creek Family Dentistry
Yousaf Ahmad, DDS
2415 Bowes Road #110
Elgin, IL 60123

Wang Family Dental
Christine Wang, DDS
2424 W. Indian Trail, Suite D
Aurora, IL 60506

Willow Creek Care Center Dental Clinic
67 East Algonquin Road
South Barrington, IL 60010

Specialty Offices

Odin Waite, DDS – OMFS
1425 N. Mclean Blvd. #200
Elgin, IL 60123

Fox Valley Endodontic Specialists - ENDO
1209 Dundee Avenue
Elgin, IL 60120

Lehman & Menis, DDS – OMFS
850 Munshaw Lane
Crystal Lake, IL 60014

Greater Elgin Family Care Center - PEDO
370 Summit St. Suite #1A
Elgin IL 60120

Drs. Hurley & Volk – ORTHO
-484 Briargate Dr. #101
So. Elgin, IL 60177
-895 S. State St.
Hampshire, IL 60140
-12 S. Roselle Rd.
Schaumburg, 60194

Sean Varghese, DDS – ORTHO
-10703 Huntley Road
Huntley, IL 60142
-1225 Oak St.
North Aurora, IL 60542

Frank Maggio, DDS – PERIO
Periodontics of Fox Valley
2000 Larkin Ave., Suite 306
Elgin, IL 60123

Dayspring Pediatric Dentistry - PEDO
2570 Foxfield Rd., Suite 203
St. Charles, IL 60174

Dr. Todd Anderson, DDS - OMFS
1675 Bethany Road, Suite A
Sycamore, IL 60178

Kelly Orthodontics, Ltd. – ORTHO
11 S. 6th Street
St. Charles, IL 60174

Renovo Endodontic Studio – ENDO
1750 N. Randall Rd.
Elgin, IL 60123

Wheaton Orthodontic Center - ORTHO
David Allen, DDS, MS, PC
116 W. Willow Avenue
Wheaton, IL 60187

HEALTH INSURANCE

All students are required to show proof of health insurance prior to working in the on campus dental clinic and entering the clinical dental assisting courses, DEA 123/124. You may carry it through a private insurance company as in a parent's or spouse's insurance plan, or purchased at www.getcoveredillinois.gov. Brochures can be obtained through the student life office. Failure to show proof of current coverage will prevent you from participating in the clinical dental assisting courses.

PHYSICAL EXAMINATIONS

These examinations must be completed and forms turned into the dental assisting office before classes start of the student's first semester in attendance. Your physician must thoroughly complete the form. The medical forms are in your admissions packet.

HEPATITIS SHOTS

The American Dental Association mandates that students entering the dental environment have been informed of the hepatitis B vaccination and have started/declined the hepatitis B series prior to that entry. Each student must provide proof (titer) of the shots, or sign a declination form by February 1st or September 1st of the student's first semester in attendance.

OTHER IMMUNIZATIONS

Check the Health Professions Department Health/Medical Record for the immunization you may need. Depending upon your situation Measles, Mumps, Rubella, Chicken Pox, Flu, Tdap, and Tetanus immunizations, and Tuberculin Testing are required.

PREGNANCY POLICY

In the event that you are pregnant or think you might be pregnant, it is strongly urged that you schedule a private, confidential appointment with the program director. The dental assisting department requests that minimally you talk to your physician about being enrolled in the program and most importantly if you are exposing x-rays in the radiography class. If class is missed, the program attendance policy still applies.

CPR CLASSES

You are required to have your cardiopulmonary resuscitation certificate (CPR) by the start of classes. Classes are offered through hospitals and the American Heart Association. Do not leave this important requirement to the last minute as CPR classes fill quickly. Please consult DANB examination guide for a listing of acceptable CPR organizations. See program director for a listing.

PERSONAL INFORMATION

Because the dental assisting program is accredited by the ADA, reports on dental assisting students are completed each year. This information is held strictly confidential. Students must fill out the ADA survey and file it with the director by September 1.

MEETINGS

A class field trip will be taken to the Chicago Mid-winter meeting given by the Chicago Dental Society in February. Short field trips will be taken each semester to area dental offices, if time permits.

GRADUATION

Graduation from the program is celebrated by the college's graduation ceremony. ECC Holds graduation ceremonies in May and December.

CERTIFICATION

Completion of the Dental Assisting National Board (DANB) examination requires passing three (3) sections: Infection Control, Radiation Health and Safety, and Chairside Assisting. To make the test taking process easier, you may take the examination in sections at different times. See the DANB application booklet for complete instructions. The dental assisting department recommends that students take the examination pertaining to the courses as completed. For example, a full-time dental assisting student taking DEA 106, Dental Aseptic Techniques, in the fall semester can take the ICE exam in December.

The [Dental Assisting National Board](#) is offered to Chicago area candidates by computer only. The cost for all three sections of the exam is \$375.00-550.00 (07/15/15) Applications are available from the program coordinator or [online](#). Rules, regulations, test outlines, and sample questions are provided in the candidate guide. Successful completion allows the candidate to use the CDA credential. COMPLETION OF THE PROGRAM MUST BE WITHIN 90 DAYS OF THE GENERAL CHAIRSIDE PORTION OF THE EXAM.

STUDENT APPEALS PROCEDURE

The DEA program faculty acknowledges that a student may have concern regarding policies and procedures of the dental assisting program. Students who believe that their rights have been violated or have a disagreement with a DEA program decision, are invited to consult with the DEA program faculty to resolve the problem. If an acceptable solution cannot be reached, the student should contact the Health Professions dean. After that, the student may enter the Student Appeal Procedure of ECC, which is outlined in the college catalog.

WITHDRAWAL/READMISSION TO DENTAL ASSISTING PROGRAM

In the event that a student makes the decision to withdraw, the student must inform the program director in writing. This letter will be kept in the student's confidential file. If the student requests readmission at a future date, she/he must follow the readmission procedures detailed below.

Applicant must request a signed blue enrollment form from the DEA program director. The student will be unable to enroll without this form.

Applicant should schedule an appointment with an adviser, to review all course work that was completed since the student stepped out of the program.

DEA Program faculty reserves the right to require written and/or practical examinations to determine the student's retention of previously learned materials.

Readmission to the program is contingent upon space availability in the class for both didactic and clinical components of the program.

If the student has been gone for more than 2 years, classes must be retaken.

The student should notify the program director as early as possible to facilitate re-admission.

ECC DENTAL ASSISTING HIPAA POLICY

HIPAA is defined at the Health Insurance Portability and Accountability Act.

The HIPAA privacy and security rules mandate federal protection for individually identifiable health information and give patients certain rights with regard to that information

HIPAA defines protected health information (PHI) as anything that ties a patient's name or social security number to that person's health , healthcare, or payment for healthcare, including radiographs, charts, or invoices. Ensuring the privacy and security of PHI is a legal imperative but it also protects everyone on the dental team not just the patient/student.

The issue of privacy is extremely important for all patient records both paper and electronic.

Elgin Community College dental assisting students/staff will under all circumstances protect all student/patient information and will not share anything that is seen, done, or heard with regard to dental conditions on any student/faculty/patient. This means no outside discussion, pictures, Instagram, Twitter, Facebook, etc. of anyone's dental anatomy or dental health/conditions.

Students who break this policy will be dismissed from the program.

DEA PROGRAM CONTACT INFORMATION

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Sarah Buzzelli

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847-214-7286

CODA FORM FOR POLICY ON THIRD PARTY COMMENTS

The Commission currently publishes, in its accredited lists of programs, the year of the next site visit for each program it accredits. In addition, the Commission posts its spring and fall announcements on the Accreditation News area of the ADA website for those programs being site visited January through June or July through December. Developing programs submitting applications for initial accreditation may be scheduled for site visits after the posting on the ADA website; thus, the specific dates of these site visits will not be available for publication. Parties interested in these specific dates (should they be established) are welcomed/encouraged to contact the Commission office.

The United States Department of Education (USDE) procedures require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the Department's requirement on the use of third -party comment regarding program's qualifications for accreditation or initial accreditation, the following procedures have been developed

Programs with the status of initial accreditation, and programs seeking initial accreditation must solicit comment through appropriate notification of communities of interest and the public such as faculty, students, program administrators, specialty and dental-related organizations, patients, and consumers

The Commission will request written comments from interested on the ADA/CODA website. All comments relative to programs being visited will be due in the Commission office no later than sixty (60) days prior to each program's site visit to allow time for the program to respond. Therefore, programs being site-visited in January through June will be listed in the fall posting of the previous year and programs scheduled for a site visit from July through December will be listed in the spring posting of the current year. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the visiting committee while on-site.

Those programs scheduled for review are responsible for soliciting third-party comments through appropriate notification of communities of interest and the public such as faculty, students, program administrators, specialty and dental-related organizations, patients, and consumers at least ninety (90) days prior to their site visit. The notice should indicate the deadline of sixty (60) days for receipt of third-party comments in the Commission office and should stipulate that comments must be signed, that signatures will be removed from comments prior to forwarding them to the program, and that comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process. The announcement may include language to indicate that a copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1/800-621-8099, extension 4653.

All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. Only signed comments will be considered. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests may be made to the Commission office. All relevant comments will have signatures removed and will then be referred to the program at least fifty (50) days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the visiting committee fifteen (15) days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel. Negative comments received after the established deadline of sixty (60) days prior to the site visit will be handled as a complaint.

Revised: 8/13, 8/12, 8/11, 7/09, 8/02, 1/97; Reaffirmed: 8/10, 1/03; Adopted: 7/95

INSTITUTION:

PROGRAM(S) TO BE REVIEWED:

SITE VISIT DATE:

60-DAY DEADLINE FOR RECEIPT OF COMMENTS IN THE COMMISSION OFFICE:

(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)

BLOODBORNE PATHOGEN EXPOSURE POLICY

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed **immediately after use** in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated **immediately after use** according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such

a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the **ECC Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: [Occupational Safety and Health Administration \(OSHA\)](#) Standard Number 1910.1

VOLUNTARY ASSUMPTION OF RISK & RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name) _____, freely choose to participate in the (print your program name) _____ program in which I am enrolled. I agree as follows:

RISKS: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases and property damage.

HEALTH AND SAFETY: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk and Release of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

Student (signature)

Date

Witness: _____

Date: _____

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CONSENT FORM AND GUIDELINES FOR HUMAN SUBJECT

As a student enrolled in the dental assisting program, I am aware and have been informed of the need to practice patient care skills specific to dental assisting on fellow students during supervised laboratory class sessions.

As a human subject used for practice and demonstration for educational purposes, I understand that my responsibilities are the following:

1. To inform the class instructor prior to the lab session for that day if I am experiencing any oral pain or discomfort that could be detrimental to my participation in the lab class. A determination by the instructor will be made regarding student participation in the lab for that day.
2. To immediately inform my lab partner and/or instructor if I am experiencing any undue discomfort caused by the application of the procedure being practiced.
3. To request that the supervising instructor assist in correcting my lab partner, and assist her or him in the correct application of the procedure.

As a student practicing or demonstrating patient care skills on a human subject, my responsibilities are:

1. To comply with the instructor or human subject when asked to immediately stop the administration of a procedure. Students must be cognizant of both verbal and physical signs from the human subject, or from the instructor.
2. To request assistance from the supervising instructor if needed. This includes asking for clarification about any portion of the procedure prior to its implementation.
3. To respect the dignity of the human subject by ascertaining if the subject is comfortable both prior to and during the procedure, and by following the guidelines for appropriate dental care.

I have read and do understand the above guidelines. I agree to serve as a human subject for the practice and demonstration of patient care skills specific to practice as a dental assistant in the supervised laboratory. I release Elgin Community College and my instructor from any and all liability and/or physical responses resulting from my service as a human subject.

Student signature

Date

Faculty signature

Date

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DENTAL ASSISTING STUDENT HANDBOOK AGREEMENT

Elgin Community College's Dental Assisting Student Handbook provides information regarding the policies and procedures in effect for the dental assisting program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

____ I have received a copy of the Dental Assisting student handbook.

____ I am aware that it is my responsibility to ask questions about the contents of the dental assisting student handbook and have those questions answered to my satisfaction.

____ I understand that failure to follow any of the policies in the dental assisting student handbook may result in my dismissal from the dental assisting program.

____ I agree to fully participate in the lab portion of the dental assisting program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

____ I agree that while enrolled in the dental assisting program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructors assume the role of my supervisor. I will attempt to learn the technical skills required of a dental assistant, but also strive to develop professional behaviors and attitudes.

Student (signature)

Date

Student (print name)

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Dental Assisting Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Dental Assisting Program Director.

Student (signature)

Date

Student (print name)

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Dental Assisting program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Dental Assisting Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goal.

Student (signature)

Date

Student (print name)