

Central Carolina Community College
Dental Assisting Program



**CENTRAL
CAROLINA**
COMMUNITY COLLEGE

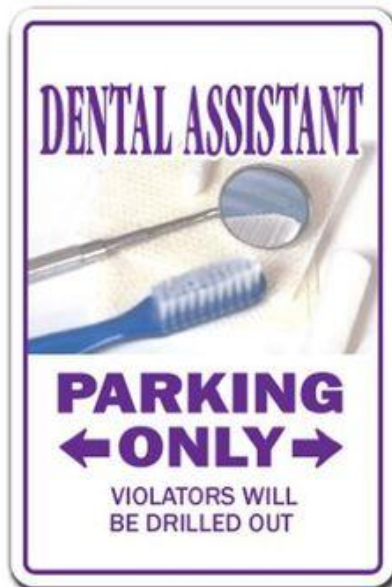
HEALTH SCIENCES

**Information Handbook for
Prospective Students**

Fall 2015-Summer 2016

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DENTAL ASSISTING PROGRAM GOALS

- **To provide dental assisting education and leadership by using a team approach.**
- **To maintain the recruitment and retention of dental assisting students by creating a quality professional academic environment.**
- **To foster diverse participation in and matriculation through the Dental Assisting program.**
- **To continue to meet the needs of our community and state by graduating competent dental assistants.**
- **To prepare the dental assisting student to perform all aspects of dental assisting delegated functions under the direction and supervision of licensed dentists.**
- **To develop graduates to use an evidence-base approach to dental assisting.**
- **To develop graduates who possess the skills and knowledge to competently, legally and ethically plan, implement and evaluate dental assisting services.**
- **To develop graduates who possess the ability to assess their own work and actively plan for continuous growth.**
- **To encourage participation in professional associations for the advancement of dental assisting promotion of oral health.**
- **To foster an attitude of lifelong learning and scientific inquiry.**
- **To foster a commitment to community services.**
- **To prepare graduates in dental assisting to deliver patient care with a scientific basis and caring manner.**
- **To instill a professional and societal responsibility in all students that will prepare them to become community leaders and address the public need.**
- **To prepare the student to pass the Dental Assisting National Board.**

Students interested in the Dental Assisting Program are encouraged to visit the assigned Admissions Specialist.

Important Notice

Rules, regulations, and policies at CCCC and the Dental Assisting Program are reviewed annually. Changes that occur to this booklet will be relayed to all Dental Assisting faculty and admissions counselors. Students are urged to request the most current information from the department, at least on a yearly basis.

CCCC is an Equal Opportunity College

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information. Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual at Central Carolina Community College shall, by reason of disability, be excluded from participation in or be denied the benefits of or be subjected to discrimination within any program or activity for which he is otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests. For more information, see the “Special Populations Services” section.

CCCC 2015-2019 Strategic Plan

Mission

Central Carolina Community College serves as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning.

Vision

Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

Values

Learning, People, Excellence, Integrity, Communication, Community, Access, Innovation, Stewardship

Goals

Goal 1: Learning First - Learning is everyone's responsibility. All faculty and staff are educators committed to engaging students as full partners in the learning process.

Goal 2: Student Access - Central Carolina is committed to learning by providing broad and intentionally planned access to its programs and services, and to removing barriers to enrollment and progression.

Goal 3: Student Success - Central Carolina is committed to learning by supporting and assisting students in achieving their educational goals.

Goal 4: Employees - Central Carolina is committed to learning by attracting, developing, and sustaining high-performing employees.

Goal 5: Partnerships - Central Carolina is committed to learning by establishing and maintaining partnerships that support the college mission.

Goal 6: Financial Foundations - Central Carolina is committed to learning by maintaining and enhancing a strong financial foundation.

Goal 7: Collegiate Environment - Central Carolina is committed to learning by fostering a culture that optimizes the student experience and the learning environment.

DENTAL PROGRAM MISSION STATEMENT

The Central Carolina Community College Dental Assisting Program is committed to establish and maintain quality staff, faculty, and facilities necessary to educate and train competent dental assistants and hygienists to serve the oral health care needs of the citizens of our state, while achieving the educational goals of our students.

DENTAL ASSISTING PHILOSOPHY

The Philosophy of the Dental Assisting Program is to provide an educational environment in which students can learn, be challenged and prepare for a role in the modern practice of dentistry. The Dental Assisting Program embraces the concept of a team approach to the delivery of dental patient care.

Dental Assisting Program Competitive Admissions Process

Step One: Apply to CCCC for admission (online applications are processed a little faster)

- Submit an application to the Admissions Office at www.cccc.edu and click where it says “Apply Now.”
- Complete placement testing requirements (acceptable scores on the placement test, ACT/SAT scores or finish the developmental courses OR complete college level Math and English)
- Send official copies of high school transcript and all college transcripts from all college courses attempted to the Admissions Office:

Central Carolina Community College
Attn: Admissions
105 Kelly Drive
Sanford, NC 27330

Step Two: Stay in touch with the Dental admissions counselor

See the Dental admissions counselor to assist in selecting and scheduling courses and to set up an educational plan. You will also need to see the Dental admissions counselor to schedule your mandatory information session.

Step Three: Attend a mandatory information session.

The information session dates are posted to the CCCC events calendar at www.cccc.edu. The information session includes a tour of the facilities, a presentation about the dental careers by the faculty, and an explanation of the points-based admission process.

Step Four: Complete necessary courses and maintain appropriate GPA requirements

- Students are required to complete program prerequisites before submitting a consideration application to the program in January. Students must earn a grade of a C or higher **within 5 years** of the application date. These courses are (examples given in parenthesis):
 - Math (MAT 110, MAT 115, MAT 140, MAT 151, MAT 161)
 - Biology (BIO 163, BIO 175 or other BIO)
- Students are encouraged to complete curriculum courses required to graduate from the program, prior to starting the program. This helps to earn more points for the selective admission process and it also lightens the course load once accepted into the program.

You may view a curriculum guide online at <http://www.cccc.edu/curriculum/guides/D45240.pdf> for a listing of these courses. A minimum 2.5 cumulative GPA from all courses taken within the past 5 years, as well as

a 2.0 GPA from the most recent semester are required to apply to the program.

Step Five: Complete Required Observation Hours (Minimum of 40 hours)

Students must complete 40 hours of observation of a Dental Assistant in a Dental Office and turn in the observation verification form.

Step Six: Schedule an appointment to take the TEAS V.

The TEAS V is an entrance test for the health programs. It tests technical Math, English, Reading, and Science skills. There is a study guide with practice tests that students are strongly encouraged to utilize. The study guide can be purchased in the campus bookstore or online through www.atitesting.com. Students can take the TEAS V once they either pass the placement test or complete all developmental courses. Permission to test is given by the admission counselor. There is a \$35 fee for each testing attempt.

- The TEAS V can be taken three times in three years. The percentage correct obtain in the areas of Math, English, and Reading are used for the selective admissions process.
- The TEAS V scores are valid for three years and must be current at the time of application. If a student tests a third time, scores from the two most recent attempts will only be used.

Step Seven: Submit a Dental Assisting Program Application (last two weeks of January)

- Applications must be requested from and returned to the program admissions counselor.
- Initial applications are available starting mid-January and are due the last working day of the month. If the program does not fill in January then a second consideration will be conducted during the spring semester.
- Applications must be complete in order to be considered by the admissions committee.

A complete application includes:

- Application on file to CCCC within past 12 months
- Dental Assisting program application turned in by last day of the month
- Transcripts on file (high school and all college transcripts)
- Attendance at a Dental Programs information session is mandatory for application
- Acceptable placement test scores or grades in developmental courses.
- Both prerequisite courses taken with a C or better grade within the past 5 years (unless other time limit noted)
- TEAS V scores on file within the past three years
- Acceptable GPA (2.5 cumulative GPA and 2.0 last semester GPA)
- Observation of 40 hours and completion of observation verification form
- Acceptable TOEFL scores for non-US Citizens

Additional points can be earned for prior work experience of at least 6 months in a health field, for completion of High School Medical Career/Health Occupations Classes I and II, for obtaining an American Heart Association CPR for the Healthcare Provider certification, and for completing general education requirements prior to submitting your application (see rating sheet for details).

TRANSFER/AUDIT OF COURSES

TRANSFER/AUDIT OF COURSES*

In order to better prepare students for the rigors of the Dental Assisting National Board, students are encouraged to participate in all DEN courses at CCCC that were previously completed at other colleges or programs. These courses may be retaken for credit or by audit* (at the discretion of the CCCC faculty) when entering the Dental Assistant Program at CCCC. All dental assisting courses completed more than 3 years prior for re-admission or transfer must be repeated.

Students who have received credit for DEN courses from a former period of admittance at CCCC are encouraged to retake or audit all DEN courses when re-entering the Dental Assisting Program. The Dental Assisting faculty members feel strongly that students benefit by retaking these classes, as it updates previously learned material and refreshes student memory prior to applying and taking the National Board.

All students entering CCCC's Dental Assisting Program will be asked to sign a document entitled "Confirmation of Information at the New Student Orientation" to acknowledge that they have been informed about the training requirements of CCCC's Dental Assisting Program.

Dental Assisting Technical Standards

Central Carolina Community College has developed the following technical standards according to the nature of the work required in dental practice and the educational requirements of the dental assisting curriculum. To be successful in the Dental Assisting program, students will need to demonstrate mastery of these basic skills/abilities.

<u>Issue</u>	<u>Standard</u>	<u>Expected Outcomes(not all inclusive)</u>
INTERPERSONAL	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds	<ul style="list-style-type: none"> • Able to communicate effectively with patients, clients, families, and colleagues.
COMMUNICATION	Communication abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> • Able to collect and assess data and be able to communicate the rationale for planned treatment and patient educational aids. • Able to document legibly either in written or computer format assessment findings or treatment rendered.
CRITICAL THINKING	Critical thinking ability sufficient for clinical judgment.	<ul style="list-style-type: none"> • Able to identify cause and effect relationship in clinical situations by developing dental hygiene care plans specific to patients needs. • Able to assimilate knowledge from lecture, laboratory and clinical arenas. • Able to utilize basic mathematical skills.
MOBILITY	Physical abilities sufficient to move around rooms in the dental environment, maneuver in small spaces and reach needed equipment.	<ul style="list-style-type: none"> • Able to move around clinical operatories, dark room, sterilization room, and other treatment areas. • Able to position chair-side in close proximity to patient. • Able to administer CPR and BLS procedures. • Able to reach radiographic equipment which is approximately 5-6' off floor. • Able to transfer patients from wheel chairs to dental chairs and back.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, client and co-workers.	<ul style="list-style-type: none"> • Able to move, calibrate, use equipment and supplies including sharp instruments. • Able to therapeutic or oral therapy aids chair-side – mannequins, small equipment, etc.
AUDITORY	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> • Able to hear patients, cries of distress, sound of instruments being properly utilized, sound of slow speed hand piece and ultrasonic scaler, and monitor vital signs.
VISION	Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.	<ul style="list-style-type: none"> • Able to observe patient responses and assess variation changes. (Example: skin color and facial expression. Notes gingival description and pocket depths (read probe) – healthy vs. disease state including color changes) • Able to monitor vital signs. • Able to evaluate radiographs for technical quality. • Able to note color changes in dental materials which indicates reactions occurring. • Able to read and comprehend the material.
TACTILE	Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions.	<ul style="list-style-type: none"> • Able to perform DA II advanced functions utilizing small instruments (example: placing gingival retraction cord, sealants, temporary crowns, coronal polishing, etc).

Please contact Special Populations Director (919-718-7416) if accommodations are needed.

COMMUNICABLE DISEASE STATEMENT

As a healthcare provider, students enrolled in the Dental Hygiene Program are exposed to communicable diseases such as tuberculosis, HIV, hepatitis B, hepatitis C, influenza, etc., via exposure to blood, other body fluids, aerosols, and spatter. Students will be trained in universal precautions and asepsis techniques to minimize this potential of transmission. When healthcare providers follow established infection control procedures, disease transmission from dental patients to members of the dental team is extremely low.

Non-Discrimination of Patients: The American with Disabilities Act forbids discrimination against patients based on health/disease status; therefore, students are required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any given patient will result in disciplinary action that may jeopardize the **student's** clinical success for that course. Students accepted in to the Program will verify their knowledge of the Communicable Disease Statement and the risk for disease exposure, and sign an agreement to service all patients that are assigned to him/her regardless of the patient's sex, race, or disease status.

Immunizations: Medical records as required by the CCCC Dental Program Director must be completed and on file in the Dental Hygiene Program office. All students are required to obtain all vaccinations/immunizations prior to entering clinic; immunizations minimize acquisition of diseases. Hepatitis B is the most critical occupational hazard for dental personnel; therefore, it is mandatory that all dental students be vaccinated against Hepatitis B. Those with documented allergies to the vaccine must sign a waiver form. Students must have received their second vaccination prior to rendering intraoral treatment and/or training. Students who miss a lab session because they have failed to receive their second vaccination will be considered absent and will receive a zero for that lab session. The deadline for receiving all vaccinations (to include the 2nd HepB) is by the first Spring semester of the program. Students must have the series completed by the first Spring semester of the program, which is when patient treatment begins. Documentation must be provided to the Program Director in order to continue clinical training. Students will be required to have a yearly PPD test evaluation of exposure to tuberculosis. The student is responsible for when they are due for their PPD test. If the PPD test is not completed by the annual date, students will not be allowed to participate in clinical activities and will be given a grade of "0" for the day.

Students with a Communicable Disease Status: Students who have a positive Hepatitis, HIV, or any other communicable disease status, must notify the VP of Student Services and Program Director. Health Sciences Programs lead to increased exposure to a variety of communicable diseases due to direct patient care. The Program Director will review all medical history forms and will disclose disease status information to the Program faculty. CCCC will not discriminate against students based on health/disease status. A positive disease status will not prevent a student from entry into the program; however, written documentation from their healthcare provider must be provided stating the student's health status and immunity level.

As a part of the program, students' are required to perform a variety of clinical skills on each other in the learning process. They are also required to be peer patients and clinicians. Prior to performing any intraoral skills on each other, a full medical history must be obtained. Students' should be aware that they **MUST** fully disclose their health/disease status with regards to obtaining a full medical history. Full disclosure of disease status is required to minimize the possibility of infection due to an immunocompromised state. Furthermore, in the event of a bloodborne pathogen incident, the clinician would need to have accurate information regarding the health/disease status of the peer patient.

Medical histories are stored within the EagleSoft software utilized by the program. All information regarding the health/disease status of students /patients is considered "protected health information (PHI)". The Health Insurance Portability and Accountability Act (HIPAA) has been set forth to provide protection of any identifiable health information transmitted or

maintained within any organization. It is mandatory that all students' of the Program adhere to the rules and regulations set forth by HIPAA. Failure to do so will result in immediate dismissal from the Program.

In addition to full disclosure of health/disease status to the Program, students' are also considered healthcare providers while in the program and must abide by the North Carolina requirement of notifying the Chief of Communicable Disease. See the address below:

**ATTENTION: Health Care Providers who test positive for Hepatitis or HIV must notify:
Chief, Communicable Disease Control Branch
1902 Mail Service Center
Raleigh, NC 27699-1902**

CARDIOPULMONARY RESUSCITATION REQUIREMENTS

Once a student is accepted in the dental assisting program, they will be required to achieve and maintain current certification in cardiopulmonary resuscitation prior to patient care.

PLEASE NOTE: All accepted dental assisting students will complete a CPR course, organized by the Program Director, so that all students complete the course at the same time. The dates of the CPR courses will be discussed at the new dental assisting student orientation during the summer prior to classes starting in the fall semester.

Current CPR certification will also be required to practice dental assisting in North Carolina. Students should provide a copy of both sides of their CPR card to the Program Director. Upon recertification, a copy of both sides of the card should be submitted to the Program Director. ***The deadline for submitting proof of CPR certification is the first day of class.***

Certification or recertification is required for treatment of classmates and/or patients at rotation sites. **Students will not be allowed to participate at rotation sites without current CPR documentation.** Failure to achieve, maintain, and provide documentation will result in "0's" to be entered for all requirements and training assignments missed due to non-compliance.

American Dental Association

Accreditation: The dental hygiene and dental assisting programs have been granted the Accreditation Status of Approval Without Reporting Requirements by the American Dental Association Commission on Dental Accreditation. The next site visit scheduled for the programs will be in 2015.

A copy of the Dental Hygiene and Dental Assisting Accreditation Standards and CODA Policies and Procedures, including those for complaints, may be obtained by calling 1-800-621-8099. The Standards may also be found online at American Dental Association (ADA) www.ada.org or in writing at 211 East Chicago Avenue, Chicago, IL 60611.

AMERICAN DENTAL ASSISTANTS' ASSOCIATION

MISSION STATEMENT

“To advance the careers of dental assistants and to promote the dental assisting profession in matters of education, legislation, credentialing and professional activities which enhance the delivery of quality dental healthcare to the public.”

MEMBERSHIP

Dental Assisting students are encouraged to become members of the Student American Dental Assistants' Association (SADAA). Students are to pay membership dues in the Fall Semester. Membership dues are payable on the first day of Fall Semester.

ADAA-CODE OF ETHICS FOR DENTAL ASSISTANTS

As an organization charged with representing a part of the professional individuals involved in the practice of dentistry, the American Dental Assistants Association has delineated the Principles of Ethics and the Code of Professional Conduct for members, officers, and trustees. The Principles of Ethics are general goals to which each member should aspire and are not intended to be enforceable as rules of conduct for dental assistants. The Code of Professional Conduct is intended for use as a guide for the evaluation of elected officials and members.

STUDENT ACTIVITIES

Central Carolina Community College, in cooperation with the Student Government Association, attempts to enrich the academic and social growth of the student with a wide range of student activities. Students are encouraged to participate in as many activities as time permits. Membership in all student organizations shall be open to all students without regard to race, sex, color, creed, age, disability, religion, or national origin.



LICENSURE INFORMATION

NATIONAL BOARD

Dental Assisting National Board (DANB) examinations are offered in either a computerized or written format. Computerized DANB exams are administered throughout the year at over 200 Pearson VUE Testing Centers across the United States. Scheduling convenience and site location are two reasons that more than 90% of individuals sitting for DANB exams, test in a computerized format.

Please note that applications must be complete, including all required documentations and fees, before they will be considered. DANB returns all incomplete applications, retaining a \$50 application fee. DANB is not responsible for applications returned after the deadline date. Candidates are encouraged to make application early to test at their desired time.

For those dental assistants who meet the eligibility and examination requirements, certification may be earned in one or more areas.

Certified Dental Assistant (CDA) Certification Exam

CDA examination focuses on General Chairside Assisting and is DANB's primary certification. In addition to a General Chairside component (GC), the CDA exam contains separate components covering Radiation Health and Safety (RHS) and Infection Control (ICE) topics. Many states are using the CDA examination or one of the components as part of dental assisting regulatory requirements. There have been over 100,000 certifications awarded and currently there are over 30,000 professionals maintaining the credential.

Applications and instructions are given to students in class in a timely fashion. Students must adhere to all deadlines set by the Program Director in order for forms to be mailed out by CCCC in time to reach the ADA Council on Accreditation. Students who do not meet set deadlines will be responsible for mailing their applications separately. Ultimately, it will be the student's responsibility to complete all application requirements and to ensure that the application has been mailed prior to the stated deadline.

Students are urged to keep and organize all notes and materials from all science courses as well as dental courses in order to facilitate review for the National Board Exam.

NOTE: Passing labs/clinics at CCCC is not a guarantee of success on National Board Exams.

DENTAL ASSISTING EMPLOYMENT OPPORTUNITIES

A variety of employment opportunities are available to graduates of the Dental Hygiene Program. These opportunities include, but are not limited to, the following:

- Private Practice – General Practice and Specialties
- Contract Service for Federal Installations: Fort Bragg, VA Hospital
- State Institutions – Prison System, Public Health Organizations, ECU Dental Clinics
- Marketing – Sales Companies
- Research
- Consulting
- Patient Advocate
- Education

JOB PLACEMENT

The Dental Assisting Clinical Director arranges for area dental temporary placement agencies to come and speak to the dental hygiene students the last semester of the program. This allows dental assisting students to interview for jobs and work until they are placed in an office.

Students also complete a mock interview with a local dental professional during the last semester to enhance interview skills and reduce fears of going through the interview process.

Past graduates are informed of job opportunities as those opportunities become available through email, phone, and/or social media.

ESSENTIAL DENTAL ASSISTING FUNCTIONS

To successfully complete the clinical component of the Program, the student must be able to perform all of the essential functions of a dental assistant.

- Protect the best interest of the patient, the profession, and the public.
- Communicate satisfactorily with patients, physicians, peers, family members, and the health care team, regarding:
 - Referrals.
 - Oral hygiene instructions.
 - Community activities.
- Possess the visual acuity to:
 - Note slight changes in the patient's condition.
 - Correctly read handwritten orders, medication records, and chart contents.
 - Accurately and safely instrument in the oral cavity.
 - Distinguish slight changes in contour of working ends of instruments.
- Hear adequately to:
 - Note slight changes in the patient's condition.
 - Perceive and interpret various equipment signals.
- Use hands for fine manipulation.
- Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.
- Manage the care of a patient in a sudden emergency, including one-man CPR when necessary.
- Exercise good judgment, using the ADA Code of Ethics as a guide in decision-making.



The Dental Assisting faculty at Central Carolina Community College appreciates your interest in our program. It is our sincere wish that all who enter the Dental Assisting curriculum will graduate and share with others the education and technical skills necessary to achieve and maintain optimum oral health.

To service others is the truest reward in life.