

Wiregrass Dental Programs Student Handbook



Handbook Belongs To: _____

Program _____

Entry Date _____

Anticipated Graduation Date _____

DENTAL DEPARTMENT STUDENT HANDBOOK

FALL 2022

TABLE OF CONTENTS

INTRODUCTORY DOCUMENTS

PROGRAM ACCREDITATION STATUS AND CODA MISSION STATEMENT AND COMPLAINT POLICY	3-5
DENTAL PROGRAM PHILOSOPHY AND GOALS	6
STATEMENT OF EQUAL OPPORTUNITY	7
TCSG GRADUATE WARRANTY.....	8
WGTC MISSION STATEMENT.....	8
HEALTH DOCUMENTATION REQUIREMENTS FOR PROGRAM ENTRY	8
TECHNICAL AND ESSENTIAL STANDARDS FOR DENTAL PROFESSIONS	9
DENTAL HYGIENE LICENSURE AND PRACTICE RULES	10
DENTAL ASSISTING PRACTICE AND CERTIFICATION RULES	11

GENERAL POLICIES AND PROCEDURES

STANDARDS OF PROGRESS AND PROGRAM PROGRESSION REQUIREMENTS	12
PROGRAM ACADEMIC POLICIES.....	13
CURRENCY OF COMPETENCY AND READMISSION POLICY.....	14
TRANSFER STUDENT POLICY	15
NOTIFICATION POLICY AND NO-SHOW PENALTY EXPLANATION	16-17
DRESS CODE AND PERSONAL HYGIENE POLICIES	18-20
CLINICAL ATTIRE INFRACTION POLICY	20
REMEDATION DUE PROCESS POLICY	21
PREGNANCY STATEMENTS, DECLARATION FORM AND DOSIMETER USE	22-24
STUDENT CODE OF CONDUCT	25-27
WORK ETHICS TRAINING PROGRAM	28
CELL PHONE AND ELECTRONIC DEVICE POLICY	29
DEPARTMENTAL TESTING POLICIES	30
SOCIAL MEDIA POLICY.....	31
COMPUTER RESOURCE POLICY	32
CRITICAL INCIDENT EVENT MONITORING	33
CONFLICT RESOLUTION AND CHAIN OF COMMAND	34
NEW ONLY EXPLANATION	35
EXPOSURE CATEGORY CLASSIFICATION OF DENTAL PERSONNEL	36
DENTAL DEPARTMENT HIPAA PRIVACY PRACTICE NOTICE	37
TB TESTING POLICY	38
CONTINGENCY EDUCATIONAL PLAN	39
ESTIMATED EXPENSES FOR DENTAL HYGIENE PROGRAM	40
ESTIMATED EXPENSES FOR DENTAL ASSISTING PROGRAM	41
HANDBOOK AND POLICY ACKNOWLEDGEMENT PAGE.....	42

CODA ACCREDITATION STATUS

The dental hygiene program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of “approval without reporting requirements”.

The dental assisting program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of “approval with reporting requirements”.

The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 2011 East Chicago Avenue, Chicago, IL 60611-2678. The Commission web address is <http://www.ada.org/117.aspx>

Why Accreditation Matters

Accreditation is the ultimate source of consumer protection for prospective students. It is often a prerequisite for governmental funding. Graduation from an accredited program is almost always stipulated by state law and is an eligibility requirement for licensure and/or certification examinations. Accreditation of a school or program is a student’s most important source of independent validation that the program has enough educational value to be “approved” by the U.S. Department of Education.

The Commission functions independently and autonomously in matters of developing and approving accreditation standards, making accreditation decisions on educational programs and developing and approving procedures that are used in the accreditation process.

CODA’s Mission

The Commission on Dental Accreditation serves the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs.

The next site visit and program evaluation for the Wiregrass Dental Assisting and Dental Hygiene programs is scheduled for October 2028.

CODA POSTING FORM FOR THIRD PARTY COMMENTS

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

The United States Department of Education (USDE) procedures require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the Department's requirement on the use of third-party comment regarding program's qualifications for accreditation or initial accreditation, the following procedures have been developed. Programs with the status of initial accreditation, and programs seeking initial accreditation must solicit comment through appropriate notification of communities of interest and the public such as faculty, students, program administrators, specialty and dental-related organizations, patients, and consumers.

On occasion, programs may be scheduled for special focused site visits and because of the urgency of the visit, solicitation of third-party comments within the ninety (90) day time-frame may not be possible. However, third party comments must be solicited at the time the program is notified of the Commission's planned site visit. In this case, the timeframe for solicitation of third-party comments will be shortened.

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

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

All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. Signed or unsigned comments will be considered. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests may be made to the Commission office.

All relevant comments will have names and/or signatures removed and will then be referred to the program at least fifty (50) days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the visiting committee fifteen (15) days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel. Negative comments received after the established deadline of sixty (60) days prior to the site visit will be handled as a complaint.

INSTITUTION: Wiregrass Georgia Technical College

PROGRAM(S) TO BE REVIEWED: Dental Assisting and Dental Hygiene

SITE VISIT DATE: October 2028

**60-DAY DEADLINE FOR RECEIPT OF COMMENTS IN THE COMMISSION OFFICE:
(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)**

STUDENT NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH CODA

In accord with the U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission. The following notice is to be distributed annually.

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the **Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653**. The accredited program must retain in its files information to document compliance with this policy so that it is available for review during the Commission's on-site reviews of the program.

REQUIRED RECORD OF COMPLAINTS

The Wiregrass dental assisting and dental hygiene programs will maintain a record of student complaints received since the Commission's last comprehensive review of the program in August of 2013. At the time of a program's regularly scheduled on-site evaluation (August 2020), visiting committees evaluate the program's compliance with the Commission's policy on the Required Record of Complaints. The team reviews the areas identified in the program's record of complaints during the site visit and includes findings in the draft site visit report and note at the final conference.

WIREGRASS COMPLAINTS POLICY

- New students (DENA and DHYG) will be notified of the COMPLAINTS POLICY upon program entry. The policy is included in the departmental student handbook. The policy is explained during new student orientation.
- A reminder about the complaints policy is included in every DENA and DHYG Syllabus.
- The complaints policy will be posted in common areas in the department.
- As the students must be notified at least annually, the rising senior dental hygiene students will be formally notified a second time about the Complaints Policy on the first day of the Fall II in DHYG 2080 Clinic Lecture.
- The clinic manager will maintain a log of all complaints. Complaints will be noted chronologically in the "Complaints" notebook. If no complaints are submitted, a note of "No Complaints" will be entered in the log book at the end of each calendar year. This log book will be located in the business office.

This policy is current as of August 11, 2019

I understand the opportunity for Third Party Comments and Student Complaints to CODA.

Signature for Policy Acknowledgement

Student Signature _____ Date _____

DENTAL PROGRAM PHILOSOPHY AND GOALS

The dental assisting and dental hygiene programs have developed the following philosophy for dental education:

The Wiregrass Georgia Technical College/Valdosta State University dental programs are committed to providing a comprehensive education and lifelong support to a diverse population of learners in a patient-centered, student-friendly learning environment that fosters both a team and self-directed approach to learning, critical thinking, self-assessment and community service. Our philosophy is to empower our students in attaining their full potential as informed, ethical and competent oral health professionals with a career commitment to learning and service to enhance the health and well-being to their community.

Goals for Dental Assisting Program:

1. To provide a quality industry driven training program that prepares dental assisting students to use critical thinking and technical skills related to dental office management, laboratory procedures and four handed dentistry chairside procedures.
2. To educate students using state of the art equipment, technologies, materials and equipment necessary for the safe delivery of comprehensive dental care.
3. To provide students with a wide variety of patient care experiences and opportunities to practice the process of care through experiential learning and community involvement with a diverse population of patients.
4. To provide a learning environment that will instill exemplary work ethics, values and an understanding of the importance for continued professional development.
5. To promote excellence in learning and teaching through current curriculum, qualified faculty and current educational methodologies to prepare students to qualify for and successfully pass certification examinations.
6. To provide admission, progression, and completion opportunities without regard to race, national origin, religion, gender, age, handicapping condition, academic or economic disadvantage.
7. To present a rigorous, fiscally sound occupational training program that continuously meets or exceeds requirement to maintain full CODA accreditation.

Goals for Dental Hygiene Program:

1. To provide quality industry driven education and training that prepares dental hygiene students to enter the work force as critically thinking dental healthcare professionals.
2. To provide students with a wide variety of experiential learning opportunities which allows the students to utilize the dental hygiene process of care for a diverse population of patients.
3. To provide opportunities for leadership and application of professional, ethical, legal and regulatory concepts to oral health care services, community projects, and professional activities.
4. To provide a learning environment for students that will instill the pursuit of lifelong learning and the understanding that research and ongoing professional development are the responsibility of all health care providers.
5. To promote excellence in learning and teaching through qualified faculty, current educational methodologies, and safe state of the art facilities and equipment to prepare students to qualify for and successfully pass the written and clinical examinations necessary for licensure.
6. To provide avenues for student success through admission, progression and completion opportunities without regard to race, national origin, religion, gender, age, academic or economic disadvantage.
7. To present a fiscally sound occupational training program that continuously meets or exceeds requirements for full program accreditation through Commission on Dental Accreditation.

I understand the program goals for DENA and DHYG.

Signature for Policy Acknowledgement

Student Signature _____ Date _____

STATEMENT OF EQUAL OPPORTUNITY

Wiregrass Georgia Technical College (WGTC) abides by the [Technical College System of Georgia’s Policy 2.1.1. Statement of Equal Opportunity](#). The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures. All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Innovation and Opportunity Act (WIOA) of 2014 and other related mandates under TCSG Policy, federal or state statutes. TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines. Any violation or questions may be directed to any member of the [Campus Equity & Compliance](#) Team as listed below:

Campus Equity and Compliance Team Contact Information

**Shalonda Sanders, Title IX Coordinator
(all campuses)**

Associate Vice President for Human Resources
Valdosta Campus, Brooks Hall, Human Resources Suite
(229) 333-5356 or shalonda.sanders@wiregrass.edu

**Katrina Royal, Student ADA & Section 504
Coordinator**

(all campuses)
Director of Testing and Special Populations
Valdosta Campus, Berrien Hall, Room 107
(229) 333-2100 or katrina.royal@wiregrass.edu
***student ADA & student disability claims only**

Marc Dame, Title IX Designee/Investigator

Special Populations and Disabilities Coordinator
Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 634
(229) 468-2242, or marc.dame@wiregrass.edu

April McDuffie, Title IX Designee/Investigator

Executive Vice President for Academic Affairs
Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B
(229) 468-2103 or april.mcduffie@wiregrass.edu

Meredith Moon, Title IX Designees/Investigator

Director for Human Resources and Employer Services
Valdosta Campus, Brooks Hall, Human Resources Suite
(229) 333-5356 or meredith.moon@wiregrass.edu

Keren Wynn, Title IX Designee/Investigator

Vice President for Administrative Services
Valdosta Campus, Berrien Hall, Room 325
(229) 333-2103 or keren.wynn@wiregrass.edu

Yolanda Woodall, Title IX Designee/Investigator

Assistant Director for Human Resources & Career Services
Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 630C
(229) 333-5356 or yolanda.woodall@wiregrass.edu

Student Signature for Statement of Equal Opportunity

Signature _____ Date _____

TECHNICAL COLLEGE SYSTEM OF GEORGIA WARRANTY OF GRADUATES

The Technical College System of Georgia (TCSG) guarantees the skills of its students for up to two years after graduation from a degree or diploma program of study. Graduates who are found to be deficient in one or more competencies (as defined in the curriculum standards) can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state. This warranty applies only to graduates who are employed in their fields of training. Contact the Office of Academic Affairs for more information.

Student Signature for TCSG Graduate Warranty Statement

Signature _____ Date _____

WGTC MISSION STATEMENT

The mission of Wiregrass Georgia Technical College, a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a trained workforce in our 11-county service area and throughout the State of Georgia. The college fulfills the mission by providing technical and academic instruction, through traditional and distance education delivery methods, leading to associate degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, business, and industry in the service area.

Student Signature for WGTC Mission Statement

Signature _____ Date _____

HEALTH REQUIREMENTS FOR PROGRAM ENTRY

Students will be provided with a list of health requirements from Castlebranch at informational sessions prior to program entry. A deadline for completion of all requirements will be published and announced on the first day of class. Requirements must be completed, successfully uploaded and accepted by Castlebranch medical review by the published deadline. Failure to complete the requirements by the published deadline will result in student dismissal from class until the requirements have been completed. Students will be counted absent for the hours missed.

Student Signature for Health Requirements for program Entry

Signature _____ Date _____

TECHNICAL AND ESSENTIAL STANDARDS FOR DENTAL PROFESSIONS

All candidates for the dental programs must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The descriptions below include examples of necessary activities and abilities required of a dental hygienists and dental assistants on a daily basis.

Please consider all technical standards carefully before making the decision to apply for the Dental Hygiene program.

Social Core Performance: Prior felony convictions may affect a student's ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

Critical Thinking: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of care plans, transferring knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and using short and long-term memory.

Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.

Communication: Communication abilities sufficient for verbal and written interaction using reasonable grammar and syntax. The ability to read and comprehend technical English rapidly. Examples include explanation of treatment procedures, initiation of health teaching and documentation of treatment.

Mobility: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a dental clinic setting, sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent patient; squeezing with hands and fingers; and repetitive movements and administration of cardiopulmonary procedures.

Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective dental care. Possess excellent hand-eye coordination. Examples include assessment of attachment levels and periodontal probing; perform root debridement and soft tissue management; calibration and use of equipment, positioning of patients, grasping and manipulation of small objects/instruments and using a computer keyboard.

Hearing: Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing emergency signals, auditory timing devices on dental equipment, take manual blood pressure using a stethoscope and patient communication.

Visual: Visual acuity sufficient for observation and assessment necessary in dental care. Of special importance is the ability to differentiate between *subtle differences in color, shape size and dimension*. *The clinician must be able to differentiate measurements within + or - 1mm* and possess the ability to focus on small fields of vision for extended periods of time. A recent eye examination is encouraged prior to program entry.

Tactile: Tactile ability sufficient for physical assessment. Examples include detection of calculus or oral irregularities, utilizing hand instruments, performance of palpation for purposes of intra and extra oral exam.

Emotional: Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include providing patients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on a task, performing multiple tasks concurrently and being able to handle non-cooperative and non-compliant patients.

Student Signature for Technical Standards Statement

Signature _____ Date _____

DENTAL HYGIENE LICENSURE AND PRACTICE RULES

DENTAL HYGIENE LICENSURE POLICY

Student Sign Here _____

Certain misdemeanors and/or felonies could prevent state dental hygiene licensure. Students with felonies or misdemeanors are advised to contact the state licensing board prior to program entry. Please visit the Georgia Board of Dentistry website for additional information on requirements and restrictions for dental hygiene licensure in Georgia. <https://gbd.georgia.gov/> Applicants wishing to practice in other states should check with Board of dentistry in that particular state for specific requirements.

Valdosta State University, Wiregrass Georgia Technical College and faculty and staff are not responsible in the event a student successfully completes program requirements and boards but is unable to obtain licensure due to misdemeanors and/or felonies.

DENTAL HYGIENE PRACTICE

Student Sign Here _____

The practice of dental hygiene in the state of Georgia is governed by the Georgia Board of Dentistry Rules (150-5-.01 through .06) and Georgia Law (*Title 43. Chapter 11. Article 1 and 3*).

As a dental hygiene student at Wiregrass Georgia Technical College/Valdosta State University in the Department of Dental Hygiene, I understand that I must not engage in the practice of dental hygiene or other inappropriate clinical duties, without a license. Failure to comply with the dental hygiene practice rules may result in disciplinary action such as suspension from clinical or a failing clinical grade. Dental hygiene students may not perform any patient care procedures without direct faculty permission or supervision. To do so constitutes the practice of dentistry without a license.

Further, I understand that if I engage in the practice of dental hygiene, without a license at any time during my training or prior to licensure by the state the Director of Dental Programs will make an official report to the Georgia Board of Dentistry which may impact the issuance of a license to me in the future.

BACKGROUND CHECK FOR DENTAL HYGIENE LICENSURE:

Student Sign Here _____

A background check is not required for dental hygiene program entry. However, be advised that a background check will be required as part of the state licensure process.

Signature for Dental Hygiene Licensure Policy Acknowledgement

Student Signature _____ Date _____

DENTAL ASSISTING CERTIFICATION AND PRACTICE RULES

DENTAL ASSISTING PRACTICE Student Sign Here _____

The practice of Dental Assisting in the state of Georgia is governed by the Georgia Board of Dentistry Rule (150-9-.01) <https://gbd.georgia.gov/>

As a Dental Assisting student at Wiregrass Georgia Technical College, I understand that I must not engage in the practice of dental assisting or other inappropriate clinical duties without appropriate training certification and/or supervision. Failure to comply with the dental assisting practice rules may result in disciplinary action such as suspension from clinical or a failing clinical grade.

As a Dental Assisting student at Wiregrass Georgia Technical College, I understand that if I engage in the practice of Dental Assisting, without appropriate certification or supervision, the Director of Dental Programs will make an official report to the Georgia Board of Dentistry which may impact my ability to practice Dental Assisting in the future.

BACKGROUND CHECK Student Sign Here _____

Accepted students should be aware that a clinical rotation at the Moody AFB dental clinic may be required during the Practicum Phase of training. Students must be able to pass a federal background check to be granted access to the dental clinic on base. Inability to pass the background check and be granted base access could compromise or delay graduation from the program.

EDDA CERTIFICATION IS AN EXIT POINT FOR GRADUATION Student Sign Here _____

Students should be advised that the Expanded Functions Dental Assistant (EFDA) certification is awarded upon program completion. Successful completion of the EFDA certification is a program graduation requirement and program exit point. Student must successfully complete all skills and a written evaluation according to Remediation Due process to earn the EGDA certification.

Please Note: As mandated by the Georgia Board of Dentistry the certificate is held by the Director of Dental Programs until the student successfully meets all program requirements and graduates from the program.

Signature for DENA Certification and Practice Rules Policy Acknowledgement

Student Signature _____ Date _____

STANDARDS OF PROGRESS/PROGRAM PROGRESSION REQUIREMENTS

Graduates of the **Dental Assisting Program** will be qualified to sit for the CDA examination administered by the Dental Assisting National Board and are eligible to earn the Georgia Expanded Functions Dental Assistant Certification, Radiology Certification and Coronal Polishing Certification. (All certificates are available upon graduation.)

Graduates of the **Dental Hygiene Program** will be qualified to sit for the NBDHE written examination administered by the American Dental Association and are eligible to earn the opportunity to sit for CRDTS clinical examination. Note that successful completion of both exams is required for licensure. The required score on both exams is 75% or above.

The Standards of Progress in the Dental Programs are designed to correspond to competency levels in order to provide a realistic assessment of progress towards certification requirements.

Standards of Progress Encourage students to establish goals appropriate to the level of knowledge and performance required for licensure/certification and promote student awareness of progress toward meeting those goals.

The Standards for Progress Towards Graduation in the Dental Programs are as follows:

- Be in good standing academically and making satisfactory progress with all clinical competencies.
- Progress through the standardized curriculum in the prescribed sequence and attain a grade of 70% or higher in each required course.
- Maintain current CPR certification at the healthcare provider level for the duration of training. Students with expired CPR cards CANNOT participate in clinical experiences. Students will be dismissed from clinic until satisfactory CPR certification is obtained.
- Maintain ability to meet the Technical and Essential Performance Standards for Dental Professions.
- Abide by all policies procedures, and rules of behavior of the program as published in the student handbook, college student handbooks and as specified in other materials provided.
- Student must meet all clinical competencies within two attempts as specified by the departmental remediation due process policy. Course specific requirements for clinical competencies will be defined in the course syllabus.

GRADUATION REQUIREMENTS: Students must successfully complete all courses and meet minimum clinical requirements with acceptable competency as designated by dental faculty, TCSG standards and CODA standards.

PREREQUISITIES AND COURSE SEQUENCE: Students must achieve a minimum course grade of C (70 or better) for progress from specified (prerequisite) courses to more advanced courses. Prerequisite courses for each course will be specified in the course syllabus.

SATISFACTORY CLINICAL COMPETENCY: Clinical competencies must be achieved with a minimum of 80% or better to proceed to the next phase of clinical training. Remediation due process applies.

Signature for Standards of Progress and Progression Requirements and Currency of Competency Policy Acknowledgement

Student Signature _____ Date _____

DENTAL PROGRAM ACADEMIC POLICIES

The program's academic policy reflects the competencies achieved by the student. Student competencies are measured by written examination, daily work assignments and clinical/laboratory proficiency examinations/evaluations and live work patient care.

1. A student must achieve a "C" or better to continue in the dental program. All courses must be passed with an overall grade of 70% or better
2. Students should be aware that skills examinations are critical competencies and will require a minimum score of 80% to pass. Two attempts will be allowed to achieve a satisfactory grade according to the program due process policy.
3. A student failing any prerequisite course must withdraw from the program. Student can reapply to the program according to the published readmission policy. (See Readmission Policy)
4. **Grading Scale:**
 - A** 90 - 100
 - B** 80 - 89
 - C** 70 - 79 (Students are required to achieve a "C" or better to continue in the dental program.)
 - D** 60 - 69 (A grade of "D" or lower is unsatisfactory progress. Student cannot continue in the program.)
 - F** 0 - 59

Academic Progress Statement

As mandated by TCSG policy 70% is considered a passing score for all courses. However, students should be advised of the following:

1. Dental Hygiene National Board and the CRDTS Clinical exam requires a minimum score of 75%.
2. Dental Assisting National Board requires a raw score that equates to approximately 75% to pass.

In order to gain the required knowledge and skill level needed to pass clinical and/or national exams,

PROGRAM/GRADUATION REQUIREMENTS

As you begin the curriculum in your designated program you will be informed about specific requirements to meet minimum competency, skill, and knowledge. Requirements are based on CODA standards, TCSG standards, current industry standards, Advisory Committee recommendations and faculty recommendations.

Each student must meet **ALL** didactic and clinical competencies to successfully complete the program, graduate and sit for applicable boards and certification examinations.

Students who do not meet progression requirements must withdraw from the dental program. The student may apply for readmission according to published readmission procedure. *Adopted from the WGTC Policy manual V.H. Academic Standards, Evaluations, and Appeals. NOTE: Please see the student catalog and / or student handbook for more information. These may be found at www.wiregrass.edu.

Signature for Dental Program Academic Policy Acknowledgement

Student Signature _____ Date _____

CURRENCY OF COMPETENCY AND POLICIES FOR READMISSION

CURRENCY OF COMPETENCY and POLICY FOR READMISSION TO DENTAL HYGIENE PROGRAM

Students withdrawn from the dental hygiene program for academic or disciplinary reasons are required wait two (2) academic years before reapplying to the program. This policy is to allow the student time for academic strengthening before reattempting the rigorous program curriculum. Students are LIMITED TO ONE READMISSION. Student must participate in the full competitive admissions process by completing a new application and providing all required documentation prior to the published application deadline.

Students who have been dismissed from the program or a clinical facility for ethical or code of conduct violations, critical incidents, or disciplinary reasons may be ineligible for re-admission.

CURRENCY OF COMPETENCY and POLICY FOR READMISSION TO DENTAL ASSISTING PROGRAM

Students must pass all DENA Courses with "C" or better to advance in dental assisting program. Final course grade of less than "C" in two or more DENA courses or in any one foundational course, (DENA 1340, 1080, 1050 or 1030) the student will be removed from the program and required to begin with a next fall cohort. Student must reregister for fall semester and is subject to current admission and curriculum requirements. Final course grade of less than "C" for one non-foundational course, student is removed from program but may return and repeat the course in next cohort on a clinical space available basis. A student wishing to repeat a course must prove competency in all prerequisite skills and coursework as prescribed by the program director/coordinator. Students are LIMITED TO ONE READMISSION.

Students who have been dismissed from the program or a clinical facility for ethical or code of conduct violations, critical incidents, or disciplinary reasons may be ineligible for re-admission.

Students readmitted after an interruption in program enrollment due to either voluntary withdrawal or dismissal, are required to establish the currency of academic and clinical competencies. In view of the depth of knowledge and the proficiency level required for clinical practice, it is not possible to retain competencies for an extended interruption. Therefore, students readmitted after an enrollment break will be required to retake specific essential foundational and/or specific occupational courses.

Signature for Currency of Competencies and Policies for Readmission

Student Signature _____ Date _____

POLICY FOR STUDENT TRANSFER INTO DENTAL PROGRAMS

Students can be considered for transfer if the following criteria are met:

1. All requirements for admission to Wiregrass and/or VSU have been met as applicable.
2. The student is in good academic standing at the previous institution.
3. The student must be able to provide a positive letter of recommendation from previous program director.
4. Student meets minimum GPA requirements and a "C" or better in all course work being transferred.
5. Student provides required medical documentation per program and WGTC requirements.
6. Space must be available in the program and clinical sites.
7. Students must be able to matriculate into the program according to the published course sequence.
8. All previously completed DENA or DHYG courses must meet currency of competency requirements.
9. Student wishing to transfer should be prepared to sit for a competency skills exam. Successful performance would be required prior to a final decision for program admission.
10. Specific skills and criteria for successful completion will be at the discretion of program faculty.
11. Curriculum sequence and content is in alignment with Wiregrass dental programs to allow for timely completion of the required curriculum. (Student must be able to matriculate with current class.)
12. *Request for transfer into the dental program does not guarantee program acceptance.*
13. *Dental Hygiene Students must also meet VSU's Residency requirement for graduation.*

Signature for Transfer and Readmission Procedures and Currency of Competency Policies

Student Signature _____ **Date** _____

DENTAL PROGRAMS NOTIFICATION POLICY

CLASS ATTENDANCE POLICY

Due to the difficulty and scope of the material covered in the Dental Programs, all students are expected to report to class on time and attend all scheduled class sessions.

TARDY (RUNNING LATE) OR UNANTICIPATED ABSENCE

This policy is related to unexpected or emergency situations. Student will notify the instructor prior to the beginning of class session if he/she is running late or cannot report for a clinical or class session due to an emergency or unforeseen circumstance.

1. The student must report **personally** to the department unless physically unable to do so.
2. Student will notify the instructor(s) in writing via email at dental@wiregrass.edu.
3. Do not depend on a fellow classmate to relay a message.
4. It is the student's responsibility to speak with the instructor(s) following an absence to establish a make-up action plan. It is the student's responsibility to carry out the plan.
5. The message should include a brief explanation of the situation and anticipated arrival date/time. Student should follow up with each individual instructor face-to-face at the earliest opportunity.
6. Failure to follow this procedure will result in a No-Show penalty. No-Show penalty is explained below.

ANTICIPATED ABSENCES

All non-emergency appointments must be scheduled outside of class time. If it is not possible to schedule an appointment outside of class time, the student must follow the following procedure:

1. Request permission from the instructor(s) at least 24 hours prior to the appointment.
2. Student will notify the instructor(s) in writing in writing via email address dental@wiregrass.edu
3. Messages must be sent and received during departmental business hours. (M-R, 7AM – 6PM)
4. Your instructor will respond to your message and advise you to speak with him/her personally prior to the absence.
5. It is the student's responsibility to speak with the instructor(s) prior to the absence to establish a make-up action plan. It is the student's responsibility to carry out the plan.
7. Failure to follow this procedure for an anticipated absence will be considered a No-Show and result in No-Show penalty. No-Show penalty is explained below.

No-Show Penalty

A "No-Show" for any classroom, clinical or planned academic activity will result in points off of the final grade. Penalties are as follows:

Offense	Point Deduction from Final Grade
1 st Offense	-2 points
2 nd Offense	-5 additional points
3 rd Offense	-10 additional points
4 th Offense	-15 additional points

Repeated loss of points due to points deductions could result in course failure. Failure of a foundational occupational or prerequisite course will result in program dismissal.

Notification Via dental@wiregrass.edu

Student must notify the instructor in writing via email address dental@wiregrass.edu according to procedures described above. This is an effective form of notification because all departmental faculty and staff members will receive this notification simultaneously. It is beneficial for the student because the time and date of notification can be verified.

Emergency notification should include a brief explanation of the situation and anticipated arrival date/time. Student should follow up with each individual instructor face-to-face at the earliest possible opportunity.

Request for absence notifications should include a brief explanation of the upcoming appointment and dates. Student must meet with each individual instructor prior to the anticipated absence.

POLICY FOR MAKE UP OF EXAMS OR ASSIGNMENTS

Missed Assignments: Missed assignments are due immediately upon return to school.

Missed Exams/Tests/Quizzes/Clinical Proficiencies

It is the student's responsibility to meet with instructor immediately upon return to school to schedule the makeup evaluations. Failure to meet with the instructor immediately upon return to school will result in ZERO for the missed exam.

CLINICAL EXPERIENCE ATTENDANCE POLICY

Students are expected to attend each clinical and session for the full scheduled time. Students who are unable to remain in the clinical setting for the full scheduled time will be considered absent for the day.

SATISFACTORY CLINICAL ATTENDANCE

Satisfactory attendance is required for program progression. A student is considered to have satisfactory attendance when absences are less than 10%. An absence rate of **10%** or more of any class is considered unsatisfactory attendance. Unsatisfactory attendance in a prerequisite course will prohibit the student from progressing further in the program.

Absence for EACH course is based on a percentage of contact hours for that course. Student arrive on time and remain in class for the full class period to be counted present.

ADDITIONAL POLICY FOR DENTAL ASSISTING PRACTICUM

Dental Assisting Practicums 1460, 1470 and 1480 have additional specific reporting requirements. Students are required to report the instructor via dental@wiregrass.edu **AND** the designated clinical site supervisor prior to the beginning of the work day. It is the responsibility of the student to learn the specific reporting procedure for the designated clinical site. No Show penalty will be applied for failure to report to instructor and/or site supervisor.

Signature for Dental Programs Attendance and NO-SHOW Penalty Policy

Student Signature _____ Date _____

Uniform

- Students will wear the departmental ceil blue uniform at all times.
- Pants must be hemmed to the appropriate length and not drag the floor. Rolled up cuffs are unacceptable.
- Uniform and lab jacket must be clean, pressed (ironed), fit professionally and be in good repair.
- Dirty uniforms, wrinkled uniforms or a uniform with offensive odor will not be tolerated. Wash it! Iron it! Present yourself as neat and professional EVERY DAY!
- A solid color t-shirt or tank top can be worn under uniform top.
- On designated days and with Director approval, students may wear class T-shirt and black scrub pants. All requirements for PPE, scrub caps, and foot wear will still apply if in clinical area.

ID Tag and School Patches

- According to school policy, students will wear the school issued ID at all times while on campus.
- A lanyard or badge reel (student choice) should be used to display the ID.
- The ID should be worn under your gown in clinical sessions for infection control purposes.
- Appropriate college and/or university patches must be worn on the uniform.

Tattoos

- ALL visible tattoos must be covered during all clinical sessions.

Foot Wear

- Approved clinic shoes are required for clinical sessions.
 - Footwear must have a closed back and toes.
 - Shoes must be solid smooth leather to allow for wiping/disinfecting in the event of splatter and aerosols.
 - Clinic shoes must be a solid color. Black, white, grey, brown or navy is recommended. (Note DENA student must have black or white shoes for clinical at Moody AFB)
 - Clinic shoes must appear clean and professional at all times and will not be worn out of the building.
- White or light grey “Tall” socks will be worn with clinic shoes during clinical sessions. Socks must extend at least 4” above the ankle in order to cover all skin of the leg when in a seated position in clinic. Regulation socks are only required in clinic.
- Student may wear any street shoe outside of the clinical session as long they are clean and professional. Short or athletic socks may be worn with street shoes outside of the clinical area.

Hair

The following criteria for hair must be observed at all times when student is in uniform.

- Hair must be clean and confined so that it does not interfere with patient care.
- Students should consider the clinical hair requirements BEFORE selecting a hairstyle and color. Colors must be naturally occurring in order to conform to professional industry standards. (black, brunette, blonde, auburn)
- Sideburns, beards, and/or mustaches should be clean neatly trimmed and not extend beyond the periphery of the face mask.
- If hairstyle or facial hair grooming does not conform to the policy students will be asked to leave clinic to correct the infraction.
- Hair will be confined under an **approved scrub cap** for clinical sessions. All hair must fit inside cap. Select a cap large enough to secure all hair. Hair must not touch the collar or safety glasses.
- Hair must be worn in a neat and professional manner outside of the clinical area.
- Eyelash extensions that touch loupes or safety glasses are not allowed.

Jewelry

- No rings, bracelets or necklaces are allowed during clinical sessions.
- Ear piercing must be limited to a single small pair earring. (One earring on each ear.)
- No facial piercings or tongue piercings or ear gauges are allowed while in uniform.
- A waterproof watch with a second hand is permitted under the lab gown.

Nails

- Nail polish, acrylic, gel nails or press on nails are not allowed. Nails must be natural.
- Nails should be kept clean and short and well-manicured.
- Nails must not extend past the end of your finger tip.
- Must be able to see beneath the natural nail to inspect for cleanliness.

Personal Hygiene

- Students are expected to maintain necessary personal hygiene at all times. Please select personal care items that keep you feeling fresh and controls any offensive body odor
- Students should wear conservative make-up and fragrance-free cosmetics.
- It is not always possible to predict a patient's reaction to heavily scented cosmetics. Therefore, students should not wear heavily scented perfume, cologne, soaps or lotions.

Smoking

- Students **are not** allowed to smoke while in uniform. It is not always possible to predict a patient's reaction to the smoke or other allergens.
- Smoking in uniform will deposit these allergens on the uniform.
- Smoking will not be permitted during clinic hours.
- This policy reflects the Dental Department's concern for the welfare of the patients we serve. Due to our close proximity with patients for extended periods of time during delivery of dental care the smell of tobacco on your clothing will not be tolerated.

All above policies were developed according to the following Document: **CDC Guidelines for Infection Control in the Dental Healthcare Setting.**

<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm>

Clinical Attire

- A student that is considered non-compliant with any rule or policy of dress code may be asked to leave school to correct dress code infractions.
- The student will be counted absent for time missed to correct dress code infractions.
- Repeated infractions will result in loss of points on the final course grade. (See Infraction Policy below)

Signature for Understanding of Program Dress Code Policies

I understand that I am required observe all articles of this dress code policy at all times while in uniform.

Student Signature _____ Date _____

CLINICAL ATTIRE INFRACTION POLICY

1. Students are expected to follow all dress code policies and all program policies as described.
2. Any deviation from an established dress code policy is considered an infraction.
3. Student will be given 1 warning for an infraction and the opportunity to correct it that day. Student will not be allowed to participate in clinical activity until infraction is corrected. If you have to miss clinic time to correct the infraction you will be counted absent for the time missed.
4. If an Infraction is issued, the instructor will record the warning in the grade book.
5. Each additional infraction after the warning any issue you will lose 1 point from your **FINAL COURSE GRADE.**

Signature for Infraction Policy Acknowledgement

Student Signature _____ Date _____

DEPARTMENTAL REMEDIATION DUE PROCESS POLICIES

REMEDIATION POLICY

Any student who assessed below the minimum requirement during the semester or at mid-term will be deemed "At Risk" and entered into the Early Alert system by the lead course instructor. Student is notified via email that they have been deemed At Risk. It is the responsibility of the student to schedule remediation with the instructor.

REMEDIATION DUE PROCESS FOR COMPETENCIES AND SKILL EVALUATIONS

In the event a student fails to achieve 80% on any clinical competency one (1) additional attempt will be allowed to meet minimum competency on that skill. A student may not exceed a total of 2 attempts on any clinical competency. Failure to meet minimum competency within two attempts results in unsatisfactory progress for program progression. A ZERO will be assigned for the clinical competency percentage of the grade. Remember, if a student fails a prerequisite course he/she is unable to continue in the program with the current cohort.

Clinical Skills Evaluations contain certain criteria that are considered "CRITICAL COMPETENCIES". Failure to meet a minimum satisfactory score on any "CRITICAL COMPETENCY" will require an automatic retake of the entire skills examination regardless of the overall grade on the competency.

Remediation Criteria for Second Attempt on a Clinical Proficiency

- A satisfactory 2nd attempt must be obtained within **one week** of the original evaluation so that student does not fall behind in the course curriculum.
- The student will not be allowed to proceed to additional or more complex competencies until successful completion the failed competency.
- Following a failed attempt it is the student's responsibility to schedule remediation with faculty.
- A 2nd attempt on a clinical proficiency **will not** be scheduled until after student remediation.
- It is the responsibility of the student to schedule the remediation and reevaluation with faculty within the one week time frame.
- Note that remediation and 2nd attempts must be scheduled outside of regular class time.
- If a second attempt (retake) of a clinical proficiency exam is due to a critical competency error the error **MUST** be corrected on the second attempt to pass the proficiency exam.

Grading Mechanism for Remediation Due Process (2nd Attempt)

- The initial grade received on the competency will be recorded in the grade book.
- Grade for second attempt will be entered into the grade book to demonstrate competency.
- Second attempt score will not be averaged into the overall grade.
- Student will have 1 additional attempt achieve a minimum competency level of 80%.
- Grade earned on second attempt is multiplied by .92 (8 penalty points)
- Following the penalty calculation, the score must meet or exceed 80% to successfully meet competency and proceed in the course.

Example Scoring for 2nd Attempt

Grade for Initial Attempt: 78% (Student required to remediate and retest)

If Score for Second Attempt is: 88%

$88\% \times .92 = \underline{80.96\%}$ (Student was successful on 2nd attempt)

If Score for Second Attempt is: 84%

$84\% \times .92 = \underline{77.28\%}$ (Student was not successful on 2nd attempt)

Signature for Acknowledgement of Remediation Due Process Policy

Student Signature _____ Date _____

PREGNANCY STATEMENT AND DECLARATION POLICY PROCEDURE

USE OF IONIZING RADIATION AND USE OF DOSIMETERS

Departmental Policy

It is the policy of WGTC/VSU to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

- Per National Council on Radiation Protection (NCRP) it is recommended that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the film badge, which is worn at waist level under the apron.
- In the event that the student has received 450 or greater millirems from the date of conception to the date that the pregnancy is declared the regulations permit the unborn child to receive a no more than 50 additional millirem during the remaining term of the pregnancy.
- In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained via the ALARA principal: "As Low As Reasonably Achievable".
- It is up to each student to make her own decision regarding the declaration of pregnancy.
- The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy.
- As soon as the pregnancy is declared the program will require the student to follow the Student Responsibility process.

Student Responsibilities Once Pregnancy is Declared

1. If the student wishes to declare her pregnancy she will submit a **written notification** to the program director. This declaration is at the discretion of the student and is not required.
2. Note that the student is not required to declare pregnancy. However, if the pregnancy is declared the departmental policy and procedures describe above must be followed for the safety of the unborn child.

Use of Dosimeter During Pregnancy (If pregnancy is declared)

1. The student will be required to purchase and wear personal and fetal dosimeters. Current cost will be determined at the time the dosimeter is obtained. Student will pay for fetal dosimeters at the bookstore.
2. The pregnant student will wear a fetal dosimeter and individual dosimeter at all times when in the clinical area.
3. The student will wear a full apron or lap apron when exposing radiographs.
4. The fetal monitor will be worn under the apron.
5. The report of the dosimeter reading will be evaluated by the dentist on staff at regular intervals. (Approximately every 3 months)
6. A copy of the dosimetry report will be available to each student after graduation. The report will become a part of the student record.
7. Departmental Policy will be followed for dosimeter readings as applicable.

Pregnancy Policy Declaration and Dosimeter Acknowledgement

SELECT ONE OF THE THREE STATEMENTS BELOW THAT BEST APPLIES TO YOU AT THE TIME OF PROGRAM ENTRY.

I am male so the pregnancy policy does not apply to me.

Signature _____

Date _____

I AM NOT pregnant at this time. I understand the policy and agree to abide by the policy if I become pregnant during the program.

Student Signature _____

Date _____

I wish to declare that I am pregnant. I will meet with Faculty to follow appropriate protocol to protect myself and my unborn child for the duration of the gestation period. The form on the following page must be completed.

Signature _____

Date _____

DOSIMETER STATEMENT (All students sign below)

I have been made aware of the dosimeters policies as described above.

Signature _____

Date _____

Use and Wearing of Dosimeters

1. Students MAY NOT share or borrow a dosimeter at any time for any reason! This is a serious infraction and a critical error.
2. Due to the variety of clinical sites, dental assisting students will be required to wear individual dosimeters for all clinical practicum experiences and RAD lab. Failure to wear the dosimeter in practicum or RAD lab is a critical error.
3. Dental hygiene students are **not** required to wear individual dosimeters monitored due to strict area monitoring in the Radiology Suite with an area dosimeter.
4. Any student (DENA or DHYG) that declares pregnancy will be required to wear individual and fetal dosimeters during pregnancy at all times for all clinical experiences. (See additional details below for wearing fetal dosimeters and procedures during declared pregnancy.)
5. If a student loses a dosimeter, he/she will report to instructor immediately so a replacement dosimeter can be obtained. Instructor will notify student of replacement cost after checking with dosimeter provider.
6. Student will be will be required to pay for a replacement dosimeter at the bookstore and bring receipt to clinic manager.
7. Dosimeter will not be ordered until replacement fee is paid. Student will not be allowed to participate in ionizing radiation procedures until dosimeter is replaced.

Signature for Acknowledgement of Dosimeter Policies

Student Signature _____

Date _____

PREGNANCY STATEMENT AND DECLARATION FORM

It is the policy of WGTC/VSU to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

- Each student may declare her pregnancy in writing to her clinical coordinator if she wishes to do so.
- At the discretion of the student, the pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy.
- It is recommended that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the film badge, which is worn at waist level under the apron.
- In the event that the student has received 450 or greater millirems from the date of conception to the date that the pregnancy is declared the regulations permit the unborn child to receive a no more than 50 additional millirem during the remaining term of the pregnancy.
- In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained via the ALARA principal: "As Low As Reasonably Achievable".

Student Name: _____ **Student ID:** _____

In accordance with current NCRP regulations, I wish to declare that I am pregnant. _____ **Student Initials Here**

My estimated date of conception is (provide month and year). _____

My estimated date of delivery is (provide month and year). _____

My estimated date of delivery is (provide month and year). _____

In making this declaration:

- ✓ I wish to be afforded the protection which is specified in the regulation above.
- ✓ I understand that meeting the lower dose limit described may require a change in my clinical rotation schedule during my pregnancy, which could result in a delay in graduation.
- ✓ I will be required to wear individual and fetal dosimeters to monitor radiation exposure.

Please Note: The student may revoke the Declaration of Pregnancy, in writing, at any time.

Student Signature Date

Declaration Must Be Acknowledged By Program Director and/or Clinical Coordinator

The student has been counseled and has selected the following option:

- The student chose to withdraw from the program and re-enter the program after delivery to complete the program. The readmissions procedure will be followed if this option is selected.
- The student chose to continue the program without interruption of the routine clinical assignment. The student will work closely with the Clinical Coordinator to assure that radiation exposure to the embryo / fetus does not exceed .5 rem (5 mSv) during the entire pregnancy. This option might result in a revised clinical schedule. This could result in a delay in graduation until those clinical hours and competencies are completed.

Signature of Clinical Coordinator or Program Director Date

Student Signature below is for Acknowledgement Only of Declaration Policy	
Student Signature _____	Date _____

STUDENT CODE OF CONDUCT FOR DENTAL PROGRAMS

Student Academic Code of Conduct

Be advised that the following policies are general codes of conduct. More detailed and stringent program polices are required in clinical and/or practicum settings. The more stringent policy will apply.

ACADEMIC MISCONDUCT

Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

Cheating

- a) Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, smart watches or other electronic devices.
- a) Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge. This applies to all graded assessments Examples: take home tests, classroom evaluations, homework or clinical evaluations).
- a) Furnishing assistance on an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- b) Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- c) Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
- d) Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- e) Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- f) Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrators or faculty members.

Plagiarism

- a) Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b) Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c) Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

Signature Academic Misconduct Policy

Student Signature _____ Date _____

BEHAVIORAL MISCONDUCT POLICIES

Behavior

- a. Indecent Conduct: Wiregrass Georgia Technical College prohibits indecent conduct or vulgar/offensive language in the classroom or clinical setting.
- b. Violence: Wiregrass Georgia Technical College prohibits physical abuse of any on the college premises or at technical college-sponsored or technical college-supervised functions. This includes fighting and/or other disruptive behavior.
- c. Harassment/Bullying: Wiregrass Georgia Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, The WGTC also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights.
- d. Disruption: Wiregrass Georgia Technical College prohibits activities or behaviors which obstructs or interrupts teaching, or provision of patient care.
- e. Policy Violation: Repeated policy violation will result in penalties to the student's final grade.
- f. CHEATING: Cheating will not be tolerated and is subject to severe disciplinary action up to and including program withdrawal.
- g. Falsification of **any** clinical form or documentation in written or electronic format. Student will be **dismissed** immediately from the program for falsification of any type clinical for, survey or documentation.
- h. Willful ethical violations: Student will be dismissed immediately from the program for willful ethical violations.
- i. Willful violation of HIPAA policy (patient privacy) is grounds for immediate program dismissal. (Examples: Wrongful release of patient information or publication of photos on social media.)

Drug and Alcohol Policy

- a. Alcohol: Georgia Law and Wiregrass Georgia Technical College prohibit possession or use of alcoholic beverages on technical college premises. Students are not allowed to consume alcoholic beverages during the school day or prior to or during provision of patient care.
- b. Educational or patient care activities will cease immediately if a student is suspected to be under the influence of drugs or alcohol. Campus police will be contacted to conduct appropriate sobriety testing.
- c. VIOLATION OF THE DRUG OR ALCOHOL POLICY DURING THE PROVISION OF PATIENT CARE IS GROUNDS FOR IMMEDIATE PROGRAM DISMISSAL.
- d. Students will be referred to Academic Committee for appropriate disciplinary action.
- e. Controlled substances, illegal drugs, and drug paraphernalia is prohibited and will not be tolerated during class, clinic or any planned academic activity.
- f. Smoking/Tobacco: While smoking is allowed in designated areas on campus, smoking while in uniform is not allowed. (See Dress Code Policy) Students cannot participate in clinic with the smell of tobacco on the uniform.

**Signature for Behavioral and Drug and Alcohol Misconduct Policy
(Grounds for Program Dismissal)**

Student Signature _____ Date _____

CODE OF CONDUCT ACKNOWLEDGEMENT

On my honor, I pledge that I shall abide by Student Code of Conduct for Dental Programs. I have read and understand the Code of Conduct. I agree to abide by the stated policies. Failure to abide by stated policies can result in penalties up to and an including program dismissal. Furthermore, if I suspect any dishonest act has taken place on the part of another student, it is my obligation to report this act to the dental department faculty.

Signature for Student Code of Conduct Policy Acknowledgement

Student Signature _____ Date _____

Use of Technology

- a. Damage and Unacceptable Use: Destruction of or harm to equipment, software, or data belonging to Wiregrass Georgia Technical College is considered unacceptable.
- b. This may include altering, downloading, or installing software on computers, tampering with computer hardware or software, improper access to the technical college's network and or computers is not allowed.
- c. School computers are provided for school work and NOT personal use.
- d. Electronic Devices: Unless otherwise permitted by Wiregrass Georgia Technical College Officials, the college prohibits use of electronic devices in classrooms and labs.
- e. The dental program prohibits the use of such devices during provision of patient care and in the clinical setting.

Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct.

Relevant Georgia laws to be aware of and compliant with include but may not be limited to:
O.C.G.A. § 16-8-12(a)(6)(A)(iii) O.C.G.A. § 16-7-80 O.C.G.A. § 16-7-81 O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121 O.C.G.A. § 16-11-125.1 O.C.G.A. § 16-11-126 O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1 O.C.G.A. § 16-11-129 O.C.G.A. § 16-11-130 O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135 O.C.G.A. § 16-11-137 O.C.G.A. § 43-38-10

NON-ACADEMIC CONDUCT ACKNOWLEDGEMENT: On my honor, I pledge that I shall abide by Student Code of Conduct for Dental Programs. I have read and understand the Code of Conduct. I agree to abide by the stated policies. Failure to abide by stated policies can result in penalties up to and an including program dismissal. Furthermore, if I suspect any academic misconduct by another student, I am ethically obligated to report to faculty.

Student Signature Technology and Weapons Policy

Student Signature _____ Date _____

WORK ETHICS TRAINING PROGRAM

The evaluation of students' work ethics is part of the teaching process. Evaluation is based on the identified set of ten work ethics traits that are continually evaluated by instructors in the assessment process. Instructors provide feedback to students with clear directions for remedial action. A separate work ethics grade for each course will appear on students' transcripts.

TRAIT	DEFINITION
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Communication	Displays appropriate nonverbal, verbal, and written skills.
Cooperation	Handles constructive criticism, conflicts, and complaints appropriately; works well with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
Respect	Considers other points of view; acknowledges and appreciates rights of others; has regard for diversity.
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

Formalized didactic instruction on Work Ethics traits will be introduced in a preclinical course. Course instructor will provide instruction on Work Ethics traits in a method that suits the curriculum and design of the course. Students will complete a brief written quiz to document understanding of the 10 traits and how WE performance is evaluated. The quiz grade will be recorded in DENA 1340 or DHYG 1040 as applicable.

Following formal instruction all program instructors will continue to incorporate the traits informally throughout the program in lecture and clinical courses. The scaled score grade will appear on the permanent transcript as a 3, 2, 1, or 0.

GRADING MECHANISM: Grade is determined by presence or absence of infraction points. The Work Ethics grade will be awarded in each course and recorded on the transcript based on the following scale:

- 3 Exceeds Expectations**
- 2 Meets Expectations**
- 1 Needs Improvement**
- 0 Unacceptable**

In addition to a work ethics write up, clinical infraction points can be assessed from the clinical grade for repeated violations of ethics or professionalism.

Signature for Work Ethics Policy and Grading Acknowledgement

Student Signature _____ Date _____

CELL PHONE AND ELECTRONIC DEVICE POLICY

CLASS SESSIONS

1. Cell phone use is not allowed during classroom instruction, lecture or class activities.
2. During class all cell phones must be turned OFF or set on SILENT MODE (not vibrate) and placed in purse, book bag etc.
3. **Phones are not allowed on your desk when class is in session.**
4. Instructor can require that cell phones be placed in a designated safe area during class. Enforcement of this policy will be at your instructor's discretion as needed. If requested to place devices in safe area students are required to comply or leave the classroom and be marked absent.
5. Unauthorized use of a cell phone or electronic device during an exam will result in an automatic ZERO on the exam. No retake of the examination will be allowed.
6. Occasionally your instructor might incorporate the use of cellular devices during instruction for activities such as Kahoot or Poll It. Your instructor will advise you if your device is needed during class.
7. Use of electronic devices (lap tops, tablets, chrome books, etc.) during class are allowed **ONLY** with instructor permission and for use for activities for the class.
8. Unauthorized use of any electronic device during testing will be considered cheating and student will be penalized accordingly.

CLINICAL SESSIONS

9. Cell phones ARE NOT allowed in the clinical area at all during scheduled class time or when clinic or clinical instruction, clinic assistant duties or patient care is in session.
10. Use of personal phones is off limits EVERYWHERE if clinic is in session.
11. Do not bring phones to clinic or lab. Leave them safely stored in your lockers during clinical sessions. You can charge them there!
12. Students should not be observed on cell phone during clinical or instructional time. (Even if you are clinic assistant or do not have a patient!) Violation of this policy will result in points off of your **FINAL GRADE via the Infraction Policy**. Phone use during clinic or class should be with specific permission from instructor only.

EMERGENCY SITUATIONS

- ⚠ If you are expecting a very important call, experiencing a family emergency or if medically necessary you may have your phone in the clinic or during class ONLY after clearing with faculty.
- ⚠ If an emergency situation is approved the phone must be in silent mode as not to distract others.
- ⚠ Please provide your family, daycare providers, children's schools etc. with the main number to the Dental Department (229-245-3716) so that you may be reached at all times.
- ⚠ In the event of an urgent message or emergency situation, the Clinic Manager will locate you and relay the message immediately.

**See additional policies regarding cell phone and electronic devices in the Departmental Testing Policies. **

Signature for Cell Phone Policy Acknowledgement

Student Signature _____ Date _____

1. For the purposes of this policy, “test” applies to any graded evaluation including an exam, quiz, unit exam, final, midterm or clinical evaluation.
2. Make up policies for missed tests will vary according to the individual instructor. Please see your syllabus for specific course policies.
3. All testing will be conducted under “Lockdown Browser. This feature prevents access to other websites during testing in Blackboard.
4. Nothing allowed on desk during testing. (NO drinks, food, cups, books, purses, etc. (nothing on desk)
5. Students may be requested to spread out, exchange seats or be divided into different rooms depending on the testing circumstances. This is at the discretion of the instructor.
6. Students should not leave testing area during the test.
 - If a student must leave the testing area during a test there will be no readmission until all students have completed the test.
 - If a student leaves the testing area before completing a test, the student will be administered a new test.
 - Arrive in time to use restroom BEFORE the designated test time.
 - When you are finished with your test you may quietly leave the testing area. No students will be readmitted to the testing area until all students have completed the test.
 - You may sit quietly at your desk or station after completion of test. Be respectful of other students. Do not rustle papers, food wrappers, books, etc.
7. All phones and Smart Watches will be placed in a designated area during testing. Students may not have phones or Smart Watches in their possession during testing.
8. Door will be locked when testing begins.
 - Students that arrive after the test begins will not be admitted to the testing area as this is disruptive to other students.
 - The student will be required to make up the test before the end of the school day or at the earliest time the instructor is available to administer the test.
 - Be advised that the student may not be administered the same test. This will be at the discretion of the instructor.
9. **Unanticipated Absence for a Test:**
 - If the student **No-Shows or No Calls** on a test day the student will not be allowed to make up the test and will receive a grade of “0” (zero).
 - Per program policy students are required to notify faculty **prior to** the beginning of the class period if an unanticipated absence occurs.
 - Exceptions to the NO-SHOW rule will include **legitimate** emergencies. It is at the discretion of the instructor and program director if an incident constitutes a genuine emergency. Student could be asked to provide documentation of the event if clarification is required.
10. **Anticipated Absences (Preplanned Absences)**
 - a. DO NOT plan appointments during class time.
 - b. If it is absolutely necessary to be absent during a scheduled exam the student must clear this in advance with the instructor(s) according to predetermined program policy.
 - c. Jury Duty and National Guard Service notices must be provided prior to the designated time.

Signature for Testing Policy Acknowledgement

Student Signature _____ Date _____

SOCIAL MEDIA POLICY

This policy applies to social media accounts created to represent WGTC/VSU and also those privately created / held individual accounts used by members of the college community outside of normal work / business hours if said accounts impact the business of the college or program.

KEEP IN MIND..... DOCTORS/EMPLOYERS REVIEW YOUR SOCIAL MEDIA PRIOR TO HIRING!

- This policy spans all forms of social media, such as Facebook, Twitter, Snapchat, YouTube, blogs, text message, Instagram, and other platforms, as well as those not in existence at the time of this policy writing.
- Use of social media, even in a personal capacity, must comply with state and federal law concerning patient information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).
- Violating a patient's privacy by releasing his or her protected health information is prohibited.
- Protected health information includes photographs and videos of the patient, even if the patient asked for the photo / video to be made or consented to it being made.

Patient information may **not** be posted, even if it has been "de-identified." Please keep in mind the following:

- It often is possible to identify patients even if their names or other obvious identifying information are not included.
- Details, such as names, places of work / study, and the date / time stamp can make it easy to identify patients described, particularly to the patients themselves and their families and friends.
- Providing medical advice or information through social media is not permitted, even if it is at the patient's request.
- Note that appropriate HIPAA Training will be provided to student via a formal seminar during the first 2 weeks of school.
- Patient privacy is serious business!

Account holders are expected to use good judgment about content and refrain from using information and conducting activities that may violate privacy laws, local, state, or federal laws, and regulations. Members of the college community should not include confidential information about the college, its staff, its clinical affiliates to include any day to day activities occurring during clinical hours, or its students in any social media posts or updates.

Further, posted content that includes comments or information that could be seen as threatening, obscene, or in violation of intellectual property rights or privacy laws, or otherwise injurious or illegal will be referred to the appropriate authorities. Violations of this policy and its procedures may result in criminal or civil penalties, and / or consequences affecting an individual's employment or student status, including but not limited to disciplinary action, and may result in personal liability.

*Adopted from the WGTC Policy manual II.C.4. Acceptable Computer and Internet Use. **NOTE: Please see the student catalog and / or student handbook for more information including WGTC Policy and Procedure II.D.6. Social Media. These may be found at www.wiregrass.edu.**

Signature for Social Media Policy Acknowledgement

Student Signature _____ Date _____

COMPUTER RESOURCE ACTIVITIES AND ASSIGNMENTS

1. Portions of the DENA and DHYG programs include computer resource activities and assignments. Student will be required to successfully complete all assignments.
2. If student does not have personal computer, numerous computer resources are available to me here at WGTC.
3. Computers available for use are located in classrooms, dental clinic, student resource room, media center and designated computer labs on campus.
4. Failure to have a computer at home DOES NOT excuse the student from timely completion of web or computer resource-based assignments.
5. This policy is reiterated in every program syllabus.

Signature for Computer Resource Activities and Assignments Policy Acknowledgement

Student Signature _____ Date _____

CRITICAL INCIDENTS EVENT MONITORING

Effective August 18, 2013 a Critical Incidents Event Monitoring Policy was implemented.

- Critical Incidents will be divided into Level One (I) and Level Two (II) Incidents.
- Level Two (II) Critical Incidents may result in receiving a failing grade for Clinic for the semester if too many Level Two (II) Incidents are incurred.
- The number of Level Two Critical Incidents allowed varies by semester as the student progresses through the program.
- Additional details on this policy will be provided at the appropriate time as the student progresses through the clinical portion of the program.
- Excessive critical incidents in any semester will lead to failure of the course. Failure of a foundational occupational or prerequisite course will result in program dismissal.

The critical incident policy is enforced to protect the student, patients, fellow students, dental faculty and the public at large. It is not possible to anticipate all scenarios during provision of patient care. Ethics, common sense and good judgement should be applied in all actions at all times. This policy will be revisited and explained in more detail prior to beginning patient care.

Signature for Critical Incidents Policy Acknowledgement

I understand that a more detailed explanation of this policy will be provided when I begin clinical courses. At this time, I am acknowledging the existence of such a policy.

Student Signature _____ Date _____

Students should be advised of the following:

Ethical or Moral Behavioral Violation (Serious infractions in judgement or decision making)

In addition to a critical incident, students are subject to automatic program dismissal if any of the following incidents can be documented.

- Intentional improper advances towards a patient
- Clinician under the influence of drugs or alcohol prior to or during patient care
- Intentional falsification of documentation
- Theft of equipment, instruments, or supplies

Signature for Dismissible Offenses in Addition to Critical Incidents

I understand that a more detailed explanation of this policy will be provided when I begin clinical courses. At this time, I am acknowledging the existence of such a policy.

DENTAL DEPARTMENT CONFLICT RESOLUTION PROCEDURE

We all see things differently, want different things, have different thinking styles, are predisposed to disagree, have different personalities, have ideological and philosophical differences, have different goals and have different approaches to problem solving.

In the dental department students are encouraged to seek answers to questions and resolve conflict on their own whenever possible. This approach fosters personal growth and professional development. If a mediator is necessary to arrive at a solution to a problem the following protocol should be observed.

Please Note: This procedure is designed to resolve differences of opinion.

If you feel at ANY time that your personal safety is at risk notify Faculty or Campus Security immediately!



1. Work with individual FIRST to achieve a solution. If necessary move to Step 2.
2. Student(s) consult with Clinical Coordinators
If a conflict arises with faculty, staff or a fellow student that cannot be resolved on a one to one basis please take concerns to appropriate Clinical Coordinator for DENA or DHYG. Clinical Coordinator will work to resolve issue. A written explanation of the problem and all resolution efforts that have been attempted previously. Clinical Coordinator will keep Program Director informed of the situation and progress. If unable to achieve a resolution the Clinical Coordinator will refer student(s) to Program Director. Student should report directly to Program Director if difficulty is with a Clinical Coordinator.
3. Students should report to Program Director if conflict resolution has not been achieved via steps 1 or 2. Program Director will review all previous documentation and work with student to arrive at a solution. If a satisfactory outcome has not been achieved the Program Director will refer the student(s) to the Dean of Allied Health.
4. It is noted that a student has the right to take concerns directly to the Dean of Allied Health at any time. If necessary the Dean will refer student(s) to Vice President or President according to school policy.
5. Class Officers (DENA and DHYG) (Class officers will be elected)
Bring class concerns directly to Program Director.
Officers can address issues or request class meeting with director and appropriate faculty.
If necessary Faculty can call a class meeting.
6. Students should be aware that the departmental conflict resolution process is designed to resolve issues as easy, early and simply as possible. The process reflects conflict resolution procedures common to the modern dental practice.
By following the established conflict resolution model students are afforded the opportunity to grow personally and professionally while learning real world coping skills.

A resource called **WeCare** is available to all students, faculty and staff. **WeCARE** is designed to provide a proactive, coordinated, and planned process for identifying, preventing, assessing, managing and reducing interpersonal and behavioral threats to the safety and well-being of the Wiregrass community. A **WeCare** request can be filed at any time via the links below.

WeCare Video: <https://www.youtube.com/watch?v=ijqSwUzM2ig>

WeCare Reporting Form:

https://cm.maxient.com/reportingform.php?WiregrassGATC&layout_id=0



Signature for Conflict Resolution and WeCare Policy Acknowledgement

Student Signature _____ Date _____

“NEW ONLY” BOOKS INSTRUMENT AND SUPPLIES EXPLANATION

We realize that your education is extremely important to you. At the same time, we understand that pursuing your educational goal can be VERY EXPENSIVE! When we select books and supplies we are mindful of this fact. We will not ask you to purchase anything that will not be used often and well-worn by the end of your training. At times you will be asked to purchase books supplies or equipment that is NEW ONLY. If we ask you to do this there is a good reason for it. There are situations when a used item will do just fine. We are all about saving money and we work hard to help you do the same! Purchases from vendors allow you to secure purchases direct from vendors at student pricing. Often with student purchasing programs you can purchase NEW as cheap as or cheaper than USED! Used is not always the best deal!

If we ask that you purchase NEW ONLY please do so with the knowledge that we are good stewards of your educational investment.

Two instances of NEW ONLY are described below for fall semester.

DENA and DHYG 1st Semester Book Bundles Student Sign Here _____

These texts should be purchased new in the bookstore. The books have been ordered in bundles that include access codes, work books, instrument manuals and other required course materials.

DHYG Student Instrument Advisory Student Sign Here _____

The purchase of USED instruments IS NOT allowed at any time during clinical training. Students are required to purchase junior instrument kits, senior instrument kits and Cavijet equipment new directly from designated vendors.

Justification: Used instruments are not of optimum quality and performance. New instruments maximize the clinical learning experience to ensure development of proper technique. Use of worn instruments can cause the clinician to apply improper adaptations of grasp, pressure and instrument angulation.

When you become graduates (☺) please do not attempt sell your used instruments or Cavitron tips to incoming students. They will need fresh new instruments just like you did!

CPR (BLS/AED) REQUIREMENTS

DHYG Students are required to take Basic Life Support (CPR and AED) Certification immediately upon program entry. The clinical coordinator schedules the required course for Basic Life Support (CPR and AED) Program for the cohort. All students are required to participate and successfully complete the program-sponsored training. This program requirement is documented in this Handbook and listed as a requirement in the Preclinic DHYG 1040 syllabus.

DENA students are required to bring a valid copy of the Basic Life Support (CPR and AED) card received in ALHS 1040 upon program entry. Card must be valid for duration or training period. (Fall, Spring, Summer Semesters)

Signature for Policy Acknowledgement

Student Signature _____ Date _____

EXPOSURE CATEGORY OF DENTAL PERSONNEL

OSHA guidelines mandate that tasks performed in the dental office must be evaluated and classified into one of the three following categories.



Category I

Tasks involving exposure to blood, body fluids or tissues'. "All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of them, are Category I tasks." Appropriate protective measures should be required for every employee engaged in Category I tasks. Dentists, hygienists, chairside assistants and laboratory technicians fall into this category.

Category II

Tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned Category I tasks. "The normal work routine involves no exposure to blood, body fluids for tissues, but I exposure or potential exposure may be required as a condition of employment." Business staff who may, as part of their duties, help clean up, set up, handle instruments, or impressions, or send out lab work are generally Category II employees.

Category III

Tasks that involve no exposure to blood, body fluids or tissues. "The normal work routine involves no exposure to blood, body fluids or tissue. Persons who perform these duties are not called up to as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way." Note: These classifications are not rigid and there may be crossover, depending upon the job performed.

Student should be aware that Dental Assistants and Dental Hygienists are classified as **Category I**. Daily job-related tasks involve inherent potential for exposure to blood and airborne pathogens.

Signature for Policy Acknowledgement Regarding Classification in Category I

Student Signature _____ Date _____

WGTC DENTAL DEPARTMENT HIPAA PRIVACY PRACTICES NOTICE

(EFFECTIVE DATE 8/21/12)

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Federal and state law requires covered entities to maintain the privacy of a patient's Protected Health Information (PHI). Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Wiregrass Georgia Technical College Dental Clinic (Dental Clinic) is required to provide patients with this Privacy Practices Notice that includes information explaining a patient's rights concerning PHI. The Dental Clinic reserves the right to change these privacy practices and the terms of this notice at any time.

THE DENTAL CLINIC MAY USE AND DISCLOSE A PATIENT'S PHI UNDER THE FOLLOWING CONDITIONS:

Treatment: The Dental Clinic may transfer a patient's health records and PHI to a dentist(s), physician(s) or other health care provider(s) providing you treatment.

Payment: The Dental Clinic may use and disclose a patient's PHI to obtain payment for services rendered.

Health Care Operations: The Dental Clinic may use and disclose a patient's PHI for quality assessment activities, evaluating provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

OTHER USES AND DISCLOSURES:

Authorized Releases: A patient may provide the Dental Clinic with written authorization(s) to use or disclose PHI to anyone for any purpose. Authorizations may be revoked in writing at any time. Revocation will only affect future uses or disclosures.

Transfer of Records: A patient may request the Dental Clinic transfer the patient's records to another person, healthcare provider or organization by completing a written authorization form. Digital radiographs will be emailed using a digital encryption function.

Family and Friends: The Dental Clinic may disclose a patient's PHI to a family member, friend or other person designated to help with the patient's health. Designated individuals may pick up prescriptions, x-rays or other similar forms of health information.

Appointment Reminders: The Dental Clinic may use or disclose a patient's PHI to send appointment reminders (such as e-mails, voicemail messages, postcards or letters.)

Emergencies or Public Need: The Dental Clinic may use or disclose a patient's PHI to a public or private entity authorized by law or by its charter to assist in disaster relief efforts.

Public Benefit: The Dental Clinic may use or disclose a patient's PHI as authorized by law for public health activities including: disease and vital statistic reporting, for certain research activities, reporting adult or child abuse and/or neglect, to law enforcement officials pursuant to subpoenas, to medical examiners, to organ procurement organizations, to avert a serious threat to public health or safety, to the military, to the federal government or to correctional institutions.

PATIENT RIGHTS

Access: Upon written request, a patient has the right to inspect or obtain copies of their PHI as provided by 45 CFR 164.524.

Amendment: Patients may request amendment to health records they believe are inaccurate or incomplete as provided by 45 CFR 164.526. **Disclosure Accounting:** Patients have the right to receive a list of instances in which PHI was disclosed for the previous six (6) years as provided by 45 CFR 164.528.

Alternative Communication: Patients have the right to request alternative methods of contact that are more confidential, such as at home instead of work, as provided by 45 CFR 164.522(b). The Dental Clinic will try to accommodate reasonable requests.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices, have questions or concerns, or believe that your privacy right may have been violated, please contact the Director of Dental Programs at 229-333-2100 ext. 5533. Additional contact information for the Director is available at <http://www.wiregrass.edu/academics/program>. You also may submit a written complaint to the U.S. Department of Health and Human Services by visiting <http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>.

Students will receive an in-depth HIPAA training course upon program entry. This document is to acknowledge training requirement and existence of departmental HIPAA policy.

Student Signature _____ Date _____

TB TESTING REQUIREMENTS

Tuberculosis (TB) transmission has been documented in health care settings where workers and patients come in contact with people who have TB disease. Periodic testing of health care workers is recommended as part of a TB Infection Control Plan. The testing schedule and requirements are based on CDC recommendations.



Faculty and students in the dental department are required to be tested for TB on an annual basis.

Testing Window

Clinical Faculty	Annually January
Junior Dental Hygiene Students	Program Entry Fall I (August)
Dental Hygiene Seniors	Beginning of Senior Year Fall II (August)
Dental Assisting Students	Upon Program Entry (August)

(Dental Assisting Students: 2 Step TB Test is required if clinical rotations at Moody AFB)

Dates for Completion of Testing will be announced in advance to allow faculty and students ample time to obtain testing and documentation of results.

Faculty and students must provide documentation of TB status and upload into Castle Branch for medical records review.

Any student or faculty member that is not compliant with TB testing and documentation WILL NOT be allowed to participate in clinical activities.

Signature for TB Testing Policy Acknowledgement	
Student Signature _____	Date _____

CONTINGENCY EDUCATIONAL PLAN FOR DENTAL PROGRAMS

IN THE EVENT OF UNANTICIPATED SCHOOL CLOSURE

The dental programs have an educational plan designed to accommodate emergency school closures.

If institutional administration deems it necessary to modify the format for course offerings due a pandemic or health concerns, students must be prepared to participate in, and complete, the course using online or distance learning methods.

Students are asked to acknowledge the following:

- If a complete online format is adopted I will be prepared to secure access to personal computers, the internet, and other technology as outlined by the instructor and the syllabus.
- Conversion from face-to-face delivery methods to an online delivery method could happen with little notice, and the duration of the change may not be known at that time.
- In the event that the format of a course offering changes, I should be prepared to participate in the course for the remaining duration of the semester in the new format, or until a time when circumstances allow the college to safely resume the course offering in the originally intended format.
- I will be responsible for successful completion of all course competencies as prescribed by TCSG and CODA standards as described in the course syllabus.
- I understand that interruption of courses with clinical components could delay completion of the course and possibly delay graduation from the program.

Signature for Acknowledgement School Closure Contingency Plan

Student Signature _____ Date _____

ESTIMATED EXPENSES FOR DENTAL HYGIENE PROGRAM

Estimated Expenses for the Dental Hygiene Clinical Training Program (Fall 2022)

**** Note that Estimated Expenses for Clinical Training Do Not Include Fees and Tuition Paid to VSU. Student Should Check with VSU Bursary for Estimated Cost of Tuition and Fees for Each Semester of Clinical Program****

All equipment requirements and costs are current at the time list is published. Costs and requirements are subject to change.

Fall I	Estimated Cost	Vendor for Purchase
Medical Requirements for Program Entry: Hepatitis B, Required Vaccines, Required titers, TB Test, Oral Exam	300.00	Student Choice of Healthcare Providers
4 Cell Blue Uniforms 1 Lab Coat/Warm Up jacket (White or cell blue) 1 Clinic shoes (To be worn in clinical area only) 4 Cell Blue Surgical Caps 1 ID Badge Holder (Students are required to wear ID at all times) (Student Choice for Purchase) 4 Pairs "Tall Boy Sock" (White or Light Gray) (Student Choice for Purchase) 4 WGTC Patches (Attach to Right Sleeve) (Purchase at WGTC Book Store) 4 VSU Patches (Attach to Left Sleeve) (Purchase at VSU Book Store) SADHA Dues \$65 (Junior Year)	600.00	Southern Scrubs (Students are given WGTC Discount) Pay to SADHA
Estimated Books for Fall 1 Semester and TalEval Patient/Student and Patient Tracking Fee (one-time fee covers full program)	1,100.00	WGTC Book Store
Jr. Instrument Kit: (Instruments and Sharpener, Sterilization Supplies)	1210.00	Hu-Friedly
MISC Supplies: Clinic Notebook, paper, pens, highlighter, etc.	50.00	Student Choice PRN
CPR Class (Scheduled by Faculty in Program: DO NOT take a class on your own!)	65.00	WGTC B & I
Fall 1 Clinic Equipment and Supplies From Simply Hygiene for Fall Semester Manual Blood pressure cuff w/stethoscope (NO digital allowed!) Infrared thermometer Package of 5 AW syringe tips, Nitrile utility gloves pkg 3 pair (Designate size SM, M, L, XL: These run small!) Nemesia safety glasses anti-fog black w/clear lens 1 chart marking pencil red/blue Dental Typodont Modupro DH with Articulator, soft tongue, sim calc, oral cavity cover Modupro Perio Refill Kit	735.00	Simply Hygiene
Loupes and Face Shield (Student Choice Designs for Vision, Surgitel, Orascope, Q-Optics)	1550.00	Pay Direct to Vendor
Internet Capable Device and Internet Access Will be Necessary Each Semester	**Estimated Equipment and Supplies for Fall I**	\$575.00
Spring I		
RINN Devices for Radiology	260.00	Dentsply
Estimated Books for Spring 1 Semester	250.00	Bookstore
Additional Uniform & Scrub Cap (VSU and Wiregrass Patches required)	62.00	Student Choice
Additional Cassette for Cavitron Tips and Handpiece	133.00	Hu-Friedly
Cavitron Unit Package (Includes 6 cavitron Inserts with 3 Jetmate Handpiece, 2 prophylactic inserts, foot pedal, 1 bottle sodium bicarbonate powder, 1 bottle trihydroxide powder.) <i>Due Date TBA (Mid Spring)</i>	3000.00	Dentsply
Spring 1 Clinic Equipment and Supply Kit from Simply Hygiene for Spring Semester 2 Packs Disclosing Swabs, Pack of 12 Cloth face drapes Prophy cups (100pk) Prophy brush (100pk) Prophy paste (200 box mint fine) Face Shield with Replacement Shields Aitropur High Volume Evacuation Cups Cordless Handpiece with 3 sheaths	1110.00	Simply Hygiene
	Estimated Equipment and Supplies for Spring I	\$4815.00

DHYG Estimated Program Expenses for Fall 2022
Estimated Expenses Current March 03.3.2022

Estimated Expenses for the Dental Hygiene Clinical Training Program (Fall 2022)

**** Note that Estimated Expenses for Clinical Training Do Not Include Fees and Tuition Paid to VSU. Student Should Check with VSU Bursary for Estimated Cost of Tuition and Fees for Each Semester of Clinical Program****

Summer		
Lab Equipment Kit for Dental Materials	55.00	Bookstore
Estimated Books for Summer Semester	250.00	Bookstore
Additional Uniform & Scrub Cap (VSU and Wiregrass Patches required)	62.00	Student Choice
Senior Cavitron tips (6)	414.00	Dentsply
Additional Cassette for Cavitron Tips and Handpiece	133.00	Hu-Friedly
	Estimated Equipment and Supplies for Summer	\$914.00
Fall II		
TB Test Due on 1 st Day of Fall Semester (TB must be repeated annually)	35.00	Student Choice
Senior Instrument Kit	550.00	Hu-Friedly
Estimated Books HESI Review Code for Fall 2 Semester	165.00	Bookstore
SADHA Dues \$65 (Senior Year)	65.00	Pay to SADHA
Additional Uniform & Scrub Cap (VSU and Wiregrass Patches required)	62.00	Student Choice
NBDHE Board Review: Pay for review and make reservations Fall semester. Board review is in January. Fee includes estimate for lodging and travel.	600.00	Board Review TBA
	Estimated Equipment and Supplies for Fall II	\$1477.00
Spring II		
Hu Friedly Instrument Trade In	100.00	Hu-Friedly
Estimated Books for Spring 2 Semester	200.00	Bookstore
DHYG Pin and Stole Fee (Does not include cost for embroidery)	75.00	Pay in Book Store
Dental Hygiene National Board	550.00	NBDHE
CRDTS Clinical Exam Fee (\$1050) and Site Fee (\$175) *	1300.00	CRDTS
CRDTS Lodging, Food and Travel Expense for student and patient	400.00	Student Choice
Graduation Application Fee Paid to VSU Bursary	35.00	VSU Bursary
Student Class Photos (Sitting Fee \$30 Per Student, Plus cost of photo prints Estimate \$10)	40.00	Tina Guess
	Estimated Equipment, Examination Fees and Graduation Expenses for Spring II	\$2700.00

DHYG Estimated Expenses Explanation

The list of estimated expenses is provided so that each student can be financially prepared for the expenses encountered in Dental Hygiene clinical training.

Equipment Purchase Rule:

- Students must purchase required books and equipment on or before the 1st day of each semester.
- A three (3) day grace period will be allowed. On the beginning 4th day students will not be allowed to attend class without required books, instruments or supplies and will be marked absent.
- Student must make financial arrangements for purchase of required equipment before each semester begins.

Tuition and Fees/Financial Aid

- Expenses described **DO NOT** include tuition and fees that are paid directly to VSU.
- All fees and tuition are paid directly to VSU.
- Students will obtain all financial aid through VSU while in the clinical program.
- Financial aid **DOES NOT** directly cover books and instruments purchased through Vendors or WGTC Bookstore.
- Students should save and allocate any financial aid disbursements to assist with expenses for subsequent semester.
- Students should be prepared to pay out of pocket for books and equipment.

DHYG Estimated Program Expenses for Fall 2022
Estimated Expenses Current March 03.3.2022

Estimated Expenses for the Dental Hygiene Clinical Training Program (Fall 2022)

**** Note that Estimated Expenses for Clinical Training Do Not Include Fees and Tuition Paid to VSU. Student Should Check with VSU Bursary for Estimated Cost of Tuition and Fees for Each Semester of Clinical Program****



Estimated Expenses for Dental Hygiene Program

	Fall 1	Spring 1	Summer	Fall 2	Spring 2
	\$ 300.00	\$ 260.00	\$ 55.00	\$ 35.00	\$ 100.00
	\$ 600.00	\$ 250.00	\$ 250.00	\$ 550.00	\$ 200.00
	\$ 65.00	\$ 62.00	\$ 62.00	\$ 165.00	\$ 75.00
	\$ 1,100.00	\$ 133.00	\$ 414.00	\$ 65.00	\$ 550.00
	\$ 1,210.00	\$ 3,000.00	\$ 133.00	\$ 62.00	\$ 1,300.00
	\$ 50.00	\$ 1,110.00		\$ 600.00	\$ 400.00
	\$ 65.00				\$ 35.00
	\$ 735.00				\$ 40.00
	\$ 1,550.00				
Totals Per Semester	\$ 5,675.00	\$ 4,815.00	\$ 914.00	\$ 1,477.00	\$ 2,700.00

Total Program Equipment, Books and Supplies: \$ 15,581.00

Please note that this list does not include tuition and fees paid to VSU each semester. The list of equipment and pricing is accurate at the time the list is published. Required equipment and pricing is subject to change in keeping with industry standards and manufacturer costs. See detailed list of supplies, instruments and equipment provided.

Revised March 31, 2022

I understand my financial obligations for each semester of the dental hygiene program. I have made financial arrangements to purchase required supplies and equipment each semester.

Student Signature : _____

Date _____

ESTIMATED EXPENSES FOR DNTA ASSISTING PROGRAM

Dental Assisting Program Estimated Expenses for Clinical Training Fall 2022 (Fees Current March.31.2022)		
Supplies Needed By Semester	Vendor	Estimated Cost
Fall Semester		
Medical Requirements (See Castle Branch List) (TB Test, Vaccinations, Oral Exam, Etc.)	Student Choice	\$100.00***
Uniforms (Contact Southern Scrubs to Receive your WGTC Student Discount) <ul style="list-style-type: none"> • 4 scrub tops, (must purchase WGTC patches for sleeves at Bookstore \$2.50 each) • 4 scrub pants • 1 lab jacket • 1 scrub cap • 1 pair clinic shoes to be worn for clinic only • 4 WGTC Patches for Sleeves Purchase at Bookstore) (Right Sleeve of scrub top) • 1 Badge Reel (Student Choice. Student required to wear ID at all times) • 4 Pairs "Tall Boy Sock" (White or Light Gray) 	Student Choice	\$500.00
2 Pairs Safety Glasses	Student Choice	\$20.00
ADAA Student Dues (Mandatory 1-time fee Not covered by WIOA)	Paid to ADAA	\$35.00
Estimated Books	Bookstore	\$450
Fall Equipment Kit (BP Cuff, Stethoscope, Dental Lab Instruments)	Bookstore	\$80
MISC Supplies Per Semester PRN (notebooks, class project supplies, red/blue pencils, highlighters, etc.)	Student Choice	\$50
Internet Capable Device and Internet Access Will be Necessary Each Semester		
DANB Exam Fees (Added to student fees in \$150 increments each semester for Total of \$450.00)	Student Fees	\$150
Spring Semester		
1 Additional Uniform and WGTC Patch for Left Sleeve	Student Choice	\$50.00
X-ray Aiming Devices for Radiology	Bookstore	\$200.00
Radiology Books	Book Store	\$150.00
Temporization Kit (Lab Burs, Preps, Provisional Material and Tips)	Bookstore	\$150.00
MISC Supplies Per Semester PRN (notebooks, class project supplies, red/blue pencils, highlighters, etc.)	Student Choice	\$50.00
Plan for Travel Expenses to Clinical Site (Insured Vehicle, Gas)		
DANB Exam Fees (Added to student fees in \$150 increments each semester for Total of \$450.00)	Student Fees	\$150
Summer Semester		
DANB Exam Fees (Added to student fees in \$150 increments each semester for Total of \$450.00)	Student Fees	\$150.00
DANB Review Book (Mometrix) HESI Practice Test Access Code	Bookstore	\$110.00
Pin Fee	Student Fees	\$50.00
1 Additional Uniform and WGTC Patch for Left Sleeve	Student Choice	\$50.00
Plan for Travel Expenses to Clinical Site (Insured Vehicle, Gas)	Student Plan	
Class Pictures (Black Shirt and Photographer Fee)	Student Choice	\$50.00

I understand my financial obligations for each semester of the dental assisting program.
I have made financial arrangements to purchase required supplies and equipment each semester.

Student Signature _____ Date _____

DEPARTMENTAL POLICY ACKNOWLEDGMENT PAGE

STUDENT NAME _____ (PLEASE PRINT)

WGTC ID# _____ VSU ID# _____ (IF APPLICABLE)

1. A dental department faculty member has explained each of the policies in this handbook.
2. I have had the opportunity to ask questions and have them answered to my satisfaction.
3. I understand that at the appropriate time certain policies will need to be revisited and explained in more depth as needed for clinical procedures and safe effective patient care.
4. By signing or initialing each policy/document I am acknowledging my understanding of each policy.
5. I agree to abide by each departmental policy. If I have future questions related to any policy I have been advised to ask my instructor for clarification.
6. I will keep my copy of this Student Handbook available at all times for my reference and clarification of policy guidelines.
7. Copies of the following Plans will be provided for this handbook as appendices at the appropriate time during clinical training.
 - a. Infection Exposure Control Plan
 - b. Post Exposure Protocol
 - c. Laboratory/Classroom Management and Safety Plan
 - d. Policy for Ionizing Radiation
 - e. Live Work Plan as applicable.

These plans are provided at this time for my reference and future use. I will receive detailed instructions and explanations related to these plans at the appropriate times during training.

Signature for Departmental Policy Acknowledgements Page

Student Signature _____ Date _____