

**CENTRAL CAROLINA
COMMUNITY COLLEGE**

DENTAL HYGIENE

POLICIES AND PROCEDURES

MANUAL

**ALL DENTAL HYGIENE STUDENTS ARE SUBJECT TO THE POLICIES
OF THE DENTAL HYGIENE PROGRAM**

**THE CCCC DENTAL HYGIENE PROGRAM ALSO ACKNOWLEDGES
AND FOLLOWS COLLEGE POLICIES AS STATED IN THE CCCC
COLLEGE CATALOG AND STUDENT HANDBOOK**



**CENTRAL
CAROLINA**
COMMUNITY COLLEGE
HEALTH SCIENCES &
HUMAN SERVICES

EFFECTIVE: FALL 2018 - SUMMER 2019

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WELCOME TO THE DENTAL HYGIENE CLASS OF 2020

This orientation manual has been prepared to help orient you to the CCCC Dental Hygiene Program. The rules, policies, and procedures recorded in this manual* will guide you through the next two years of your educational career.

Please keep this manual with you at all times when on campus. Students are expected to exercise good critical thinking skills and show responsibility by being knowledgeable of and compliant with all policies contained within this manual – whether they pertain to the general behavior, classroom, lab, clinic, or clinical and community rotation sites.

The CCCC Student Handbook and other school publications will also serve as guidelines of your professional behavior and student responsibilities as you attend classes on campus and at satellite campus/rotation sites. Dental Hygiene students are advised, however, (as permitted by the school administration) that their course syllabi and Policies and Procedures Manual may reflect more exacting policies than what is stated in the CCCC Catalog and Student Handbook. These areas are indicated in both the manual and the college catalog.

The faculty and staff of the CCCC Dental Hygiene Program wish you much success in your studies. Through your acceptance into the program, you have accomplished the first milestone towards earning an Associate Degree of Applied Science and the credentials associated with this most rewarding career -----Dental Hygiene!! We hope that you will always remember the pride and happiness you feel now for accomplishing this first step.

Again, congratulations for being selected to the Dental Hygiene Class of 2020!

*The policies/rules contained within this manual are not all inclusive; additional information will be relayed in class as necessary. Policies are subject to change with notice.

CCCC MISSION STATEMENT

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

DENTAL PROGRAM MISSION STATEMENT

Central Carolina Community College Dental 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 HYGIENE PHILOSOPHY

The Philosophy of the Dental Hygiene 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 Hygiene Program embraces the concept of a team approach to the delivery of dental patient care.

PROGRAM GOALS
● Provide dental hygiene education and leadership by using a team approach.
● Maintain the recruitment and retention of dental hygiene students by creating a quality professional academic environment.
● Foster diverse participation in and matriculation through the Dental Hygiene program.
● Meet the needs of our community and state by graduating competent dental hygienists.
● Prepare the dental hygiene student to perform all aspects of dental hygiene treatment under the direction and supervision of licensed hygienists and dentists.
● Develop graduates to use an evidence-based approach to dental hygiene.
● Develop graduates who possess the skills and knowledge to competently, legally and ethically plan, implement and evaluate dental hygiene services.
● Develop graduates who possess the ability to assess their own work and actively plan for continuous growth.
● Encourage participation in professional associations for the advancement of dental hygiene promotion of oral health.
● Foster an attitude of lifelong learning and scientific inquiry.
● Foster a commitment to community services.
● Prepare graduates in dental hygiene to deliver patient care with a scientific basis and caring manner.
● Instill a professional and societal responsibility in all students that will prepare them to become community leaders and address the public need.
● Prepare the student to pass the Dental Hygiene National Board and State Board clinical exams.

THE PROFESSION: DENTAL HYGIENE INFORMATION

STANDARDS FOR CLINICAL DENTAL HYGIENE PRACTICE (ADHA, 2016)

- Dental hygiene is the science and practice of recognition, prevention and treatment of oral diseases and conditions as an integral component of total health.
- The dental hygienist is a primary care oral health professional who has graduated from an accredited dental hygiene program in an institution of higher education, licensed in dental hygiene to provide education, assessment, research, administrative, diagnostic, preventive and therapeutic services that support overall health through the promotion of optimal oral health. In practice, dental hygienists integrate multiple roles to prevent oral diseases and promote health.
- The education of the dental hygienist emphasizes the basic sciences, which include microbiology, chemistry, pathology, anatomy, and physiology. Other components of the curriculum develop the clinical skills of the dental hygienist, and prepare students to take a written national board dental hygiene examination, regional clinical and written examination, and state jurisprudence and infection control examination. The licensed dental hygienist practices in accordance with the requirements of individual state dental practice acts. The purpose of licensure is to protect the public. In many states, a dental hygienist must take continuing education courses to renew his/her license.
- Dental hygienists can apply their professional knowledge and skills in a variety of work settings as clinicians, educators, researchers, administrators, entrepreneurs, and public health professionals, and as employees in corporate settings. A dental hygienist may work in such practice settings as:
 - Private dental offices and dental clinics
 - Federal, state and local health departments or associated institutions
 - Hospitals and nursing homes
 - School districts or departments of education
 - Educational programs for dental, dental hygiene and dental assisting students
 - Private business/industry
 - Correctional facilities
 - Private and public centers for pediatric, geriatric and other individuals/groups with special needs
 - Health Maintenance Organizations
- Dental hygienists work in partnership with all members of the dental team. Dentists and dental hygienists practice together as colleagues, each offering professional expertise for the goal of providing optimum oral health care to the public. The distinct roles of the dental hygienist and dentist complement and augment the effectiveness of each professional and contribute to a collaborative environment. Dental hygienists are viewed as experts in their field; are consulted about appropriate dental hygiene interventions; are expected to make clinical dental hygiene decisions; and are expected to plan, implement, and evaluate the

dental hygiene component of the overall care plan. All states define their specific dental hygiene practice scope and licensure requirements.

- Dental hygienists are responsible and accountable for their dental hygiene practice, conduct, and decision-making. Throughout their professional career in any practice setting, a dental hygienist is expected to:
 - Understand and adhere to the ADHA Code of Ethics.
 - Maintain a current license to practice, including certifications as appropriate.
 - Demonstrate respect for the knowledge, expertise, and contributions of dentists, dental hygienists, dental assistants, dental office staff, and other health care professionals.
 - Articulate the roles and responsibilities of the dental hygienist to the patient, interprofessional team members, referring providers, and others.
 - Apply problem-solving processes in decision-making and evaluate these processes.
 - Demonstrate professional behavior.
 - Maintain compliance with established infection control standards following the most current guidelines to reduce the risks of health-care-associated infections in patients, and illnesses and injuries in health care personnel.
 - Incorporate cultural competence in all professional interactions.
 - Access and utilize current, valid, and reliable evidence in clinical decision-making through analyzing and interpreting the literature and other resources.
 - Maintain awareness of changing trends in dental hygiene, health, and society that impact dental hygiene care.
 - Support the dental hygiene profession through ADHA membership.
 - Interact with peers and colleagues to create an environment that supports collegiality and teamwork.
 - Prevent situations where patient safety and well-being could potentially be compromised.
 - Contribute to a safe, supportive, and professional work environment.
 - Participate in activities to enhance and maintain continued competence and address professional issues as determined by appropriate self-assessment.
 - Commit to lifelong learning to maintain competence in an evolving health care system.

- Although legal dental hygiene functions vary from state to state, some of the functions routinely performed by a dental hygienist include, but are not limited to:
 - Monitoring of patient's health history, including blood pressure
 - Thorough examination of the teeth and oral structures, including a soft tissue exam
 - Removal of calculus, stain, and plaque (hard and soft deposits) from above and below the gum-line
 - Application of caries-preventive agents, such as fluorides and pit and fissure sealants

- Plaque control instruction and development of individualized oral hygiene programs for home care
 - Dietary analysis and counseling
 - Exposure, processing and interpretations of dental x-rays
 - Placement of temporary fillings and periodontal dressings, removal of sutures, and polishing and re-contouring amalgam fillings
 - Educating the individual patient, the general public and special population groups (e.g., minority groups, geriatric, mentally/physically handicapped persons) about the importance of good oral hygiene habits
 - Oral cancer and blood pressure screenings
 - Designing and implementing community dental health programs
- In some states, with additional education, a registered dental hygienist may provide other services such as administering local anesthetics and nitrous oxide/oxygen analgesia, placing and carving of filling materials, and also additional periodontal procedures.

(Adapted from the [ADHA Standards for Clinical Dental Hygiene Practice](#), Revised 2016)

ESSENTIAL DENTAL HYGIENE FUNCTIONS	
To successfully complete the clinical component of the Central Carolina Community College Dental Hygiene Program, the student must be able to perform all of the essential functions of a dental hygienist:	<ul style="list-style-type: none"> ● Protect the best interest of the patient, the profession, and the public
	<ul style="list-style-type: none"> ● Communicate satisfactorily with patients, physicians, peers, family members, and the health care team, regarding: <ul style="list-style-type: none"> ▪ Referrals ▪ Oral hygiene instructions ▪ Community activities
	<ul style="list-style-type: none"> ● Possess the visual acuity to: <ul style="list-style-type: none"> ▪ 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
	<ul style="list-style-type: none"> ● Hear adequately to: <ul style="list-style-type: none"> ▪ Note slight changes in the patient's condition. ▪ Perceive and interpret various equipment signals.
	<ul style="list-style-type: none"> ● Use hands for fine manipulation.
	<ul style="list-style-type: none"> ● Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.
	<ul style="list-style-type: none"> ● Manage the care of a patient in a sudden emergency, including one-man CPR when necessary.
	<ul style="list-style-type: none"> ● Exercise good judgment, using the ADHA Code of Ethics as a guide in decision-making.

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENTAL HYGIENE PROGRAM**

**COMPETENCIES FOR THE ASSOCIATE OF APPLIED SCIENCE
DENTAL HYGIENE PROGRAM GRADUATE**

INTRODUCTION

These competencies identify the **knowledge, skills, behaviors, and attitudes** graduates of the CCCC Dental Hygiene Program are expected to achieve to enter dental hygiene practice. This document is designed to direct the educational process and serves as a basis for curriculum development, review, and outcomes assessment; and for guiding the selection of course content, sequencing, and learning activities across the curriculum. Faculty and student input provide a mechanism for periodic review and refining of the competencies.

The competencies are categorized into **five domains** that represent the focus of the curriculum: Core Competencies, Health Promotion & Disease Prevention, Community Involvement, Patient/Client Care, and Professional Growth and Development. Supporting behaviors and skills are reflected in individual course syllabi. Goals, objectives, and assignments in individual courses within the curriculum elaborate the specific mechanisms and learning experiences by which students develop and demonstrate the competencies and are reflected in course outlines.

CORE COMPETENCIES	
THE DENTAL HYGIENE GRADUATE MUST BE ABLE TO:	<ol style="list-style-type: none"> 1. Practice ethically and professionally dental hygiene services that are legally delegated in the state of North Carolina. 2. Assess, plan, implement and evaluate comprehensive dental hygiene care for individuals at a variety of levels of periodontal health. 3. Ensure the privacy of the patient during all aspects of dental hygiene treatment including the confidentiality of patient records. 4. Serve all patients and the community without discrimination, appreciating the cultural differences of the population. 5. Initiate and assume responsibility for health promotion and disease prevention activities for diverse community-based populations through assessment, planning, implementation and evaluation. 6. Pursue academic and professional excellence as life-long learners, incorporating future changes in scientific and technical knowledge to augment the changing needs of society.
HEALTH PROMOTION/DISEASE PREVENTION	
THE DENTAL HYGIENE GRADUATE MUST BE ABLE TO:	<ol style="list-style-type: none"> 1. Promote prevention-oriented health care to a multi-cultural and multi-age client population. <p style="margin-left: 40px;"><i>Supporting Behaviors and Skills:</i></p> <ol style="list-style-type: none"> a. Be an advocate for healthy lifestyles and take an activist role in disease-prevention and health-promotion strategies.

	<p>b. Provide comprehensive cross-cultural dental hygiene health care to patients or clients with respect for their goals, values, beliefs, and preferences.</p> <p>2. Identify risk factors in clients and community populations and promote oral self-care and healthy lifestyles through positive interventions.</p> <p><i>Supporting Behaviors and Skills:</i></p> <p>a. Recognize indications for possible referral of patients/clients for physiological, psychological, and/or social evaluations to ensure comprehensive treatment.</p> <p>b. Use the principles of learning, current knowledge, and interpersonal skills to enhance behavior modification in patients/clients who exhibit modifiable risk factors and behaviors.</p> <p>3. Apply the principles of infection control and environmental safety to dental hygiene care delivery.</p> <p><i>Supporting Behaviors and Skills:</i></p> <p>a. Know the benefits and limitations of client assessments in identifying potential sources of infection.</p> <p>b. Recognize the ethical obligations to follow standards of care in regards to infection control protocols and environmental safety, consistent with current federal, state, and local guidelines.</p> <p>c. Utilize ergonomic principles of instrumentation and operation which protect the health and safety of the client and the clinician during the delivery of dental hygiene care.</p>
COMMUNITY INVOLVEMENT	
<p>THE DENTAL HYGIENE GRADUATE MUST BE ABLE TO:</p>	<p>1. Assess the oral health needs of a diverse community and the quality and availability of resources and services.</p> <p>2. Provide screening, referral, and educational services that allow clients access to the resources of the health care system.</p> <p>3. Provide community oral health services and preventive counseling to diverse population groups.</p> <p>4. Collaborate with decision makers and community organizations to increase client access to oral health care delivery.</p> <p>5. Evaluate reimbursement mechanisms and their impact on the client's access to oral health care.</p> <p>Evaluate the outcomes of community-based programs and plan for future activities.</p>
PATIENT/CLIENT CARE	
<p>THE DENTAL HYGIENE GRADUATE MUST BE ABLE TO:</p>	<p>ASSESSMENT</p>

1. Systemically collect, analyze and record data on the general, oral and psycho-social health status of a variety of patients/clients using methods consistent with medico-legal principles.

Supporting Behaviors and Skills:

- a. Recognize the appropriate diagnostic information to select, obtain, and interpret.
- b. Recognize predisposing and etiologic factors and the appropriate protocol for intervention or referral.
- c. Obtain, review, and update a complete medical, family, social, and dental history.
- d. Recognize health conditions and medications that affect client care.
- e. Identify clients at risk for a medical emergency and provide management care that prevents and manages such an emergency.
- f. Perform comprehensive extra-oral and intra-oral examinations, using all appropriate data collection procedures to assess the client's needs.
- g. Provide diagnostic quality radiographs to ensure accurate assessment and appropriate treatment.

DENTAL HYGIENE DIAGNOSIS

2. Identification of an individual's health behaviors, attitudes, and oral health care needs for which a dental hygienist is educationally qualified and licensed to provide. The dental hygiene diagnosis requires evidence-based critical analysis and interpretation of assessments in order to reach conclusions about the patient's dental hygiene treatment needs. The dental hygiene diagnosis provides the basis for the dental hygiene care plan.

Supporting Behaviors and Skills:

- a. Develop an individualized dental hygiene diagnosis based on the appropriate assessment data.
- b. Identify constraints to client care based on assessment findings and follow through with appropriate consultations and/or referrals.

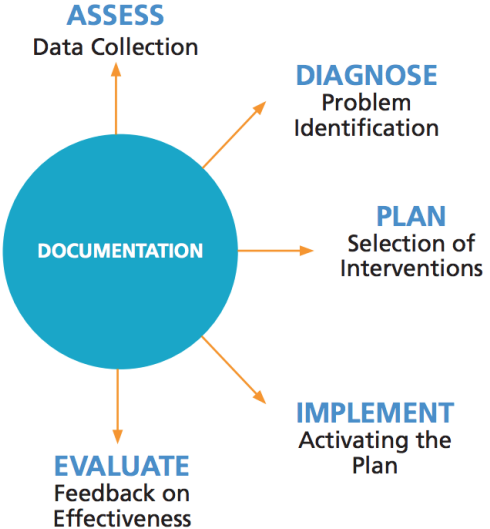
PLANNING

3. Collaborate with the patient/client, and/or other health professionals, to formulate a comprehensive dental hygiene plan that is patient/client-centered and based on current scientific evidence.

Supporting Behaviors and Skills:

- a. Identify oral problems, medical and risk factors, and evidence-based methodologies to address education and care for the client.

	<ul style="list-style-type: none"> b. Develop a prioritized and logically sequenced individualized care plan with the client. c. Make appropriate referrals to other health care professionals to facilitate comprehensive client care. d. Obtain informed consent from the client or legal guardian based on a thorough case presentation. <p>IMPLEMENTATION</p> <p>4. Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health. Assist in achieving oral health goals formulated in collaboration with the patient/client.</p> <p><i>Supporting Behaviors and Skills:</i></p> <ul style="list-style-type: none"> a. Utilize accepted infection control procedures during all phases of client care. b. Educate clients to self-promote and maintain oral and general health through preventive and oral maintenance and control of modifiable risk factors and behavior. c. Provide necessary and appropriate adjunctive services for comprehensive client care in the scope of the rules and regulations of the state of North Carolina. d. Provide life-support measures to manage medical emergencies should they arise. <p>EVALUATION</p> <p>5. Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed.</p> <p><i>Supporting Behaviors and Skills:</i></p> <ul style="list-style-type: none"> a. Utilize appropriate measurement and assessment techniques to evaluate the outcomes of client care. b. Evaluate client satisfaction with treatment received and results obtained. c. Provide appropriate follow-up treatment and/or referrals. d. Develop and maintain an appropriate client re-care program. <p>DOCUMENTATION</p> <p>6. Maintain continuity of care, provide a means of communication between/among treating providers, and minimize the risk of exposure to malpractice claims. Dental hygiene records are considered legal documents and as such should include the complete and accurate recording of all collected data, treatment planned and provided, recommendations (both oral and written), referrals, prescriptions, patient/client comments and related communication, treatment outcomes and patient satisfaction, and other information relevant to patient care and treatment.</p>
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	<p>Supporting Behaviors and Skills:</p> <ol style="list-style-type: none"> Document all components of the dental hygiene process of care (assessment, dental hygiene diagnosis, planning, implementation, and evaluation) including the purpose of the patient’s visit in the patient’s own words. Objectively record all information and interactions between the patient and the practice (e.g., telephone calls, emergencies, prescriptions) including patient failure to return for treatment or follow through with recommendations. Record legible, concise, and accurate information. Ensure compliance with the federal Health Information Portability and Accountability Act (HIPAA). Respect and protect the confidentiality of patient information. <div style="text-align: center;">  </div> <p>Source: Adapted from: Wilkins EM. Clinical Practice of the Dental Hygienist. 12th ed. Philadelphia, PA: Wolters Kluwer. 2017. pp. 12-14.</p>
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PROFESSIONAL GROWTH AND DEVELOPMENT

<p>THE DENTAL HYGIENE GRADUATE MUST BE ABLE TO:</p>	<ol style="list-style-type: none"> Explore alternative career options within healthcare, industry, education, and research and evaluate the feasibility of pursuing dental hygiene opportunities in these settings. Develop management and problem-solving strategies to be used in non-traditional health care settings. Communicate and collaborate with professional and social organizations to access available resources for health care endeavors. Critically evaluate current scientific and professional literature; maintain competence in changes in health care through lifelong learning; and apply current knowledge to make evidence-based decisions in the provision of oral health care delivery.
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AWARDS/END-OF-PROGRAM PINNING CEREMONY

A pinning ceremony will take place at the end of the spring semester to honor graduating students and first-year students who are progressing to second-year level. All students enrolled in the program are requested to be in attendance. Additional information regarding the ceremony will be discussed in class. The following awards will be presented during the ceremony:

CCCC Informative Research Poster Award	This award is earned by the first-year students who present the most interesting, factually accurate, and current Informative Research Poster Presentations, as determined by guest judges.
Dr. Ray Tseng Community Dental Hygiene Award	This award is earned by a graduating student who has given the most to the community through school programs and other areas of volunteerism. Candidates for this award <i>must</i> document their volunteerism/hours in the Community Dental Health Log, as indicated and prescribed by the Community Dental Health course instructor. (See also: Community Experience-Volunteer Work).
Hu-Friedy Golden Scaler Award	This plaque, provided by Hu-Friedy Manufacturing Company, is awarded to the graduating student who, in the instructors' opinion as well as clinical grade point average, has excelled in the mastery of clinical skills – not only in prophylaxis, but also to extended therapy techniques – for the benefit of the patient.
Colgate STAR Award	This award is given to the graduating dental hygiene student who shows excellence and commitment to the hygiene profession by: <ul style="list-style-type: none"> • Demonstrating true dedication to the profession • Exhibiting extraordinary compassion in patient care • Displaying enthusiasm and follow-through for community service • Demonstrating outstanding patient education and motivation skills
Sigma Phi Alpha, Delta Delta Psi Chapter	Students in the final academic term of a dental hygiene program who rank highest in scholarship, service and leadership and exhibit potential qualities for future growth and attainment as recommended by the faculty members shall be elected to membership. This membership is limited to ten percent of each graduating class.
Markie Thomas, RDH Leadership and Professionalism Award	This award is given to the student who displays a remarkable service and leadership attitude. This student is well rounded in all areas but also exhibits a team spirit approach in all coursework throughout the duration of the program.
Academic Excellence (presented at the annual awards ceremony)	The student with the highest-grade point average at the end of their Dental Hygiene education receives this award. This grade average includes all courses taken within the curriculum.
Outstanding Student in Dental Hygiene (presented at the annual awards ceremony)	The student who has overall distinguished herself/himself from other students per hard work, overcoming challenges, going beyond what others do, and/or being memorable.

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENTAL HYGIENE PROGRAM**

COMPLAINTS POLICY

- I.** Complaints regarding the program or program graduates should be first addressed to Vicky Wesner, Dental Programs Department Chair, at 919-777-7781. Unresolved complaints or complaints about the Dental Hygiene Department Chair should be directed to Ms. Lisa Godfrey, Dean of Health Sciences and Human Services, at lgodf546@cccc.edu, or 919-777-7784. Complaints can also be completed anonymously at www.cccc.edu/curriculum/majors/dental/hygiene/. All complaints will be documented, including the projected outcome, and kept on file. A complaint against the program regarding accreditation of these programs should be addressed to the Commission on Dental Accreditation.

- II.** The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. Only written signed complaints will be considered by the Commission; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or formal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission. The Dental Hygiene Program will maintain a record of student complaints related to the Commission's Accreditation standards and/or policy. A copy of the appropriate accreditation standards and/or Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

THIRD-PARTY COMMENTS

The Dental Hygiene Program is responsible for soliciting third-party comments from students and patients that pertain to the standards of policies and procedures used in the Commission's Accreditation process.

An announcement for soliciting third-party comments will be published 90 days prior to a site visit. Comments are due in the Commission's office no later than 60 days prior to the site visit. The next site visit by the Commission is due to occur in 2022. The community at large will receive a 90-day notice as a reminder of the policy.

DENTAL HYGIENE PROGRAM GENERAL INFORMATION

ATTENDANCE POLICY	
<p>Punctual and consistent attendance is vital to the education of the student. Towards that end, the faculty endorses and follows the school attendance policy. Abuse of the attendance policy will result in referral to the Department Chair for action and could result in dismissal from the Dental Hygiene Program. <i>Please note in your CCCC Student Handbook that the Dental Hygiene Program has a more exacting attendance policy in addition to that of CCCC in general.</i></p> <p>The CCCC attendance policy (as stated in the CCCC Student Handbook) will be in effect <i>with the following additional requirements:</i></p>	
<p><u>LECTURE:</u></p>	<ul style="list-style-type: none"> ○ Students are expected to attend all scheduled lecture hours. Material covered in lecture will be applied clinically. ○ Students who miss classes are responsible for obtaining notes and copies of materials from their instructor or classmates prior to attending clinics and subsequent lectures. ○ Any loss of class or lecture time that equals 25% of the total session will be recorded as an absence. ○ Any student arriving at any time after the instructor has begun class will be recorded as tardy. Three (3) times tardy will equal one absence. ○ Students who arrive late to class should report to their course instructor immediately after class to ensure that their attendance is changed from “absent” to “tardy”. ○ In the event a student must be absent due to an illness or emergency situation, the student must call the instructor prior to the scheduled session. ○ Make-up exams and quizzes are at the faculty’s discretion.
<p><u>CLINIC/LAB:</u></p>	<ul style="list-style-type: none"> ○ It is critical that each student gain the maximum amount of experience possible during professional training. In order to facilitate this, clinical requirements are established based on <u>100% attendance</u> at clinical sessions. <u>All clinical/lab absences/hours must be rescheduled at the faculty’s discretion.</u> ○ Any loss of clinic time that equals at least 25% of the total session will be recorded as an absence. An absence from one clinical session may result in the student being unable to complete clinical requirements and thereby not progressing to subsequent material/sessions/semesters. ○ It is the student’s responsibility to notify the dental department and the office manager/dental office as soon as that student knows that he/she will be absent from clinic. This notification must be made <u>prior</u> to clinic time so that patient care can be accommodated. ○ Students should call and leave a message on the instructor’s office phone as well as the Dental Programs Office Manager phone mail. The following information is necessary: <ul style="list-style-type: none"> ▪ Student’s name

	<ul style="list-style-type: none"> ▪ Purpose of call ▪ Reason for absenteeism, etc. ▪ Phone # where they can be reached ▪ Status of patient appointment <p>○ Medical and dental appointments should be scheduled during non-instructional hours. Students with children should have adequate and dependable arrangements for their care; <i>have an alternate plan to follow when a child becomes ill.</i> A child’s physician’s note does not excuse the student’s absence. There are no excused absences for clinic. Children of CCCC students are not allowed in the classrooms or left unattended on campus.</p>
<p><u>ROTATIONS:</u></p>	<p>○ Regular attendance is imperative in order for students to maximize instruction in this course. The student is encouraged to maximize learning through active participation and self-assessment.</p> <p>○ Students are required to attend all scheduled clinical rotation sessions. If a student must be absent due to illness or an emergency situation, the student must contact the site supervisor AND the course director prior to the scheduled session.</p> <ul style="list-style-type: none"> ○ In the event a student is absent due to illness or emergency situation, the student is responsible for providing documentation regarding absence. ○ In the event a student does not present to the clinical rotation site during a scheduled time, the student must make-up all missed hours via the following routes: <ul style="list-style-type: none"> ▪ The student will be allowed two (2) <i>observational</i> days/semester. Observational days take place outside of normal school hours (i.e. Fridays, Saturdays, evenings). The student can only <i>observe</i> on these days. ▪ The student will reschedule any other hours not met to be made up during normal school operating hours. ○ Rescheduling any missed hours is at the discretion of the site supervisor and/or the clinical course director. <p>○ Students must remain on-site for all scheduled hours regardless if there is a patient or procedure scheduled.</p> <p>○ Those students who incur absences in excess of the attendance policy may be dropped from the course.</p> <p>○ Failure to complete requirements for any DEN course by the end of the semester will result in a grade of F or Incomplete at the discretion of the clinical course director.</p>

PREPARATION FOR CLASS/CLINIC:

Students are expected to complete assigned readings *prior* to lecture/clinic. Failure to review material (written or media) may result in dismissal from that class until requirements are met. The student will be recorded as absent in this event. Students are expected to have all instruments, equipment, etc. present in preclinic/clinic as instructed. Failure to arrive to class/clinic/rotation site prepared to perform scheduled tasks will result in discipline penalties.

BLACKBOARD

Blackboard should be checked daily for pertinent information, as this represents student contact for special instructions, announcements, job opportunities, and items of interest. Professional information will also be posted. All Clinic Protocol and Policies manuals will be posted on blackboard.

CELLULAR PHONES/LAP TOP COMPUTERS/TABLETS

Students are to place cellular phones and beepers on *silent* in classrooms/labs/clinics as these devices are disruptive. Please refer to “Telephone Messages” for emergency information. At the discretion of the instructor, points can be deducted from the student’s grade when this rule is broken. Utilizing a cell phone during quizzes and exams will constitute cheating. Do not risk this activity. Also, do not utilize lap top computers/tablets in the classroom during quizzes and exams. If the use of laptops or tablets is disruptive and students are not able to concentrate on lecture material while undergoing computer activities then students may be asked to discontinue use of laptops/tablets.

CLINIC EQUIPMENT USE

No equipment or instruments belonging to CCCC are to be utilized without procuring permission from the instructors; no equipment or instruments belonging to CCCC are to leave the Program without procuring special written permission from the appropriate administrator (and submitted through the proper chain of command). Departmental equipment or instruments lost, broken, or misused in such a manner as to require replacement will be replaced with the cost assumed by the individual student. Additional disciplinary procedures may also be applied for non-compliance.

See: Disciplinary Procedures

CLINIC/LABORATORY ACCESS

Students may perform outside assignments or complete assignments in their free hours in the department laboratory/clinic area only when approved by an instructor and if space is available. A student must reserve this time after previously arranging instructor supervision and permission. ***Do not walk through clinic when a class is in session.*** Arrange to secure your instruments prior to or following clinic sessions. Times of accessibility will be posted each semester. Students will not be allowed in these areas except for those posted hours.

Students/graduates are not allowed in the clinic area without an instructor present or appropriate clinical attire. *See clinic dress code.*

COMMUNITY EXPERIENCES/VOLUNTEER WORK

While in the Dental Programs at Central Carolina Community College, it is mandatory that students participate in certain community experiences. These community experiences typically take place outside of normal school hours.

Students participating in community experience/volunteer work (e.g. community dental health activities, classroom visits, etc.) will be **required** to log their information into a **Community Dental Health Log**. Students will not be given credit for volunteer hours unless the proper documentation is made in the Community Dental Health Log. Evaluation forms are given to each student for use by the supervisor at the site visited. These forms must be included for each visit. Please do not make requests to principals, teachers, or other liaisons at these sites to send testimonials to CCCC on your behalf; if they wish to do so, they will do so without being asked. Volunteer hours may include but not be limited to: church activities, community service organizations, Special Olympics, Helping Hands or other volunteer dental services.

Be reminded that students represent CCCC when participating in community activities and must conduct themselves with the utmost professionalism. The following additional instructions apply to Community Experiences/Volunteer Work:

- Guest Speaker/Field Trip Dress Code
- Behavior/Language
- Body Adornments
- Jewelry
- Personal Care
- Miscellaneous

COMPUTER ACCESS

There are computers available for student use in the Library and at the Academic Assistance Center on Lee Campus during the hours that these buildings are open.

Students should abide by all rules of computer access and be especially mindful that they are responsible for paying for any materials printed.

COPIERS/PRINTING COPIES

The copier machine is for faculty and staff use only. Copiers are available for student use at the Lee Campus Library. ***Please do not ask instructors or the administrative assistant to make copies for you.***

COUNSELING AND ADVISORS

Student academic counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The academic counselors are highly qualified and are available to discuss concerns which may influence students' educational programs. Academic counselors will arrange confidential conferences to discuss any concerns, to provide needed guidance, and/or to make individual referrals.

Each student will be assigned a faculty advisor. These instructors will assist the student with pre-registration, course changes, private conferences, and any other needs that the student may have. Each instructor will have posted a minimum of five (5) hours per week at his/her respective office during which time the student may make appointments for conferences. The dental hygiene faculty has an open door policy; however, scheduling appointment is preferred to ensure adequate time for special problems/issues.

At mid-semester, all students will be scheduled an appointment with their clinical coordinator to discuss their academic and clinical standing and their individual needs.

DISABILITY STATEMENT

Students with disabilities who believe that they may need accommodations in class or clinic are encouraged to contact the Coordinator of Student Accessibility Services at (919-718-7416) as soon as possible to ensure that such accommodations are implemented in a timely fashion.

DISABILITIES/STUDENT ACCESSIBILITY SERVICES

The college, in accordance with Section 504 of the Rehabilitation Act of 1973, provides equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impaired individuals. The Coordinator of Student Accessibility Services office is located in Hockaday Hall on Lee Main Campus. Students must contact the Coordinator of Student Accessibility Services to process the necessary documentation of special needs. Without proper processing, CCC's Dental Program will not alter the set training procedures; students will be expected to perform all duties assigned.

FILING CHANGE OF ADDRESS/NAME CHANGES

Students should *immediately* notify the Registrar's Office, the Department Chair and Program's Administrative Assistant of any changes of address, telephone number, or surname.

FINANCIAL AID

Various resources are available through the Financial Aid Office located in the Student Center or on the CCC website at www.cccc.edu. Students receiving financial aid are responsible for

obtaining each instructor’s signature on the attendance sheet at an appropriate time and setting per instructor’s directions. Do not interrupt an instructor in clinic or class for a signature.

<i>Scholarship opportunities specific for Dental Hygiene students include:</i>	
CCCC Foundation: Lee County Dental Society, Delanie Roe Webb	http://www.cccc.edu/financialaid/types-of-aid/scholarships/foundation-scholarships/
American Dental Hygienists Association:	http://www.adha.org/ioh-scholarships-main
American Dental Association Foundation:	https://www.adafoundation.org/en/how-to-apply/education#Allied
NDA Scholarship Program:	<p>Established in 1990, the NDAF/Colgate Palmolive Scholarship Fund provides financial aid to African American and underrepresented minorities pursuing careers as dentists, dental hygienists and dental assistants. Since 1990, 1.5 million dollars has been awarded to 1,100 students from across the country.</p> <p>http://www.ndafoundation.org/dental-hygiene-scholarship.html</p>
Hispanic Dental Association Foundation Scholarship Program:	<p>Scholarships in the amounts of \$1,000 and \$500 were awarded to entry-level Hispanic US students who have been accepted into an accredited dental, dental hygiene, dental assisting, or dental technician program and are judged on demonstration of scholastic achievement, community service, leadership skill, and commitment to improving health in the Hispanic community. The scholarship program is funded by Procter & Gamble Oral Health Group and administered through the Hispanic Dental Association Foundation. For more information contact the Hispanic Dental Association Foundation at (800) 852-7921. https://hdassoc.org/hda-foundation/scholarship-program/</p>

LIBRARY

The Library maintains dental reference books, dental journals, and slides, tapes, DVD's regarding dental courses. The librarians will be happy to help you locate any materials you may need. Computers are available for use in the library.

The library is located on the Lee Campus in the Learning Resource Center. Students are encouraged to utilize the CCCC Library for their research and study needs. Refer to the library website to see the hours of operation: <http://www.cccc.edu/library/>

MAILBOXES

Student mailboxes are located in the administrative office area of Room 212. Students will have information distributed to them back in class or placed in their student mailbox.

MALPRACTICE INSURANCE

Each dental hygiene student is required to purchase malpractice insurance at the beginning of each semester. Students will automatically be charged the malpractice insurance fee in their tuition bill.

PARKING

Students should instruct patients to park on the Nash Street side as the only handicap accessible entrance is located at the side of the building. Students using the campus parking facilities will be required to register their vehicles. A numbered sticker will be issued to be placed on the vehicle. The initial cost of vehicle registration is included in the Student Fee. Students are permitted to register two vehicles. Failure to register one's vehicle, failure to properly display the parking decal, or parking illegally may result in a \$5.00 fine that must be paid within ten (10) days.

RECEPTION AREA

There should be no loitering in the clinic reception area, clinic, sterilization area and/or radiology area. Only those students assigned to these areas will be allowed. Students are expected to check out with their instructor on clinic days and leave the clinic area in a timely manner. Students should not be outside of clinic during assigned clinical hours without course director permission. Students should not leave purses, book bags or textbooks in the reception area at any time. It is critical that a professional atmosphere be maintained at all times. ***Students are also asked to refrain from congregating outside lecture rooms after tests since discussions transcend walls.***

SMOKING

Smoking is **NOT** allowed in the entire dental facility or in any building on the CCCC campus. Students will refrain from smoking on clinic days, during lunch breaks on clinic days and at any rotation sites.

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.

STUDENT LOUNGE

The student lounge is located in room 221. Please ensure that this area is kept clean and organized at all times. Tables should be kept clean, organized, and free of clutter. Access to this room will be restricted if the area is not kept clean.

STUDENT SERVICES

Please refer to CCCC Student Handbook/Catalog for full descriptions and procedures for the following services.

STUDENT RESOURCES (See Student Handbook for detailed information including phone numbers) <http://www.cccc.edu/handbook/>

1. ACADEMIC ASSISTANCE CENTER
2. ADMISSIONS
3. BOOKSTORE
4. BUSINESS OFFICE
5. CAREER CENTER
6. COLLEGE SUCCESS CENTER
7. DISTANCE EDUCATION
8. FINANCIAL AID OFFICE
9. HOUSING ASSISTANCE
10. LIBRARY
11. PLACEMENT TESTING OFFICE
12. REGISTRAR'S OFFICE
13. SECURITY OFFICE
14. SPECIAL POPULATIONS OFFICE
15. SPECIAL PROGRAMS OFFICE
16. STUDENT ACTIVITIES OFFICE
17. STUDENT SUPPORT SERVICES
18. TRIO PROGRAMS

19. VETERAN AFFAIRS OFFICE
20. VETERANS UPWARD BOUND
21. WRITING & READING CENTER

TELEPHONE MESSAGES

Telephone messages will be delivered to students for ***emergencies only***. Family members should be instructed to call the programs office manager to notify the student of emergencies.

TELEPHONE USE

Students are not permitted to use department telephones without permission from the programs office manager or dental hygiene staff. The clinic and adjunct faculty phones may be used to appoint/confirm patients only; no personal calls are to be placed from this phone. Refer to clinic instructions regarding the use of the clinic phone and patient confirmation. All calls made from the clinic and/or adjunct faculty phones must be placed in the phone log and any *pertinent information should be transcribed into the patients Eaglesoft record*.

WORKING STUDENTS

The dental faculty realizes that many of you will be required to work due to financial responsibilities; ***however, your first priority should be your course work***. You will not be excused from class, clinic, or rotations for work schedules. If you find that working is causing your grades to fall, financial aid is available to you through the Financial Aid Office on campus if you qualify. The Financial Aid Office is located in Hockaday Hall. For general financial aid questions, email finaid@cccc.edu or call 919-718-7229. This is a two-year program and sacrifice may be necessary for that short period of your life. The dental hygiene curriculum requires a large time commitment; students are ***highly encouraged*** to limit outside employment whenever possible.

Refer to CCCC Student Services: Financial Aid

ETHICS AND PATIENT CONFIDENTIALITY

ETHICS

“Professional people in health services are set apart from others by virtue of the dignity and responsibility of their work.” – Esther Wilkins, PhD, RDH

Less than the highest order of professional conduct may result in the loss of patient confidence in the student, the school, and the profession. Courtesy and consideration of the patient must prevail at all times.

Instructors and classmates who are assisting the student should always be introduced to the patient. As a common courtesy when making the introduction, state the patient’s name first, using Mr., or Mrs. /Ms., for patients.

Patient clinical records/grade sheets and radiographs are the property of the CCCC Dental Hygiene Program and are not to be removed from the clinic or placed in non-designated areas. Clinic grade sheets will not be copied and should not be reviewed by students until faculty have completed grading and review the grade with the student. Students are encouraged to review their grade sheets after each patient appointment to record and track their errors for self-evaluation. **All documentation and assembly of forms must be completed in the operatory immediately following check-out.**

All chart entries must be reviewed and signed off by the supervising faculty ***prior*** to leaving the clinic. Inaccurate chart entries will be addressed by the supervising faculty and will need to be corrected prior to the supervising faculty signing off, additional errors may be assessed on clinic grade sheets based on inaccurate chart entries.

A patient’s case is NOT to be discussed outside the clinic setting. Please remember that information supplied by the patient must remain confidential at all times.

HIPAA REQUIREMENTS

The CCCC Dental Program acknowledges and is compliant with the guidelines established by the Health Insurance Privacy and Accountability Act. Every effort is made to protect the privacy and security of patient information at all times. Students and faculty are to abide by the policy at all times. Students must comply with all instructions and procedures related to patient confidentiality and privacy rights.

Students will receive training in HIPAA rules/guidelines prior to treating patients.

DENTAL HYGIENE PROGRAM REQUIREMENTS ENTRANCE INTO THE PROGRAM

GRADE POINT AVERAGE

A 2.0 GPA is required for all students entering the Dental Hygiene Program. Students must maintain a 2.0 to remain in the program.

COMPLETE ONLINE INFORMATION SESSION AND NEW STUDENT ORIENTATION

All students must meet the requirements and deadline for application to the program and complete the Online Dental Hygiene Information Session and the New Student Orientation Session. Students must attend the sessions to remain a viable candidate for a seat in the succeeding Fall semester class. These meetings are mandatory.

TRANSFER/AUDIT OF COURSES*

In order to better prepare students for the rigors of the National Board Exam, 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 Hygiene Program at CCCC. All dental hygiene 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 Hygiene Program. The Dental Hygiene 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 Dental Hygiene Examination.

ADVANCED PLACEMENT

The dental hygiene program may grant advanced standing to students via two methods transfer of courses from an accredited Dental Program or via successful completion of a challenge exam. Neither method will allow the student to complete the dental hygiene program in less time, nor will they require the faculty to develop a special curriculum for such students. Students are granted credit for select courses and are strongly encouraged to audit the courses in preparation for the National Board Dental Hygiene Examination.

Two courses within the NC Community College System curriculum are directly transferable between the dental assisting and dental hygiene programs DEN 111 Infection & Hazard Control and DEN 112 Dental Radiography. If students attended an ADA accredited dental assisting program from outside the state of North Carolina, course descriptions are obtained from the student and are evaluated compared to the NC course descriptions. When possible, course syllabi and outlines are obtained.

A challenge exam may be offered for DEN 224 Materials and Procedures. If students are able to successfully pass the challenge exam, credit is awarded for the class. Students may be required to audit a course taken in the past, even if the course meets the three-year minimum requirement. Auditing the course will require full payment of the tuition cost for the course.

TRAINING PROCEDURES: STUDENT REQUIREMENTS

Students are advised that the Dental Hygiene training at CCCC entails the use of manikins, student partners, family/friends, non-acquaintances from campus, and scheduled patients. All students are expected to participate in all phases of training to include acting as a “patient” for your partner. Students with medical problems requiring prophylactic antibiotic premedication will be expected to self-administer the current AHA/AMA regimen of antibiotic premedication and serve as partners/patients as scheduled.

Students are ultimately responsible for ensuring that they have a patient for all patient-assigned training. **Preclinic: Students failing to complete training on a patient on scheduled days in preclinic will earn a “0” for that training day. A manikin does not take the place of a live patient. This patient appointment MUST be made up at a time approved by the clinic instructors to erase the “0”. Clinic:** During scheduled clinic sessions, clinic patients who fail to show for their appointment will be considered a “broken appointment” and must be made up. **The student will earn a “0” for the clinical session. Students are allowed to make up for the “0” through various procedures that involve student learning concerning patient treatment as outlined in course syllabi.**

If there are any reasons that make you incapable of participating fully in CCCC’s Dental Clinic, you are responsible for submitting the required documentation to the Special Populations Office (See Disability Statement) at the beginning of the semester or at the onset of the condition.

All students entering CCCC’s Dental Hygiene 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 Hygiene Program. Students will also be asked to sign a “Non-Discriminatory Treatment of Patients” to acknowledge that they are aware of CCCC’s non-discriminatory policy toward patient treatment and the mandate that all patients be treated in accordance with the Patient Bill of Rights, the ADHA Code of Ethics, and the American Disabilities Act.

All students are expected to practice all clinical skills and to exercise optimum critical thinking to prevent endangerment to patients. Training requires much studying and practicing above and beyond regular clinic/preclinic hours. **Students who demonstrate the inability to progress their skills to an acceptable and safe level will be removed from patient care.** The terms of the remediation policy for that course will determine pass/fail.

NON-DISCRIMINATION IN PATIENT TREATMENT

All students enrolled in the Dental Hygiene Program will treat all patients in accordance to the Code of Ethics for Dental Hygiene and in compliance with the American Disabilities Act.

All students entering CCCC's Dental Hygiene Program will be asked to sign a document entitled "Non-Discriminatory Treatment of Patients" to acknowledge that they have been informed about the non-discriminatory treatment requirements of CCCC's Dental Hygiene Program.

ELECTRONIC RECORDS SYSTEM

All dental hygiene students are required to create an account with an electronic records system, currently CastleBranch. This online resource requires students to personally upload a variety of documents such as the required medical history, immunizations, current CPR certification, membership with the ADHA, and certifications provided by the dental hygiene program. These certificates may include HIPAA training, OSHA training, Dental Radiology certification, and NOMAD training.

Students will create an account with the records system and pay the required fee. Students will be able to utilize this system after they have completed the dental assisting program in order to access the existing documents. Students may also make great use of this system to store other records such as resumes, licensures, and recertification.

CRIMINAL BACKGROUND HISTORY

All students will undergo a criminal background check through CastleBranch in order to participate in the dental hygiene program. Some dental offices will decide if a student will be allowed to participate in that office based on criminal background check results. Students with a history of felonies or multiple misdemeanors may not be accepted. The college cannot control which dental offices allow participation. The clinical coordinator will determine if there are major issues with locating a dental office that will accept a student. The dental hygiene program will have to determine if a student should continue through the program, if locating a rotation site appears difficult.

Students are also warned that there may be complications with licensure when attempting to complete the National Board Dental Hygiene Examination and North Carolina Registered Dental Hygiene licensure. They may also have difficulties securing state level credentials depending on the location of seeking employment.

Some rotation sites are required by all students to attend, such as Fort Bragg/Pope dental offices. If a student cannot meet the requirements of these types of facilities, they will not be allowed to continue the program.

Completing dental office rotations is a requirement by the Commission on Dental Accreditation and the state of North Carolina according to specific course requirements. Exceptions will not be made.

DRUG SCREENING

Students will be required to complete a drug screening through CastleBranch in order to participate in the dental assisting program. A drug screening must be ordered through

CastleBranch, available locations to do the screening will be listed through CastleBranch, and the student must complete the drug screening at one of those locations. The results will be relayed back to CastleBranch for documentation required for the dental hygiene program.

VACCINES/HEALTH CARE

Medical records as required by the CCCC Dental Department Chair must be completed and uploaded to Castle Branch. 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 before or during DEN 131, which is when patient treatment begins.*** Documentation must be provided to the Department Chair via Castle Branch in order to continue clinical training. Students will be required to have a **yearly PPD test** evaluation and flu immunization. ***The student is responsible for when they are due for their PPD test and flu shot. If the PPD test and flu shot are 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.***

PREGNANCY

Students who are pregnant must present documentation from their physician that it is safe for them to continue in the program. Students should procure a Pregnancy Release Form from the Program Administrative Assistant to hand carry to their obstetrician. Laboratory and radiology instructors ***must*** be notified ***immediately*** if pregnancy is suspected. Any student who becomes pregnant should inform her obstetrician of her exposure to disinfectants, lab materials, and radiography.

Students who are absent from class, lab, or clinic must make up missed requirements as well as lab/clinic time. Students missing training time in excess of what can be made-up may drop from the program up to the withdrawal date without receiving a “F”. After that date, “0’s” will be entered for all requirements and training assignments missed. Refer to the Re-Admittance Policy if re-admittance is desired.

CARDIOPULMONARY RESUSCITATION REQUIREMENTS

Each dental auxiliary student is required to achieve and maintain current (bi-annual) certification in cardiopulmonary resuscitation prior to patient care. ***Current*** CPR certification will also be required to practice dental hygiene in North Carolina. Students should upload a copy of both sides of their CPR card to Castle Branch within the first week of classes. Upon recertification, a copy of both sides of the card should be submitted to the Department Chair. ***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 in clinic. **Students will not be allowed in clinic 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.

DENTAL HYGIENE PROGRAM REQUIREMENTS

LECTURE, LAB, AND PRECLINIC/CLINIC APPEARANCE	
GENERAL EXPECTATIONS OF DENTAL HYGIENE STUDENTS	<ol style="list-style-type: none"> 1. All students must wear the assigned scrub top and pants during all didactic, lab, preclinical, and clinical courses. The appropriate jackets must be worn in lab, preclinical, and clinical courses. 2. For off campus meetings such as the Fall Scientific Meeting the following attire guidelines must be met: <ul style="list-style-type: none"> • All clothing apparel must have shoulder straps that are at least 2” wide. Necklines should be high enough not to expose cleavage. • Skirts, with arms down and shoulders level: the garment must be at least fingertip length. • Casual dress pants or dresses are suggested for these types of events. • Comfortable dress shoes are preferred. 3. Female students must wear a bra while on campus and while in attendance at all related CCCC functions. 4. While in clinic, undergarments must be flesh tone/neutral in color. 5. No undergarments should be visible. 6. No midriff, waistline or cleavage may be exposed. 7. Clothing/bandages should cover all body tattoos. 8. No exposure of skin due to holes or cut-outs will be allowed in blouses, skirts, slacks, jeans, or shorts. 9. Do not wear tight fitting clothes. Do not wear pants with words across the rear. 10. Do not wear pajamas and/or bedtime slippers.
LABORATORY AND PRE-CLINIC ATTIRE (NO PATIENT CARE)	<ol style="list-style-type: none"> 1. A clean and pressed laboratory coat will be worn over required scrub top and pants during pre-clinic and laboratory classes that do not involve patient (or classmate) care/contact. 2. <u>Students must wear the required lab coats purchased at the beginning of the program.</u> The lab coat must display the name of the college and student name through the embroidery provided by Triangle Uniforms. 3. Clinic shoes should be <u>professional, clinic shoes with heels and toes covered.</u> Shoes should be clean prior to each clinical session. Shoes with laces are not allowed. There is currently no restriction on color of clinic shoes.

	<ol style="list-style-type: none"> 4. Students will be responsible for purchasing <u>safety glasses</u>. <u>Side flaps or shields are required</u>. Safety glasses may be included in the <u>uniform package purchased at Triangle Uniforms</u>. Students may find safety glasses elsewhere. 5. Hair must be <u>neat, clean, and secured back</u> from the face and off the collar. Hair color should be <u>professional in appearance</u>. <i>Hair must be secure (anchored)</i>. Ponytails or pigtails must be pinned up, off the collar. If movement of the head (thus, hair) interferes with, or poses a threat to, asepsis and/or patient treatment, the student will not render treatment until the hair infraction is corrected. Hair clips should be unobtrusive and no more than 4” in size. Bangs should not brush over glasses or masks. Infractions will be decided by the clinical instructors. Hair restraints should be washable or cleanable.
<p>CLINIC ATTIRE (PATIENT CARE)</p>	<p>Students must adhere to <i>clinical attire</i> requirements when working with patients. All guidelines discussed under “Laboratory and Pre-Clinic Attire” apply to “Clinic Attire” with the following exceptions and/or additions:</p> <ol style="list-style-type: none"> 1. The student will wear uniforms selected by the department that consist of two pairs of scrub pants, two short-sleeve scrub tops and two long-sleeve clinic jackets. One blue lab coat to be worn during dental materials laboratories. Warm up jackets will be worn at community events. 2. The student will have their name embroidered on the left breast pocket of the clinic jacket. 3. Scrubs and jackets must be wrinkle free. Infractions may involve dismissal from the clinic. 4. Socks are available with the uniform package from Triangle Uniforms if needed. Ankle socks <u>are not allowed</u> due to exposure of legs when sitting down. 5. The hemline of uniform pants will not fall below the top of the shoe. 6. Clinic jackets are to be worn during all clinical procedures to include patient treatment, patient dismissal/rescheduling, and pre- and post-operative disinfection procedures. • <i>Students who fail to have their clinic jackets with them will not be allowed to enter the clinic on patient days. Substitute clinic jackets will not be provided by the department instructors. It is highly suggested to keep an extra clinic jacket available at all times.</i> 7. Clinic jackets must be left in designated clinic areas when leaving the clinic area. Soiled jackets are to be bagged and labeled prior to leaving clinic for laundry services by the student. Under no circumstances should soiled jackets be worn when consuming food and/or beverages. Patient jackets must not be worn outside before treating patients.

	8. Do not enter any patient treatment area in street clothes. The appropriate scrubs, jacket, and shoes must be worn to perform sterilization duties in the clinic.
GUEST SPEAKER/ FIELD TRIP ATTIRE	<ol style="list-style-type: none"> 1. Business attire only. 2. Those not meeting requirements will not be permitted to participate.
BODY ADORNMENT	<ol style="list-style-type: none"> 1. No visible tattoos are permitted in class or clinic. Tattoos must be covered with bandages. 2. No visible body piercing is permitted, i.e. nose, eyebrows, lips, tongue, etc. 3. No ornamental tooth coverings are allowed on anterior teeth; students should present a natural, tooth-colored smile while enrolled in the program.
JEWELRY	<ol style="list-style-type: none"> 1. Watches with safety chains may not be worn; otherwise, watches are permitted as long as the watchband can be disinfected before each patient. 2. Necklaces of a single chain/strand may be worn around the neck as long as that chain stays within the neckline of the uniform. 3. Bracelets are not permitted. 4. Only one (1) small earring per earlobe is allowed to be worn in clinic. No other earrings are to be worn on or near the face, to include tongue, nose and brow rings. Earrings should be no larger than a dime in size and should not dangle. 5. Those students who are married and wish to wear their wedding rings may wear the wedding band as long as it is not so ornate as to harbor bacteria. 6. Jewelry infractions will be decided by the clinical instructors.
PERSONAL CARE	<p>A professional attitude is reflected in a professional appearance. Students are asked to be very conscientious in maintaining a clean and professional environment for their patient. Particular areas of which to be aware are:</p> <ul style="list-style-type: none"> • Body odor: due to the warmth of the clinic and grading sessions which can elevate nervous conditions, please be sure to apply ample amounts of effective deodorants. • Mouth odor/oral hygiene: avoid heavily seasoned foods (onions and garlic particularly) 24-48 hours prior to patient reception. These foods have a lingering effect on your breath. Optimal oral hygiene is a MUST for students so that a positive example can be established for our patients. • Smoking is <i>highly discouraged</i> due to its damaging effects to the soft tissues of the mouth, lungs, and overall health. Students will not be permitted in clinic/lab if their clothes, hair, breath, and/or fingers smell of smoke. • Hand care: nails should be short, clean, and well manicured and should not be longer than 2mm from the nail bed. Sculptured or

	<p>acrylic nails are not allowed. Tinted nail polish is not allowed. Proper hand care promotes asepsis and patient confidence in the clinician. Please avoid cuts/torn cuticles, etc. as these are entry for pathogens.</p> <ul style="list-style-type: none"> • Cosmetics should not be excessive. Proper application should reflect a neat, natural appearance. • Perfumes and fragrances may not be worn on clinic days. False eyelashes are difficult to cleanse as compared to real eyelashes. Students should not wear false eyelashes in order to avoid a buildup of microbes.
<p>BEHAVIOR/ LANGUAGE</p>	<p>Dental hygiene students represent the Dental Hygiene Program and Central Carolina Community College, in general. <i>At all times</i>, a professional attitude should be reflected in speech and in dress attire. <i>At all times</i>, dental hygiene students are expected to dress and behave with respect for themselves and with the highest respect and regard for others on campus. Students who are reported to have embarrassed classmates, faculty and/or staff in regards to their wardrobe/behavior/language on campus or on rotation sites/community assignments will be referred for a conference with the Department Chair. Serious and/or repetitive infractions could result in probation or dismissal from the Dental Hygiene Program.</p>
<p>MISCELLANEOUS</p>	<ol style="list-style-type: none"> 1. <u>Gum is not to be chewed</u> in any clinic or other patient treatment areas. 2. When in the clinic, a student should store her/his books and personal belongings in the assigned operator cabinet. 3. <u>No food or drink</u> is allowed in the dental hygiene clinic area. 4. <u><i>Students may not enter the clinic when patients are present unless in clinical uniform (buttoned lab coat, scrub pants, clinic shoes, and with hair pulled back off the collar and anchored). No interruptions of clinic sessions will be allowed. Professionalism points will be deducted for infractions of this rule. Students must ask for permission to enter the clinic during patient treatment if there is a pressing need to enter. Otherwise, students must wait until non-clinical times to utilize the facility under the guidance of an instructor.</i></u>

PROFESSIONAL DECORUM

As a professional, the student must recognize that the patient is the primary consideration throughout the clinical session. Discussion should center on methods of improving patient dental health; errors and discrepancies should always play a secondary role and should take place after the patient is dismissed. The patient should never be made aware of the grading procedure.

At no time should students display argumentative outbursts and conflicts within proximity to patients or guests. Should students encounter conflict with a fellow classmate(s), the students should first attempt to solve the grievance amongst themselves away from the clinical area. If not resolved, the student(s) should consult with the instructor in charge of the area. Should the student encounter a conflict with an instructor, proper protocol ***must be followed for a conflict resolution***. The student(s) should attempt, first, to solve their grievance/complaint, with the instructor. Should the grievance not be resolved, the Department Chair should be consulted to meet with the instructor and student(s); failing resolution at that point, the Dean of Health Sciences and Human Services should be consulted. The “chain of command” and proper protocol is a professional courtesy and ***should be followed at all times***.

****Non-compliance with any stated policy will result in disciplinary procedures as noted. See “Disciplinary Procedures”.**

Dental Hygiene Technical Standards

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

<u>Issue</u>	<u>Standard</u>	Expected Outcomes (not all inclusive)
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 affect relationship in clinical situations by developing dental hygiene care plans specific to patient 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 chair-side procedures including safe expanded functions.	<ul style="list-style-type: none"> • Able to perform palpation techniques, functions of a dental hygiene exam and/or those related to therapeutic intervention.

Please contact the Coordinator of Student Accessibility Services (919-718-7416) if accommodations are needed.

MENTAL/PHYSICAL/EMOTIONAL HEALTH

Students must exhibit physical and emotional health that would indicate the ability to render safe patient care. Students who do not exhibit the physical and emotional health required to render safe patient care will be referred to the Office of Special Populations and may be dismissed from the Dental Hygiene Program upon appropriate physician diagnosis and referral.

Students must also ensure that they are sleeping enough each night prior to class. This is especially important the night before clinic or any other type of patient treatment. If sleep impairment causes performance deficiencies, students may be evaluated for the ability to continue the program concerning safety for program students, faculty, and clinical patients.

All students have the right to “due process” as defined in the current CCCC Student Handbook/College Catalog.

PHYSICAL AND EMOTIONAL STABILITY

Students must be physically and emotionally healthy and stable to perform dental hygiene duties and to provide safe dental hygiene patient care.

Physical stability is defined by the dental faculty as the ability to undergo any training process in the lab or clinic or to carry out dental hygiene responsibilities without undue fatigue, palsies, strain or exacerbation of an already existing disability. The student must have the sensory-

perceptual capabilities to carry out assessment, planning, implementation (treatment) and evaluation that are required in all phases of dental hygiene practice.

Emotional stability is defined by the dental faculty as the ability to respond to directions and constructive feedback with a positive attitude, to carry out assigned duties in a logical and timely sequence, and to respond to faculty, staff, patients, and family members in an appropriate manner.

If the student is found to be unstable physically or emotionally by a professional diagnosis and the condition does not respond to treatment within a reasonable time, the student will not be allowed to continue in the dental hygiene program. The program may seek guidance from the Behavioral Assessment Team of Central Carolina Community College to address any concerns with questionable, disturbing, confusing, or potentially threatening behavior from a student in the program. The BAT is committed to improving campus safety through an informed, proactive, and preventative approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while attempting to address the diverse psychosocial needs and concerns of students.

All students have the right to “due process” as defined in the current CCCC Student Handbook/College Catalog.

ALCOHOL/DRUG USE OR ABUSE

Chronic use or abuse of alcohol or illegal drugs is grounds for dismissal from the program. Students will be dismissed immediately if they arrive to class or clinic under the influence of alcohol or drugs. A zero will be recorded for all classes and clinics missed.

All students have the right to “due process” as defined in the current CCCC Student Handbook/College Catalog.

Academic Dishonesty Policy for Health Sciences

The Central Carolina Community College Health Sciences Programs expect the highest level of academic honesty and integrity from its students at all times. Academic dishonesty is defined as taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help on tests or other academic assignments when it is not permitted by the instructor; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism). Plagiarism is the use of someone's words, writings, thoughts or ideas without giving proper credit. Examples of various types of academic dishonesty can be found in the CCCC Student Handbook

(<http://www.cccc.edu/studentlife/sga/handbook/>).

Disciplinary sanctions include, but not limited to reprimands, general or restricted probation, loss of academic credit or grade, suspension, or expulsion or dismissal.

Escalating Penalty Policy: **Infractions are cumulative for the length of the program**

First Infraction: The student will receive an automatic “0” for the quiz/exam/practical/assignment. In addition, a meeting between the student(s), instructor, Department Chair, and department chair will occur where disciplinary actions will be discussed and implemented. The infraction will also be reported to the Vice President of Student Services as a Student Code of Conduct violation.

Second Infraction: Upon a second academic dishonesty infraction, the student will be dismissed from the course and will receive an “F” as a final course grade. A final course grade of F will result in program dismissal. The infraction will also be reported to the Vice President of Student Services as a Student Code of Conduct violation.

Third Infraction: Upon a third academic dishonesty infraction within any health sciences program, the student will be dismissed from the program without re-entry into any CCCC Health Sciences Program. The infraction will also be reported to the Vice President of Student Services as a Student Code of Conduct violation.

The resolution of an academic dishonesty accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeals process is outlined in the Student Handbook <http://www.cccc.edu/studentlife/sga/handbook/>.

Disclaimer: All infractions are handled on a case-by-case basis to include faculty discretion.

***The above list is not inclusive; infractions of the honesty policy are discussed under Disciplinary Procedures of the Dental Hygiene Program.**

SECOND OPINIONS/ADDITIONAL INPUT

In cases where a question that exists cannot be definitively solved with the assigned instructor, faculty members will consult with an additional faculty member. As this is a delicate situation in the presence of patients, the assigned instructor and student are urged to discuss the need for verification and a second opinion in a most professional manner outside of the operatory.

DENTAL HYGIENE PROGRAM GRADE POLICIES

CURRICULUM GRADE REQUIREMENTS TO SUCCESSFULLY ADVANCE TOWARD GRADUATION

Dental Classes:		
DEN 110	DEN 125	DEN 220
DEN 111	DEN 130	DEN 221
DEN 112	DEN 131	DEN 222
DEN 120	DEN 223	DEN 230
DEN 121	DEN 224	DEN 231
DEN 123	DEN 140	DEN 232
DEN 124	DEN 141	DEN 233
<p style="text-align: center;"><i>Students are required to maintain at least a 70% proficiency (C-average) in all dental courses to progress in the program and to graduate. A grade less than 70% in any of the DEN courses listed above will result in dismissal from the dental hygiene program. Students must re-apply if they wish to re-enter the program.</i></p>		

Biology/Chemistry Courses:		
BIO 163	BIO 175	BIO 180 or CHM 130/130a
<p style="text-align: center;"><i>Students are required to maintain at least a 70% proficiency in each of the following Biology/Chemistry courses. A “D” or “F” in any of the BIO/CHM courses listed above will result in dismissal from the dental hygiene program. Students must re-apply if they wish to re-enter the program.</i></p>		

General Education/Humanities:

In addition to the above requirements, students must have a “C” or better in ACA, ENG 111, COM 120, PSY 150, SOC 210, SOC 240, HUM Elective (which cannot be a foreign language). Students must have an overall GPA of 2.0 to progress from one semester to the next and to graduate from CCCC.

Course Promotion:	
<p>At the completion of each semester, the department promotions committee will meet to ensure that all students are progressing satisfactorily in each course within the program. The committee will determine whether or not a student should be promoted into the next semester of study or be recommended for graduation upon completion of the final semester of study.</p>	
<p><u>Promotion Recommendations will be based on:</u></p>	<ul style="list-style-type: none"> ▪ Course grade(s) in both DEN classes and non-DEN classes enrolled in once accepted into the program. ▪ Attendance record of at least 85%. ▪ Psychomotor skill development
<p><u>Unconditional Advancement:</u></p>	<p>To advance to the next semester, a student must:</p> <ul style="list-style-type: none"> ▪ Achieve a minimum grade point average of 2.0 each semester ▪ Successfully complete all prescribed courses and semester requirements ▪ Earn a satisfactory grade in each course taken (70% in DEN courses, 70% in all other courses. ▪ Successfully meet professionalism and semester clinical requirements ▪ Is deemed to be safe to continue to work on patients
<p><u>Withdrawal Policies:</u></p>	<p>According to the <u>CCCC Student Handbook/College Catalog</u> a student who finds it necessary to withdraw from a course(s) or the College is encouraged to confer with the advisor, although permission of the advisor is not needed in order to withdraw just a signature. However, due to the nature of the dental hygiene curriculum, <i>students MUST consult with their advisor and the Department Chair, including an exit interview, prior to withdrawing from any class or the program.</i></p> <p>Since coursework must be completed in the scheduled order, withdrawing from a course will cause the student to not be able to progress within the curriculum. Also, since there is a competitive admissions process with limited seats being available, students will be counseled prior to withdrawing from the program and college, since their seat could have been occupied by another student. For valid reasons, students will be allowed to withdraw. Failing grades is considered an academic issue and not a reason for withdrawal unless deemed necessary by the department faculty. It is the student's responsibility to make sure that they have withdrawn from prior registered courses for a subsequent semester in order to prevent unintentional payment of registration fees by the financial aid department.</p>
<p><u>Dismissal:</u></p>	<p>Failure to meet the Advancement Requirements will result in dismissal from the program. As per the <u>CCCC Student Handbook/College Catalog</u>, the college reserves the right to suspend or dismiss any student who violates student regulations and student conduct when it is determined such action is in the best interest of the college or the student.</p>

	<p>Students may be recommended for dismissal from the dental hygiene program for the following reasons:</p> <ul style="list-style-type: none"> ▪ A grade of D or F is earned in any DEN courses in the program ▪ A grade of D or F is earned in <u>any</u> course in program (to include non-DEN courses required by the curriculum that are taken once admitted to the program) ▪ A course is failed while the student is on probation (students who reenter and restart are on probation for all future semesters enrolled in the program) ▪ The student is determined to be a threat to patients ▪ Academic dishonesty occurs that results in administrative dismissal <p>Students wishing to appeal the course grade or dismissal from the program should follow the policies for grade appeal and /or student grievance as outlined in the <u>CCCC Student Handbook/College Catalog</u>.</p> <p>Students who are dismissed from dental hygiene for failure to pass course(s) may be considered for reentry or restart. Those who wish to be considered for reentry must meet with the Department Chair upon exiting the program. The student will then need to meet with the Admissions Counselor to begin the readmission process. Applicants for the restart program must follow the normal admissions protocol, meeting the normal deadlines, via the Office of Admissions and may have point deductions incurred from the admissions score, depending on the circumstances surrounding the restart.</p> <p><i>**Students dismissed for administrative reasons or for being a threat to patients will NOT be eligible for reentry or restart within the program.</i></p>
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RE-ADMISSION TO CURRICULUM

Those eligible for restart (re-admission) include:

- Students who withdraw or fail to pass all courses in the first semester of the program are not eligible for reentry (*they must follow the instructions in this section to reapply to restart the program*).

Students dismissed for administrative reasons or for being a threat to patients will NOT be eligible for restart within the program.

All policies for admission must be met by restart applicants.

- All applicants for restart must apply to the dental hygiene program and be ranked in the top 18 candidates for the incoming class.
- Point deductions in the admissions process will occur as a result of the program dismissal.

All students who restart will do so on probation and must pass all subsequent courses within the Dental Hygiene program with a “C” or better or be dismissed.

ADVANCED STANDING

Those eligible for reentry include:

- Those whom have successfully completed at least one semester, but who failed one or more courses in the second through fifth semesters while enrolled in the Dental Hygiene Program at Central Carolina Community College with at least a 2.0 GPA in all DEN courses.
- Students whom wish to return within one year of the dismissal from the program.

Candidates may apply ONCE for Advanced Standing to the Central Carolina Community College Dental Hygiene Program.

- Students dismissed after having the opportunity for one advanced standing in which exited and one re-admission will not be accepted into the program again.
- Students dismissed for administrative reasons or for being a threat to patients will NOT be eligible for advanced standing within the program

All Advanced Standing decisions for qualified candidates will be made on a space-available basis.

- If space is not available for all who wish to reenter, candidates will be ranked based on their previous admissions score as well as their GPA in the DEN courses while enrolled. Those earning the most points will be offered the first available seat.

Students who reenter will do so in the semester at which they were released.

- All students who have advanced standing will do so on probation and must pass all subsequent courses within the dental hygiene program with a “B” or better for DEN courses or a “C” or better in all other program courses or be dismissed.

The procedure for Advanced Standing is valid for candidates for one calendar year from the date leaving the program. After one calendar year, a candidate who wishes to be enrolled in the program must reapply and follow the protocol for re-admission.

During the Advanced Standing program, all dental prefix (DEN) course transfer credit must be assessed by the Department Chair before registration of the first semester of reentry. All DEN courses are valid for three years. A candidate for reentry may be required to demonstrate proficiency of clinical or laboratory skills prior to registration. If it is ascertained that the skill level is less than satisfactory, the candidate may be required to repeat a course, based on space being available.

All other related courses (non=DEN prefix courses) that meet the college’s criteria for transfer may be accepted without a time restriction.

REMEDIATION POLICY

Remediation opportunities will exist for those students demonstrating difficulty in clinic or lab. Repetitively high point losses will constitute a need for this assistance. The specifics will vary from semester to semester and will be outlined in each semester's syllabus. The student with scores falling below the specified minimum at mid-semester will be notified in writing. The student will have three (3) days in which to schedule and receive remediation. **It is the responsibility of the student to make this appointment.** It is also the responsibility of the student to be aware of their grade standing on a weekly basis.

DISCIPLINARY PROCEDURES/POLICIES OF THE DENTAL HYGIENE PROGRAM

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption to the program, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. A list of unacceptable behavior may be found in the CCCC College Catalog in the Student Code of Conduct section. The due process procedures and disciplinary procedures are also outlined in the CCCC College Catalog. Depending on the infraction, the student may be suspended immediately. The VP of Student Services should be notified by the college office involved in the disciplinary action. The VP of Student Services will investigate the circumstances and will inform the student of the decision in writing. The student may appeal and a hearing will be scheduled with the Judicial Committee. A decision will be made by the committee. The student may appeal to the President and the President will make a final decision.

Students enter into the Dental Hygiene Program for the **purpose** of learning course information and skills necessary to become a well-trained dental professional. CCCC Dental Hygiene faculty are dedicated to providing students access to all information needed to accomplish that goal; however, they cannot achieve an optimum learning environment when students fail to comply with training procedures. Compliance to all policies, rules, regulations, and course requirements helps ensure that each student is offered the best opportunity to be competent in all areas of dental training.

Disciplinary procedures are designed to:

- Realign a noncompliant student into the proper training form.
- Reinforce compliance for chronic disregard of Program policies.
- Provide safety mechanism for patients by applying a grade reflective of the severity of the violation.

GROUNDS FOR DISMISSAL*	
<p>Upon proof of any of the following student code of conduct violations, the student will be referred to the appropriate person(s) for discussion and evaluation of the violation. In accordance with the policies noted in the Dental Hygiene Handbook/Orientation Manual and/or CCCC Student Handbook/Catalog, positive findings of the following may result in the student being administratively dismissed from the program.</p>	<ul style="list-style-type: none"> • Plagiarism • Neurological, sensory, physical and/or emotional problems that inhibit training or jeopardize the safety of the patient. • Significant problems with eye/hand coordination that jeopardizes the safety of the patient and does not respond positively to training in a timely fashion. • Drug and/or alcohol abuse • Insubordination • Disregard for Program policies • 3rd Critical Error Offense • Insufficient grades • Excessive absences • Stealing • Cheating on quizzes, tests, or exams • Falsifying Information: Recording or allowing to be recorded any information that is not the truth. Falsifying of information may occur in many ways: on medical histories, periodontal charts, treatment records, appointment plans, clinical assignments/reports, etc. Falsifying information may result in health concerns for the patient and thus legal action against the school: this cannot be allowed. • Refusal to Treat a Patient: refusal to treat a patient who has been approved for treatment by the Department Chair and/or Dental Hygiene faculty is discriminatory and constitutes a critical error.
<p><i>*Disclaimer: These lists are not all inclusive. Additional areas may be incorporated/assigned if necessary to increase compliance to clinical policies. Students will be informed via class announcements, clinical discussions, and/or notations made on clinical grade sheets or progress notes prior to imposing additional penalties.</i></p>	

ESCALATING PENALTY POLICY: NON-COMPLIANCE IN CLINICS/LABS

CRITICAL ERROR POLICY FOR CLINICS AND LABS*

Critical errors include those violations that are of grave consequence to the professional and ethical training of the student and/or the safety of all persons present in the clinical and/or lab area. The intent of this policy is to encourage students to:

- Maintain ethics and care in the treatment of patients.
- Maintain safety of all persons working in the clinic as it pertains to asepsis, the use of sterilization equipment, monitoring of sterilization, and dissemination of sterile instruments.

<u>Critical Errors applying to all DEN courses and clinic: These critical errors include but are not limited to:</u>	
<p>CUMULATIVE CRITICAL ERRORS; PENALTIES CARRY OVER FROM 1ST YEAR TO 2ND YEAR</p> <p><i>**A critical mass asepsis error places groups of people at a health risk; it is not an isolated incident where a student breaks the chain of asepsis and exposes themselves to pathogens from their scheduled patient or vice versa.</i></p> <p>**Examples are not all inclusive**</p>	<p>Mass Asepsis Critical Error: any breach in asepsis protocol that places the students, faculty, staff and/or patient population at risk. A critical violation of asepsis involves failure to maintain and follow established clinic protocol such as:</p> <ul style="list-style-type: none"> ○ Failing to operate and/or monitor sterilization equipment according to training procedures/established protocol; ○ Disseminating instruments that have not been adequately sterilized; ○ Using or preparing to use instruments that have not been sterilized; Other violations based on failure to follow established protocol in clinic that predisposes patients (and others) to infection or harm
<p>NON-CUMULATIVE CRITICAL ERRORS; PENALTIES DO NOT CARRY OVER FROM 1ST YEAR TO 2ND YEAR</p> <p>**Examples are not all inclusive**</p>	<ul style="list-style-type: none"> ● All infection control errors; however, mass asepsis errors are cumulative errors ● Chronic non-compliance with established policies and protocols. ● Medical History: <ul style="list-style-type: none"> ○ Failure to communicate medical history with faculty. ○ Failure to obtain a medical consult. ○ Failure to obtain appropriate signatures. ○ Failure to take a new medical history. ● EOE/IOE: <ul style="list-style-type: none"> ○ Does not perform EOE/IOE. ● Management: <ul style="list-style-type: none"> ○ Fails to obtain appropriate signatures. ● Communication <ul style="list-style-type: none"> ○ Fails to provide consulting faculty with appropriate information regarding patient treatment.
<p>**ALL INFRACTIONS ARE CONSIDERED ON A CASE-BY-CASE BASIS AND FACULTY DISCRETION MAY BE USED.</p>	

Critical Error Penalties: Cumulative and Non-Cumulative	
<p>CUMULATIVE and NON-CUMULATIVE CRITICAL ERRORS: The student will be required to comply with the following penalties/reprimands:</p>	
<p>1st Offense</p>	<ul style="list-style-type: none"> ● A grade of ZERO (0) for that patient will be given. ● Remediation with clinical coordinator. ● Student not allowed in clinic until remediation is successfully completed. Any missed clinical sessions will result in a ZERO (0). ● Meet and discuss lessons learned/prevention techniques with the Dental Hygiene faculty prior to re-admittance to clinic. ● Complete up to three (3) proficiency/competency evaluations on applicable clinical skills; student must score a minimum of 80% to be considered competent. Less than

	<p>80% will necessitate remediation in accordance to the instructions outlined in the course syllabus.</p> <ul style="list-style-type: none"> • Student must sign an Admission of Critical Error Code of Conduct Form and state his/her knowledge of the repercussions of a 2nd offense: (signature denotes acknowledgement not always agreement)
2nd Offense	<ul style="list-style-type: none"> • A grade of ZERO (0) for that patient will be given. • Remediation with clinical coordinator. • Student not allowed in clinic until remediation is successfully completed. Any missed clinical sessions will result in a ZERO (0). • Complete up to three (3) proficiency/competency evaluations on applicable clinical skills; student must score a minimum of 80% to be considered competent. Less than 80% will necessitate remediation in accordance to the instructions outlined in the course syllabus. • Student must meet with the Dental Hygiene faculty and sign an Admission of Critical Error Code of Conduct Form that states his/her knowledge of the repercussions of a 3rd offense: (signature denotes acknowledgement not always agreement)
3rd Offense	<ul style="list-style-type: none"> • Dismissal from program. • Student will receive a dismissal letter. • Possibilities of re-admittance will be discussed with the student. • NOTE: Re-Admission or Advanced Placement Standing Policy will be followed if students desire to re-enter program.
<p>**Students are allowed 2 cumulative and/or non-cumulative critical errors over the course of the entire program prior to dismissal. The only difference between cumulative and non-cumulative critical errors is that non-cumulative critical errors do not carry over from 1st year (DEN 121, DEN 131, DEN 141) to 2nd year (DEN 221, DEN 231) whereas cumulative critical errors are cumulative across all clinical courses. All critical errors will be cumulative within a given semester and/or academic year.</p>	
Example 1	<p>1 cumulative critical error plus 1 non-cumulative critical error equals 2 critical errors unless the non-cumulative critical error has been removed after DEN 141. Upon the 3rd critical error (cumulative or non-cumulative) the student will be dismissed and not eligible for re-entry.</p>
Example 2	<p>1 cumulative critical error in DEN 131, 1 non-cumulative critical error in DEN 141, 1 non-cumulative or cumulative critical error in DEN 221= 2 critical errors (the DEN 141 non-cumulative critical error did not carry over from the first year of training to the second year of training. Upon the 3rd critical error (cumulative or non-cumulative) the student will be dismissed and not eligible for re-entry.</p>
Example 3	<p>1 cumulative critical error in DEN 131, 1 cumulative critical error in DEN 141, 1 cumulative or non-cumulative critical error in DEN 221= 3 critical errors and program dismissal. Upon the 3rd critical error (cumulative or non-cumulative) the student will be dismissed and not eligible for re-entry.</p>
<p><i>**Disclaimer: These lists are not all inclusive. Additional areas may be incorporated/assigned if necessary to increase compliance to clinical policies. Students will be informed via class announcements, clinical discussions, and/or notations made on clinical grade sheets or progress notes prior to imposing additional penalties.</i></p>	

STUDENT APPEALS PROCESS

Students are entitled to appeal academic decisions according to the student appeals process outlined in the [CCCC Student Handbook/Catalog](#). The chain of command should be utilized before requesting an appeal; students should first consult the instructor. If the issue is not

resolved, the student should initiate a grade appeal beginning with submission to the instructor, by use of the Grade Appeal Form, then Department Chair if the student does not accept the appeal decision rendered by the instructor, then Dean if the student does not accept the appeal decision rendered by the Department Chair, then Vice-President if the student does not accept the appeal decision rendered by the Dean, then President if the student does not accept the appeal decision rendered by the Vice-President. The student should inform each level of acceptance of the appeal decision or the intention to appeal to the next level, this includes copying the prior level as the appeal moves to the next level.

Students are entitled to appeal disciplinary decisions according to the due process procedures outlined in the CCCC Student Catalog. The chain of command should be utilized before requesting an appeal; students should first consult the instructor. If the issue is not resolved, the student should initiate an appeal beginning with submission to the Vice President of Student Services.

STUDENT RESPONSIBILITIES

As college-level consumers of education, students in the Dental Hygiene Program are expected at all times to:

1. Be aware of their academic standing, comply with all stated requirements, and seek counseling when appropriate.
2. Address instructors and classmates professionally and with civility; settle differences maturely.
3. Be familiar with the Clinic Manual Policies and Procedures.
4. Follow infection control protocol explicitly.
5. Keep patient information confidential.
6. Be prepared to begin class/clinic/lab at the appointed time. Patients will be received in clinic after arrival of an instructor.
7. Properly maintain clinical equipment according to directions, be responsible in reporting misuse.
8. Keep the drawers in cabinets clean, neat, and filled with necessary supplies.
9. Keep the floor around your unit clean and clear.
10. Demonstrate teamwork.
11. Maintain ethical and professional interactions with peers and faculty.
12. If the student will be absent or tardy from class, he or she must notify the classroom instructor via the department administrative assistant or by the instructor's direct phone extension.

13. In the event of illness on a clinic day:

- i. Contact the clinical coordinator.
- ii. Follow the advice of the coordinator regarding the scheduled patient; the student is responsible for canceling patient appointments and rescheduling for a later date.
- iii. Contact the clinical coordinator on the first day you return to class and discuss how to make up missed assignments.
- iv. Students are required to notify the Administrative Assistant on any day it is necessary to be absent or tardy from clinic.

PROGRAM PHILOSOPHY REGARDING STUDENT RESPONSIBILITIES

Attending college implies that the student has accepted adult responsibilities regarding their chosen course of study. It is the opinion of the faculty in this program that this means the student is responsible for the following:

1. After receiving a course outline/syllabus, being familiar with attendance policies, grading policies, make-up/remedial policies, and components of the grade for the course.
2. After receiving a course outline/syllabus, being responsible for course assignments, learning activities, and readings.
3. Completing assigned work by stated deadlines or accepting the consequences for work completed late/not completed.
4. Keeping a personal record of grades earned on tests, quizzes, and other assignments; in other words, knowing what type of progress is being made in a given course.

Please do not ask us to print out papers the day they are due!!! You are responsible for printing out your own work **prior** to the class meeting time.

Attending public primary and secondary schools is a right in the United States. **Attending college is a privilege earned by academic performance at the secondary level and maintaining acceptable performance necessary to complete a course of study.** Community Colleges in North Carolina have an “**open door**” admission practice; however, selected programs, such as dental hygiene have restricted admissions policies. Your admission to the program is a privilege extended to you by the Admissions Office and Dental Hygiene Program and was based upon your academic performance, department interview/review process, and your overall potential for succeeding in the program and becoming a competent practitioner. The dental hygiene faculty has a responsibility to the state of North Carolina, i.e., the public, to insure the following:

1. That academic standards are identified and maintained.
2. That standards of clinical performance, in accordance with the American Dental Association Commission on Dental Accreditation, be maintained.
3. That students completing the program are eligible to take National, Regional, and/or State licensure examinations based upon achievement of minimal competency standards established by the American Dental Association Commission on Dental Accreditation and/or program faculty.

While the faculty in the program are hired to serve the students in an educational capacity, faculty in any professional education program have the additional responsibility, as part of the license to practice granted to them by the state, to protect the public and assure competency of program graduates.

When you accepted your class position in the Dental Hygiene Program, you accepted the responsibility to fulfill the academic and clinical requirements established by the faculty. It was the assumption of the Admissions Office and the Dental Hygiene Program that your goal was to become a dental hygienist. In order to do so, you must complete a minimum of 2 years of formalized education in an accepted program.

No one promised you it would be easy. If you wish to attain your goal, then you must do the work necessary to achieve it and accept the fact that only you can determine how much effort you wish to extend towards meeting that goal. Be assured that the only way to accomplish your goal is by doing the work assigned, either here or at any other institution conducting a dental hygiene program.

One component of professionalism is appropriate use of the English language. Because communication is a major part of health care delivery, and communication with other professionals involved in patient care is a daily occurrence, students in the Dental Hygiene Program will be expected to use proper English in all interactions with patients, faculty, and other professionals who may be contacted through clinical or didactic experiences.

All faculty, full-time and adjunct, are to be addressed respectfully and by title. This also applies to all clinical and laboratory rotation experiences.

No student is to call a faculty member at home unless given prior permission by the faculty member to do so. This applies to calling adjunct faculty at home or at their office. It is unacceptable to interrupt the schedule of a practitioner or to interrupt the personal life of any faculty member after school hours.

LICENSURE INFORMATION		
NATIONAL BOARD	The National Board Dental Hygiene Examination for hygienists is held each year. The exam is given electronically by designated Pearson View Centers. Second year students must adhere to all deadlines set by the American Dental Association in order for forms to be mailed out in time to reach the ADA Council on Dental Accreditation. Students 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.	http://www.ada.org/2662.aspx

	<p>Students are urged to keep and organize all notes and materials from Biology/Chemistry courses as well as dental courses in order to facilitate review for the National Board Dental Hygiene Exam. <u>Passing classes at CCCC is not a guarantee of success on National Board Exams.</u></p>	
<p>REGIONAL CLINICAL BOARDS- CITA/ADEX</p>	<p>Graduates of the Dental Hygiene Program at Central Carolina Community College who are successful in passing the National Board Dental Hygiene Exam are eligible to sit for the Council of Interstate Testing Agencies (CITA) Regional Clinical Board Exam.</p> <p>Students are to adhere to all deadlines set by the CITA Board Exam to ensure that the CITA Regional Agency receives all high school transcripts, applications, and fees on time. 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. It is also the student graduates’ individual responsibility to locate a suitable patient, complete all required paperwork, and secure the proper supplies and equipment necessary to sit for the CITA/ADEX Regional Clinical Board.</p> <p>ADEX Hygiene Exam The ADEX Dental Hygiene Licensure Examination consists of two components - the Patient Treatment Clinical Exam (PTCE) and the Computer Simulated Clinical Examination (CSCE). The ADEX Dental Hygiene Examination is the examination approved by The American Board of Dental Examiners, Inc. (ADEX). ADEX is a private not-for-profit consortium of state and regional dental boards throughout the United States and some international jurisdictions. The ADEX provides for the ongoing development of a series of common national dental and dental hygiene licensing examinations, These exams are uniformly administered by individual states or regional testing agencies on behalf of participating and licensing jurisdictions.</p> <p>Students/graduates are not allowed to assist each other in patient selection or paperwork,</p>	<p>http://www.citaexam.com/dh</p>

	<p>this is considered cheating and will be reported by faculty to the CITA/ADEX Examiners.</p> <p><u>Passing labs/clinics at CCCC is not a guarantee of success on State/Regional Board Exams.</u></p>	
NC STATE BOARD/ LICENSURE	<p>The NC State Board Examination for Licensure (Jurisprudence and Infection Control) is given via online. Students are to have successfully passed the CITA Regional Clinical Board. Students are to adhere to all deadlines to ensure that the State Board receives all high school transcripts, applications, and fees on time. 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. <u>Passing labs/clinics at CCCC is not a guarantee of success on State/Regional Board Exams.</u></p>	<p>http://www.ncdentalboard.org/hygienist.htm</p>
ADDITIONAL STATE/ REGIONAL BOARDS	<p>Students who do not plan to reside or practice in NC may opt to take other state board examinations or regional examinations. It will be the responsibility of that student to procure applications and complete them appropriately. <u>Passing labs/clinics at CCCC is not a guarantee of success on State/Regional Board Exams.</u></p>	

FELONY CONVICTIONS/MORAL TURPITUDE

Dental hygiene students with a felony conviction may have limited licensure and employment opportunities. Records of any felony conviction should be reported to the Dental Department Chair. Dental hygiene graduates will be required to take a National Board Examination and a North Carolina State Board Examination to receive licensure to practice Dental Hygiene. The applications for these examinations contain questions pertaining to felony convictions. If the applicant had been convicted of a misdemeanor/felony (excluding minor traffic violations), an explanation must be provided with the application. The North Carolina Dental Practice Act Section 90-30 states “any license obtained through fraud or by any false representation shall be void abinitio and of no effect.”

The Dental Practice Act Section 90-229:

Disciplinary measures. (a) The North Carolina State Board of Dental Examiners shall have the power and authority to:

1. Refuse to issue a license to practice dental hygiene;
2. Refuse to issue a certificate of renewal to practice dental hygiene;
3. Revoke or suspend a license to practice dental hygiene; and

4. Invoke such other disciplinary measures, censure or probative terms against a licensee as it deems proper;

In any instance or instances in which the Board is satisfied that such applicant or licensee:

1. has engaged in any act or acts of fraud, deceit or misrepresentation in obtaining or attempting to obtain a license or the renewal thereof;
2. has been convicted of any of the criminal provisions of this Article or has entered a plea of guilty or nolo contendere to any charge or charges arising therefrom;
3. has been convicted or entered a plea of guilty or nolo contendere to any felony charge or to any misdemeanor charge involving moral turpitude;
4. is a chronic or persistent user of intoxicants, drugs or narcotics to the extent that the same impairs her/his ability to practice dental hygiene;
5. is incompetent in the practice of dental hygiene;
6. has engaged in any activity or practice violative of any of any of the provisions of this Article or violative of any of the rules and regulations promulgated and adopted by the Board, or has aided, abetted or assisted any other person or entity in the violation of the same;
7. has practiced any fraud, deceit or misrepresentation upon the public or upon any individual in an effort to acquire or retain any patient or patients;
8. has made fraudulent or misleading statements pertaining to her/his skill, knowledge, or method of treatment or practice;
9. has committed any fraudulent or misleading acts in the practice of dental hygiene;
10. has, in the practice of dental hygiene, committed an act or acts constituting malpractice;
11. has employed a person not licensed in this State to do or perform any act or service, or has aided, abetted or assisted any such unlicensed person to do or perform any act or service which cannot lawfully be done or performed by such person;
12. has engaged in any unprofessional conduct as the same may be from time to time defined by the rules and regulations of the Board; or
13. is mentally, emotionally, or physically unfit to practice dental hygiene or is afflicted with such a physical or mental disability as to be deemed dangerous to the health and welfare of patients. An adjudication of mental incompetence in a court of competent jurisdiction or determination thereof by other lawful means shall be conclusive proof of unfitness to practice dental hygiene unless or until such person shall have been subsequently lawfully declared to be mentally competent.

EMERGENCY SAFETY

EMERGENCY SAFETY PROCEDURES PLAN

The safety of students and employees is very important; therefore, it is essential that proper safety measures and practices be stressed and adhered to in all classrooms, shops, laboratories, and at all college activities. The following Emergency Safety Procedures Plan should be available to all students, faculty, and staff in the Dental Program for thorough understanding of established safety procedures so that panic can be avoided and care will be optimum should an emergency occur. Safety equipment locations are noted for the Dental Program located in the Keller Health Sciences Building.

Relaying of Information:

Faculty:

Faculty members are responsible for informing students of evacuation routes and procedures at the first meeting time of each new semester per classroom utilized.

Staff:

Upon employment, staff members in the Dental Program will be given a Program Orientation Manual containing Emergency Safety Procedures. It is the responsibility of the Department Chair/ Course Director to inform staff of emergency procedures if questions arise.

Routes:

Evacuation instructions and route diagrams are posted by school authorities in every room where required by law. Students, faculty, and staff should be cognizant of the location of these posted routes.

PHYSICAL AND/OR ENVIRONMENTAL EMERGENCIES

Physical and/or environmental emergencies include fire, smoke, bomb threats, and severe inclement weather. The following procedures should be followed to ensure the safety of all:

FIRE AND SMOKE SAFETY

1. In the event a fire is detected occupants should be warned immediately, sounding the fire alarm to start the evacuation process. (Pull Alarm Boxes are noted on posted Evacuation Maps).
2. After engaging the alarm system, the administrative assistant will dial 911 and advise of the problem with directions, notify the administration, and arrange for someone to intercept the responder.

RULES:

1. Instructors shall take their class rolls with them when they evacuate the building.
2. Fire extinguishers may be used to fight small fires.

Emergency Exits

In the event of a fire, the last person out of the classroom should turn off the lights and close the door. Emergency exit

	<ol style="list-style-type: none"> 3. Evacuate the building quickly and quietly according to the Fire Evacuation Plan and assemble at the designated rally point and remain until an "all clear" signal is given. 4. Instructors should determine that all their students are out of the building and accounted for. 5. Notify the fire department personnel if someone is missing. 6. Designated fire emergency coordinators will ascertain that all occupants are out of the building. 7. Department Chair/ Course Director or designees will keep access streets open for emergency vehicles. 8. Return to the building only after the fire department officials declares the area safe. 	<p>signs are illuminated over each door/exit.</p> <p>Emergency Phone Numbers:</p> <p>The administrative assistant will notify:</p> <p>Police/Fire Department (911) Campus Security (718-7512) Frank Bedoe, Director of Campus Security and Safety (718-7211) Dean Lisa Godfrey (777-7784) CCCC President and VP Administration (718-7246)</p> <p>Fire Emergency Equipment:</p> <p>Fire alarm systems are located throughout the building. Fire extinguishers are provided in the following locations:</p> <ul style="list-style-type: none"> • Dental Clinic • Dental Materials/Simulation Laboratory • Radiology Clinic • Hallways
<p>BOMB THREAT</p>	<p>If a student, faculty, or staff member receives a bomb threat, the procedures at CCCC are:</p> <ol style="list-style-type: none"> 1. Remain calm; listen with all of your senses to collect as many clues as possible. 2. Retrieve and initiate the Bomb Threat Checklist which is included in every campus policy manual and is posted on the clinical bulletin boards. 3. Record every word said, especially the specifics of the threat. 4. Attempt to get the caller to talk: Where is the bomb? When is it set to go off? What type of bomb is it? How did he/shed know to make/set the bomb? Listen for background noise, etc., to identify the location of the caller. 	<p>Evacuation Procedures:</p> <ol style="list-style-type: none"> 1. Upon hearing the evacuation signal, the instructor teaching the class will direct the evacuation of the class. Remain calm; quickly and efficiently activate evacuation procedures in which all persons will be out of the building within 2-3 minutes. 2. A responsible student may be selected to lead the class along the designated evacuation route to a predetermined assembly point. 3. The instructor should designate one or more students to assist the elderly, very young, or disabled persons from the building. 4. Only valuable belongings at chairside should be taken with any given person upon

	<p>5. Continue to follow the Bomb Threat Checklist (see below).</p>	<p>evacuation. NO ONE SHOULD GO TO ANY OTHER AREA TO RETRIEVE BELONGINGS.</p> <p>5. If time allows, lights and clinical/lab equipment should be turned off, windows closed, and doors closed-BUT NOT LOCKED.</p> <p>6. All persons should stand a safe distance from the building (at least 300 feet) and should meet at the designated assembly point for accountability.</p> <p>7. No one will be allowed back into the building until emergency or school officials give the “all clear” signal.</p>
<p>INCLEMENT WEATHER:</p>	<p>When the weather is inclement, announcements via radio, television and webpage regarding closings will be made by 4:30pm for evening classes and by 7:00am for day classes if the weather conditions are severe enough to warrant closing the College. If CCCC is closed, there will be no classes or clinics. Classes and clinics missed due to inclement weather <i>will be made up.</i></p> <p>If CCCC is on a delayed schedule, students are expected to report to the class or clinic scheduled at the time school re-opens.</p> <p>Please DO NOT call to see if the school will be closed due to inclement weather. The phone system cannot handle the volume of calls.</p>	
<p>CIVIL DISTURBANCES</p>	<p>Students should always be aware of their surroundings and be alert for civil disturbances. To avoid harm, students in the dental program should:</p> <p>Student Responsibility:</p> <ol style="list-style-type: none"> 1. Work within a “buddy system”. Never enter or work alone in a room/clinic/lab. Always have a classmate present. Instructors should be made aware of your presence as certain activities must be performed with an instructor present. 2. Report suspicious activity of persons who shouldn’t be in that “restricted” area. 3. Report sightings of weapons immediately to security, site director or Department Chair. 4. Be cognizant of the locations of phones. 	
<p>Telephone Locations:</p> <ol style="list-style-type: none"> 1. Dental Hygiene/Assisting Clinic: located in the Faculty Office Area adjacent to clinic 2. Faculty Office Suite: at administrative assistant’s desk 		

BOMB THREAT CHECKLIST

When will the bomb explode?																					
Where is the bomb now?																					
What does the bomb look like?																					
What kind of bomb is it?																					
What will detonate the bomb?																					
Did you place the bomb? _____ why?																					
What is your name?																					
How old are you?																					
Record the date, and time, sex and age (if possible) of the caller.																					
Note the characteristics of the caller's voice, i.e.	<table style="width: 100%; border: none;"> <tr> <td>Calm</td> <td>Slurred</td> </tr> <tr> <td>Accented</td> <td>Ragged</td> </tr> <tr> <td>Angry</td> <td>Crying</td> </tr> <tr> <td>Lisp</td> <td>Deep</td> </tr> <tr> <td>Soft</td> <td>Normal</td> </tr> <tr> <td>Raspy</td> <td>Slow</td> </tr> <tr> <td>Loud</td> <td>Excited</td> </tr> <tr> <td>Cracking</td> <td>Laughing</td> </tr> <tr> <td>Distinct</td> <td>Nasal</td> </tr> <tr> <td>Deep Breathing</td> <td>Other:</td> </tr> </table>	Calm	Slurred	Accented	Ragged	Angry	Crying	Lisp	Deep	Soft	Normal	Raspy	Slow	Loud	Excited	Cracking	Laughing	Distinct	Nasal	Deep Breathing	Other:
Calm	Slurred																				
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Soft	Normal																				
Raspy	Slow																				
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Cracking	Laughing																				
Distinct	Nasal																				
Deep Breathing	Other:																				
Determine if the voice is familiar to you? Like whom?																					
Remember the threat language. Was it?	<table style="width: 100%; border: none;"> <tr> <td>Foul/Fulgar</td> <td>Serious</td> </tr> <tr> <td>Irrational</td> <td>Incoherent</td> </tr> <tr> <td>Message Read</td> <td>Well Spoken</td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>	Foul/Fulgar	Serious	Irrational	Incoherent	Message Read	Well Spoken	Other:													
Foul/Fulgar	Serious																				
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Note the background noise. Was it?	<table style="width: 100%; border: none;"> <tr> <td>Street</td> <td>Voice</td> </tr> <tr> <td>Clear</td> <td>House</td> </tr> <tr> <td>Local</td> <td>Factory</td> </tr> <tr> <td>Motor</td> <td>Office</td> </tr> <tr> <td>Long Distance</td> <td>Animals</td> </tr> <tr> <td>Music</td> <td>Static</td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>	Street	Voice	Clear	House	Local	Factory	Motor	Office	Long Distance	Animals	Music	Static	Other:							
Street	Voice																				
Clear	House																				
Local	Factory																				
Motor	Office																				
Long Distance	Animals																				
Music	Static																				
Other:																					
Immediately after the caller hangs up, notify CCCC switchboard and:	<ol style="list-style-type: none"> a. Give your name, location, telephone number and information obtained from the caller. b. Stay on the line until the operator has obtained all possible information. 																				
Inform your supervisor, dean, the vice president for student services or campus provost, who will evacuate the area.																					
Do not enter any evacuated area until authorized to do so.																					
DO NOT TOUCH ANY SUSPICIOUS OBJECTS																					
Thoroughly complete the BOMB THREAT CHECKLIST and submit it to the vice president for administrative services as soon as possible.																					
Report any unusual observations to campus security or the vice president for administrative services.																					

Lockdown Procedures

Purpose

Minimize accessibility to the building and rooms in the Keller Health Sciences Building to reduce the risk and protect the occupants from injury or danger who are in the vicinity of an immediate threat. This procedure will be used when it may be more dangerous to evacuate than stay locked inside. Once a **lockdown** has been declared, faculty/staff become responsible for students and must ensure that no one leaves a safe area or attempts to exit the building. Students without faculty/staff must be directed to the nearest occupied classroom.

Lockdown Steps
1. Campus Security and selected staff members will proceed to lock all exterior doors of each the Main Building, if this can be accomplished safely. Campus Security will contact 911 and advise them of the emergency situation and the lockdown.
2. Occupants not already in a classroom must move immediately to the nearest open room that you feel safe in and secure the door.
3. Lock and barricade the room you are in.
4. Turn off the lights, close blinds where possible.
5. Stay away from windows and doors.
6. Stay low and instruct everyone to remain calm and quiet.
7. Cell phones should be placed in silent/vibration mode. No phone calls should be made that are not essential!
8. Do not let anyone leave the secured room until notified by Campus Security or Emergency Personnel
9. DO NOT open the door unless you are sure that Campus Security or Emergency Personnel are at the door. The assailant may bang on the door, yell for help, or attempt to persuade you to open a secure room
10. If a fire alarm is activated during a lockdown, remain where you are and await further instructions from Campus Security or Emergency Personnel
11. Emergency responders must initially consider everyone as potential threats. It is very important that everyone follows the instruction given by the responding police officers at all times to avoid harm to themselves
12. Once the “all clear” has been given, by campus security, campus administration or emergency personnel, police may require individuals to remain available for questioning following the lockdown.

Recommended Responses to an Active Shooter

Evacuate

Attempt to run away from the sound of gunfire putting as much distance between you and the shooter as possible. Evacuate the location even if others are not willing to leave, find a safe route and get out! Leave your belongings behind and keep your hands clear and visible so responding emergency personnel will know that you are not a threat.

Hide Out

If you cannot safely evacuate you need to find a place to hide where the active shooter is less likely to find you. If you are not already in a room with a door lock the door and blockade it with heavy furniture, office equipment or other large items. If you are in an open space, find the nearest open room and secure it using the methods previously described. Stay behind cover, it will help protect you in case of gunfire.

Remain quiet and silence your cell phone. Other sources of noise such as radios, televisions should be turned off.

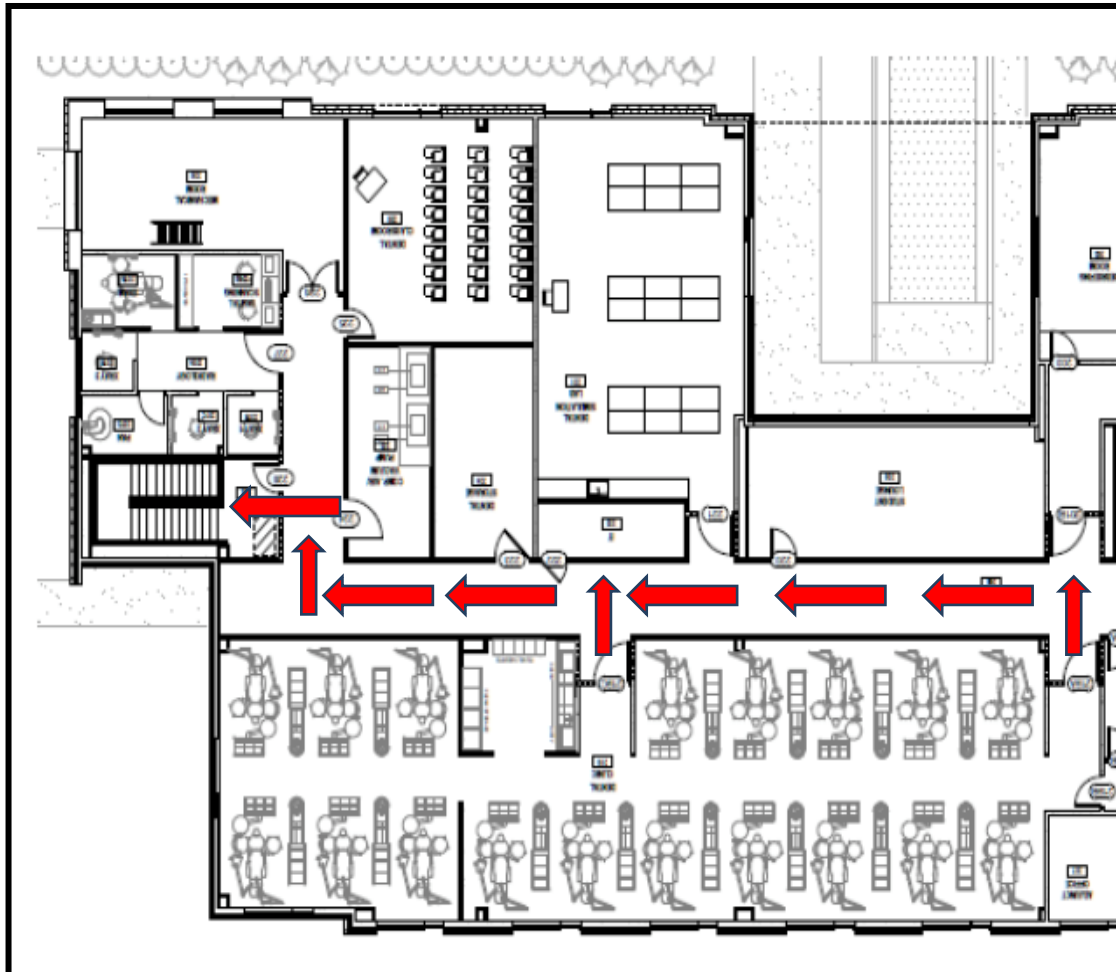
Disrupt/Incapacitate the Active Shooter

When hiding from an active shooter is not possible, as a last resort, and only if your life is in imminent danger, you should attempt to disrupt and/or incapacitate the shooter by any means possible. Use whatever is available as a weapon and be as aggressive as you can.

EVACUATION ROUTES: (DIAGRAMS)

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENTAL PROGRAM FACILITIES
EMERGENCY EVACUATION ROUTES**

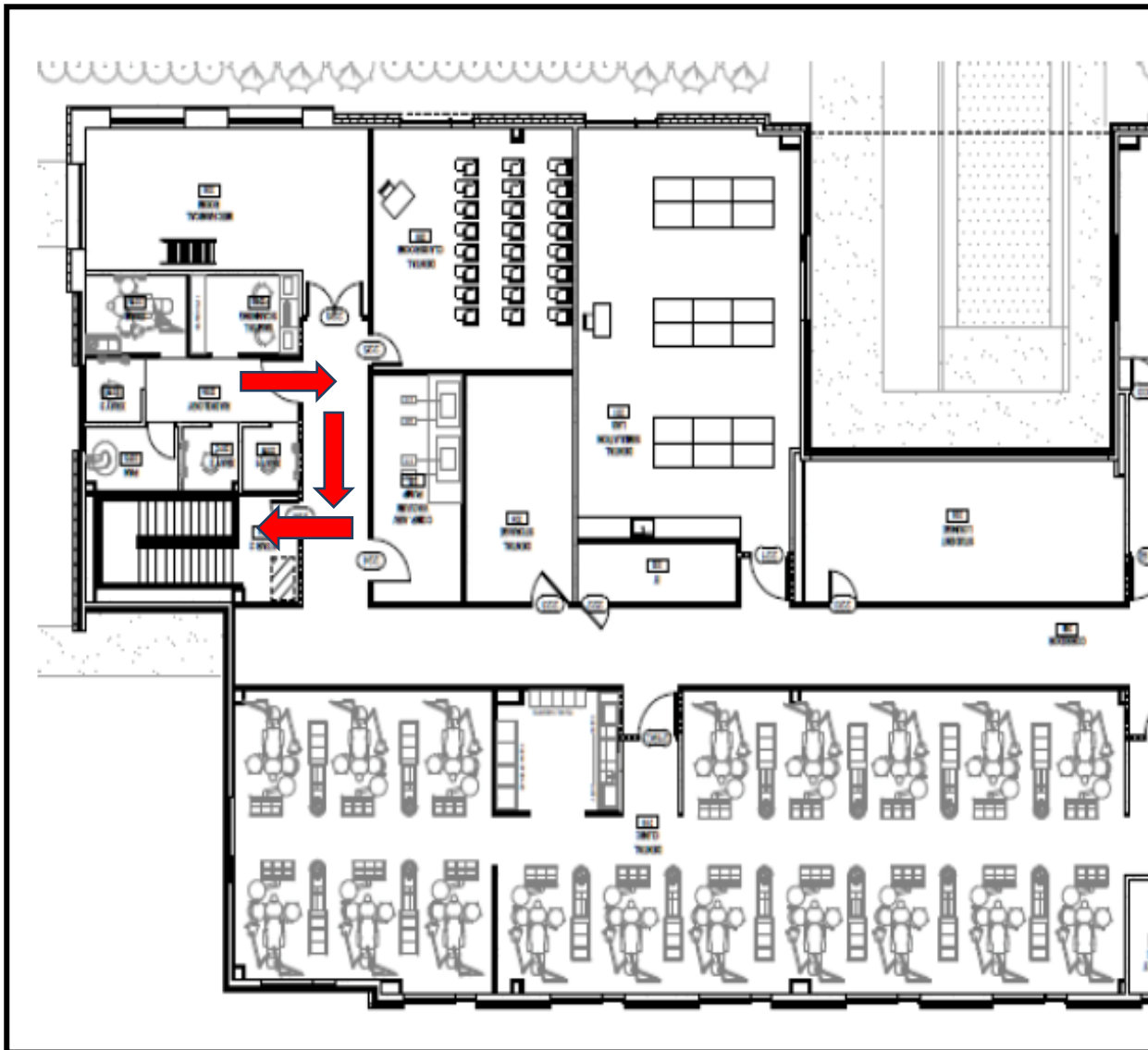
CLINIC



The emergency evacuation route for the Dental Clinic

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENTAL PROGRAM FACILITIES
EMERGENCY EVACUATION ROUTES**

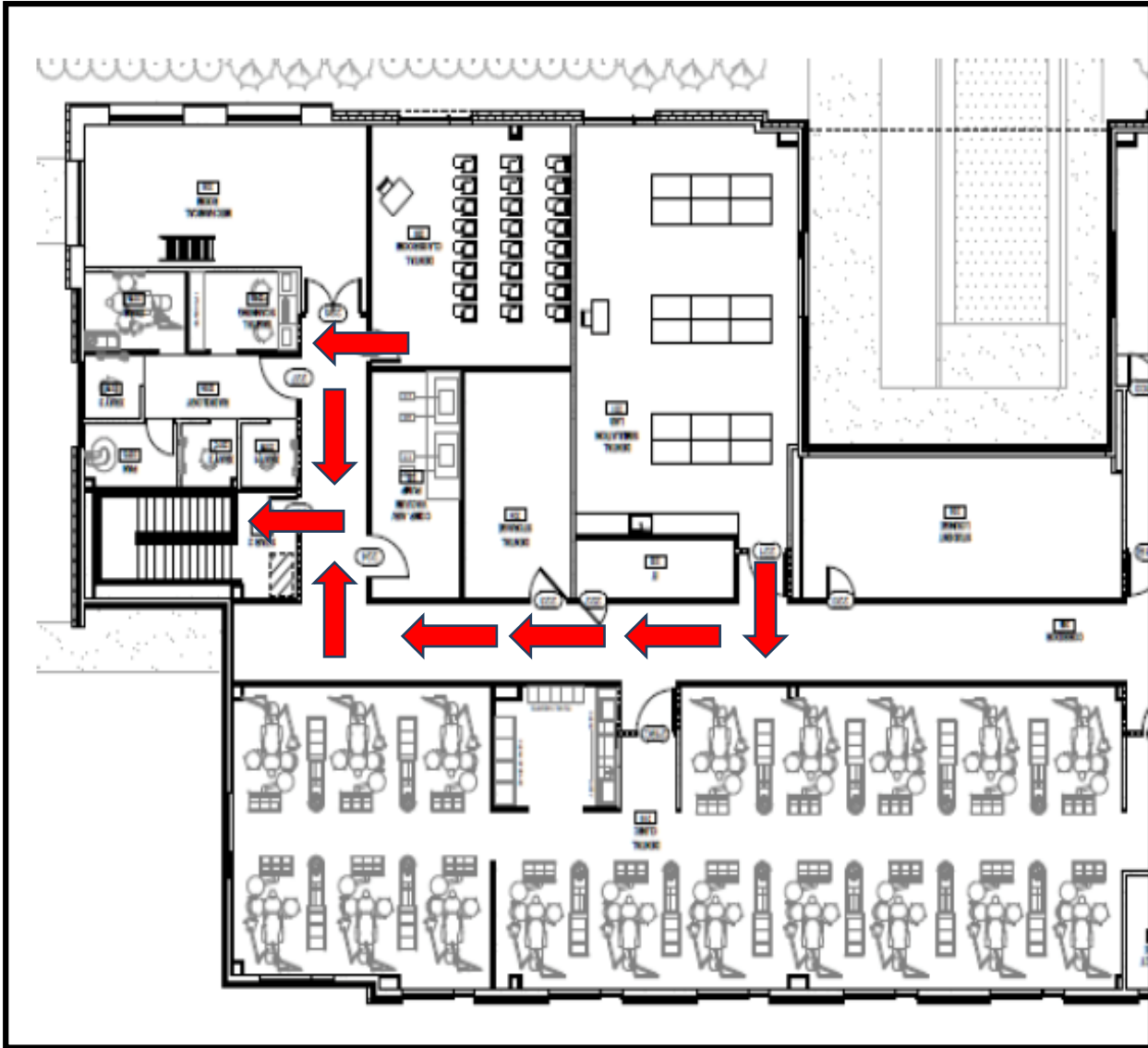
RADIOLOGY



The emergency evacuation route for Radiology

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENTAL PROGRAM FACILITIES
EMERGENCY EVACUATION ROUTES**

SIMULATION LAB/CLASSROOM



The emergency evacuation route for the Simulation Lab and Classroom

MEDICAL EMERGENCIES & ACCIDENTS

The primary focus of action during a serious medical emergency is the immediate care of the injured person. Medical emergencies, which require immediate medical attention, should be handled by following these procedures:

Serious Injuries/Medical Emergencies	
<p>(General Locations)</p>	<ol style="list-style-type: none"> 1. Stay with the injured person at all times; maintain an attitude of calm and reassurance. 2. Control the environment (including bystanders) to prevent further injury or loss of privacy for the victim. 3. Designate someone to call 911-describe the type of illness/injury and location. 4. Designate someone to call the CCCC Switchboard Operator at 919-718-7400. Advise the operator of the situation and steps taken already (“911 has been alerted”). The Switchboard Operator will notify the administration (Vice President and Dean). 5. If a doctor, dentist, or a more “trained” person should be present, the more responsible/trained person should take charge until EMS personnel take control. 6. Once the victim has been transported to an emergency care center, caretakers, should stay and write a descriptive, detailed report of the accident or illness for CCCC and/or OSHA forms (full name, social security number, telephone number, address, time, date, place, etc). 7. Submit copy of the report to the Dean of Allied Health. The dean will then communicate this information to the president, all vice presidents, and the public information officer. <p>DO NOT:</p> <ol style="list-style-type: none"> A. Allow movement of the victim if head, neck, or spinal injury is suspected. B. Attempt to place anything into the victim’s mouth.
Serious Injuries to Patients/Medical Emergencies in the Clinical Setting	
<p>During the treatment of patients, if a serious emergency occurs, the student should:</p>	<ol style="list-style-type: none"> 1. Stay with patient at all times; instruct someone to immediately alert the supervising dentist and an instructor. 2. Maintain an attitude of calm and reassurance. 3. Control the environment (including bystanders) to prevent further injury or loss of privacy for the patient. 4. Maintain an open airway; loosen restrictive clothing. 5. Monitor and record the patient’s vital signs. (Include a time chronology with all entries). 6. Be prepared to administer cardiopulmonary resuscitation.

	7. Be prepared to succinctly relay health data, the events leading to the medical emergency, and the symptoms to the dentist or instructor.
Upon arrival of the supervising dentist/instructor:	<ol style="list-style-type: none"> 1. The dentist/instructor will be in charge of directing emergency medical care of the patient. 2. An instructor will be responsible for obtaining emergency equipment and supplies. 3. The student operator and/or instructor should monitor and record the patient's vital signs and provide assistance as directed by the dentist/instructor.
If an ambulance is needed:	<ol style="list-style-type: none"> 1. The dentist/instructor will direct a student to call 911, then the Switchboard Operator at 919-718-7400. <ol style="list-style-type: none"> a. Advise the operator that an ambulance is needed immediately at the Keller Health Sciences Building. (Give address, etc.) <ol style="list-style-type: none"> i. 1815 Nash St (if clinic) Sanford, NC 27330 b. Give the nature of the emergency. c. Return to the dentist to relay any messages or acknowledgments that an ambulance is on its way. 2. The dentist/instructor will direct two or more students to monitor all building entrances and direct ambulance personnel to the emergency site.
Upon arrival of EMS personnel:	<ol style="list-style-type: none"> 1. The dentist/instructor and necessary students will maintain care of the patient until EMS personnel are ready to take charge. 2. The dentist/instructor(s)/ Department Chair and involved students will relay information to the CCCC Administration with a written descriptive, detailed report of the accident or illness for CCCC and/or OSHA forms (full name, social security number, telephone number, address, time, date, place, etc). 3. Submit report to the VP of Student Learning, VP of Student Services, VP of Administrative Services, Dean of Health Sciences, Administrative Assistant to the VP of Student Services, Controller, and Safety Coordinator. 4. The dentist/instructor will be responsible for documenting all information in the patient's record (with input from the student and instructor).
Miscellaneous:	All injuries (serious or minor) must be reported to the Department Chair and Dean. The Dean will then inform the President, all Vice Presidents and the Public Information Officer. CCCC Accident (Incident) Forms must be filled out and submitted within 12 hours of the incident.
Accidents	
Non-threatening, non-invasive accidents occurring in the classroom, laboratories, and/or clinic will be	<ol style="list-style-type: none"> 1. Students should report the accident to the supervising instructor immediately.

<p>cared for according to the following procedures:</p>	<ol style="list-style-type: none"> 2. The instructor will direct the care of the wound and send the student to their personal physician or emergency room for care. 3. CCCC Accident (Incident) and OSHA forms must be filled out and delivered to the President, the three Vice Presidents, and Public Information Officer within 12 hours.
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Blood-Borne Incidents

<p>Accidents resulting in <i>blood borne pathogen exposures to the operator</i> and/or patient will be cared for according to the following procedures:</p>	<ol style="list-style-type: none"> 1. Immediately go to the sink and flush the wound under very warm water. 2. Hold the site in a downward position; DO NOT SQUEEZE the flesh to extract/promote bleeding. 3. Have a classmate contact the instructor immediately. 4. The instructor will direct the care of the wound and send the student and/or patient to their physician or hospital emergency room for care. 5. CCCC Accident (Incident) and OSHA forms must be filled out and delivered to the Dean, the three Vice Presidents, President, and Safety Officer within 12 hours. <p>Students are reminded that occupational exposure incidents occur; students are not punished in cases of instrument sticks. It is a flagrant error of judgment, however, to hide the incident and not report it to the instructors. All students who knowingly allow an incident/accident to go unreported are equally guilty of dishonesty and will be reprimanded in accordance to the Disciplinary Procedures of the Dental Hygiene/Assisting Program.</p> <p><i>*for blood borne pathogen exposures, consult instructor immediately</i></p>
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Swallowing Foreign Object Policy

<p>Protocol for incidents involving patients swallowing various foreign objects associated with dental treatment provision-rubber dam clamps, bur, implant parts and pieces of scaling instruments:</p>	<ol style="list-style-type: none"> 1. The provider should alert supervising faculty or the dentist. 2. The provider will stay with patient, monitor vital signs, observe for acute respiratory distress, and make a preliminary diagnosis from the clinical signs and symptoms and the patient’s response to careful questioning. 3. IN EVENT OF AN EMERGENCY CALL 911. 4. Patient will need to be transported to the hospital for x-rays. 5. Complete and Incident Report and forward it to the Student Development Services. 6. Make an entry in the patient’s record completely describing the occurrence, but DO NOT refer to the Incident Report in your entry. 7. If the patient refuses the radiograph, proper notation should be documented in the chart.
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EMERGENCY EQUIPMENT: LOCATION

First Aid Kits are Located:	Dental Clinic, on emergency cart Dental Materials/Simulation Laboratory
Oxygen Tanks and Masks are located:	Dental Clinic, above emergency cart
Emergency Drug Kit is located: Eyewash Stations are located:	Dental Clinic, on emergency cart Dental Clinic, attached to sink between Op 1 and Op 2 Dental Materials/Simulation Laboratory Classroom, attached to sink
Emergency Equipment Location:	Dental Clinic, on emergency cart
EVALUATION OF EMERGENCY INVENTORY:	<p>Medical supplies should be updated routinely, at least once every three (3) months. The Department Chair will appoint a faculty member to be in charge of evaluating the currency of the medical supplies and ordering of replacement as needed.</p> <p>Students and staff should be informed/reminded of this policy on an annual basis. The Department Chair/ Course Director will be responsible for informing staff members; instructors will be responsible for informing their respective classes.</p>

Eyewash Station

What Every Employee/Student Should Know	<ol style="list-style-type: none"> 1. Where the station is located in the clinic and laboratory 2. How to use the station <ol style="list-style-type: none"> a. Lift the dust covers off the spray heads. b. Step on the foot pedal to start the flow. If no water comes out, be sure the water flow is turned on from the wall. c. Lift the hand lever to turn the unit off. 3. When to use the station – when any potentially hazardous material contacts the eye(s) 4. Eye Irrigation – First Aid Information <ol style="list-style-type: none"> a. Chemical exposure to the eye may cause damage from chemical conjunctivitis to severe burns. Therefore, remove all chemicals from the eye(s) quickly. b. Signs & Symptoms of Exposure – local pain, visual disturbances, lacrimation, edema and redness
Basic Treatment for the Eye	<ol style="list-style-type: none"> 1. Flush with water using a mild flow from the eyewash station and continue for at least 15 minutes.

	<ol style="list-style-type: none"> 2. Ask the victim to look up, down, and side to side as they rinse in order to better reach all parts of the eye(s). 3. DO NOT let the victim rub his/her eye(s). 4. DO NOT let the victim keep his/her eye(s) tightly shut. 5. DO NOT introduce oil or ointment into the eye(s). 6. DO NOT use hot water. 7. Notify medical authorities when someone is injured. 8. Use the incident report form to record details of the injury
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AMERICAN DENTAL HYGIENIST'S ASSOCIATION

Dental Hygiene students will become student members of the American Dental Hygienists' Association. Students pay membership dues in the Fall semester of their first and second year. The membership entitles each student to membership in the National organization. Students receive monthly professional journals and quarterly newsletters after having paid dues. *Attendance is expected* since participation in the professional activities fosters knowledge and a sense of belonging and pride. Component participation is encouraged as well. Join at www.ADHA.org.

Students are encouraged to attend all continuing education classes offered in the area. Conventions usually include: ADHA Annual Session <https://www.adha.org/annual-session> , Hinman Dental Meeting in Atlanta, Dental Hygiene State convention (location varies yearly), Scientific Meetings, and District meetings.

PATIENT BILL OF RIGHTS

Patients can expect:

1. To be treated with respect and consideration for medical, dental, and oral health care.
2. To be well informed of all aspects of their case.
3. A thorough assessment of their needs.
4. To be treated as partners in care, participating in goal setting and planning treatment.
5. To be informed of appointment and fee schedules.
6. To have appointment times observed.
7. To receive current information and be assured quality treatment.
8. To receive appropriate treatment.
9. To be taught to maintain oral health, and how to prevent further dental/oral disease.
10. Reasonable continuity of care between our office and their private dental office.
11. Appropriate and timely referrals for other needed services.
12. To be treated by providers who model good personal health and hygiene.
13. Confidentiality of all information pertinent to their care.

DISCLAIMER STATEMENT

The policies/rules contained within this manual are not all inclusive; additional information may be relayed in class as necessary. Students are required to follow all rules and policies of the Dental Hygiene Program as they are relayed in the Orientation Manual/Handbook, clinic handouts/booklets of instruction, and any changes to procedures as announced in class or clinic.

AGAIN, WELCOME TO THE DENTAL HYGIENE CLASS OF 2020

The first semester is the most difficult due to the volume of information students are required to know related to policies and procedures (all of this and the actual course work)!!! 😊 Students are advised to refer to the Policies and Procedures/Orientation Manual and other manuals containing information about clinical and classroom policies and procedures continuously during their training at CCCC.

Students will be held accountable for this material and will show documentation of having read the Procedures and Policies/Orientation Manual. We would suggest that this Manual be a constant companion in your book bag.

*The faculty and staff of CCCC's Dental Hygiene Program:
Welcomes you!*

*The faculty of CCCC's Dental Hygiene Program will:
Train and challenge you clinically.*

*The faculty of CCCC's Dental Hygiene Program will:
Challenge you didactically.*

*The faculty and staff of CCCC's Dental Hygiene Program will:
Support you in your endeavors to become a dental hygienist!*

ARE YOU READY TO ACCEPT THE CHALLENGE???

**DENTAL HYGIENE PROGRAM: CONFIRMATION OF INFORMATION AT THE
NEW STUDENT ORIENTATION**

1. To enable the prospective student to make an informed decision regarding their enrollment in the CCCC Dental Hygiene Program, to ensure and maintain the quality of training provided by the Dental Hygiene Program at Central Carolina Community College, and to further ensure the cooperation of our student enrollees, you are asked to read and sign the following Confirmation form stating that:

- a. The following policies and procedures were covered during the New Student Orientation on Wednesday, June 27th, 2018.
- b. You received this information both verbally and in written format.
- c. Your decision to accept your seat in the CCCC Dental Hygiene program has been made with full knowledge and recognition of your responsibilities and participation during the training program.
- d. You are willing to follow these policies and training procedures throughout your enrollment in the Dental Hygiene Program.
- e. You have fully disclosed to the Program and/the Student Accessibility Services Coordinator, any physiological, neurological, emotional, or other reason for which special accommodations may be necessary during your training. Your complete cooperation is necessary for us to accommodate any special needs you have.

2. I, _____, attest that I am aware of and will adhere to the policies and procedures of the CCCC Dental Hygiene Program as they pertain to:

a. Transfer of classes: For students who have transfer credits in dental courses from other programs or colleges, please read and initial your willingness to comply:

As it applies to me, I will register for and participate by audit/credit all DEN courses assigned to the semester I am enrolled in (as well as subsequent semesters). I am aware that this Program Policy has been initiated in my best interest to better prepare me for the Dental Hygiene National Board Examination.

Accept Decline NA Initial:_____

b. Readmittance to Program: For students who were previously enrolled in Dental Hygiene courses at CCCC but are not re-admitted to the curriculum, please read and initial your willingness to comply:

As it applies to me, I will register for and participate by audit/credit all DEN courses assigned to the semester I am enrolled in (as well as subsequent semesters). I am aware that this Program Policy has been initiated in my best interest to better prepare me for the Dental Hygiene National Board Examination.

Accept Decline NA Initial:_____

c. Disclosure of Medical or Learning Disabilities/Student Accessibility Needs: For students who have special needs, please read and initial your willingness to comply:

As it applies to me, I will discuss at the onset of the school year any limitations I have with the Student Accessibility Services Coordinator – whether it be physiological (medical) concerns, emotional concerns, neurological concerns, etc. – that may interfere or prevent me from being successful in my training and responsibilities as a Dental Hygiene student. I acknowledge that by processing the necessary documentation with the Student Accessibility Services Office, CCCC and the Dental Hygiene Program will make every reasonable accommodation for my training. I accept responsibility for disclosing all necessary medical and/or student accessibility services information in a timely fashion and for following the established protocol for my training.

Accept **Decline** **Initial:**_____

- d. Training Procedures: I am aware that training will consist of the following:**
- i. Use of a manikin during the earliest phase of my training**
 - ii. Utilization of each enrolled student (including myself) to act as a “patient” during PreClinic. Dental Hygiene students are not allowed to serve as patients for classmates after PreClinic.**
 - iii. Student procurement of friends and family, etc. to serve as “patients”**
 - iv. Departmental scheduling of patients**
 - v. Student procurement of students on campus to fill “no show” or cancelled appointments**

I am fully aware and accept these training procedures to enable my classmates and me to receive the full extent of hands-on training necessary to prepare me for my role as a dental hygienist.

Accept **Decline** **Initial:**_____

- e. Professional Appearance:** I am aware that I will be expected to follow and uphold the requirements for professional appearance as state in the Dental Hygiene Policies and Procedures Manual, as discussed during the New Student Orientation, and as generally expected as part of the embodiment of a dental professional.

Accept **Decline** **Initial:**_____

- f. Behavior and Attitude:** I am aware that I will be expected to demonstrate a “can do” attitude and a positive learning behavior during all labs, classes, and clinics. I will accept instruction and constructive criticism in a positive manner as part of the learning process. I will exhibit professional behavior in all aspects of learning.

Accept **Decline** **Initial:**_____

- g. General Departmental Policies and Procedures:** I will accept the responsibility to read and follow policies and procedures set forth by CCCC and the Dental Hygiene Program.

Accept **Decline** **Initial:**_____

h. Practice Hours/Student Functions: I am fully aware that part of my training will entail attendance at professional meetings, functions, and clinical practice hours outside of regular class hours. Attendance is required.

Accept Decline Initial:_____

- 3. Notification:** If you decline one or more of the above statements, a review will be conducted by the Department Chairperson and relevant administrative personnel to determine your status for final approval into the Dental Hygiene Program.
- 4. CODA Complaints and Third Party Comments:** I have been made aware of the Complaints Policy and Third Party Comments Policy as required by the Commission on Dental Accreditation.
- 5. I attest by my signature that I have been informed of my responsibilities and the training procedures necessary to be a Dental Hygiene student at Central Carolina Community College and will accept these conditions as an incoming student.**

Print Name

Signature

Date