COASTAL ALABAMA
COMMUNITY COLLEGE

DENTAL ASSISTING ORIENTATION & PROGRAM HANDBOOK

2026/2027 Academic Year

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COASTAL ALABAMA COMMUNITY COLLEGE
DENTAL ASSISTING PROGRAM HANDBOOK

INTRODUCTION

WELCOME TO DENTAL ASSISTING! You are about to embark on a professional career that can be both personally satisfying and rewarding with stable and enjoyable employment. The Dental Assistant helps the dentist with the prevention, diagnosis, and treatment of dental disease and with the restoration of tooth structures to a state of normal function and beauty. Dental Assistants are educated as generalists and may, therefore, serve all areas of the practice or may perform the more specialized duties of the chairside assistant. Coastal Alabama Community College will provide the initial step in a life-long process of learning about dental assisting.

The purpose of this handbook is to provide dental assisting students with information regarding the Dental Assisting Program's guidelines. The Dental Assisting Program operates within the policies of the Alabama Community College System (ACCS) and Coastal Alabama Community College (Coastal Alabama). Dental Assisting students are obligated to follow all policies and procedures as detailed in the College's Policy and Procedure Manual. Additional guidelines and provisions are detailed in the Dental Assisting Program Handbook, College Catalog, and Coastal Alabama Student Handbook.

Dental assisting students are responsible for being informed and for following the guidelines in this handbook. This handbook is applicable to each dental assisting course in the curriculum. The dental assisting faculty will be available to discuss any concerns regarding the handbook. No guidelines are infallible and if any are found to be inoperable, the faculty shall welcome constructive suggestions for change. The faculty bid you a sincere and warm welcome as you enter the program.

DISCLAIMER

This program handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with ACCS policy, the College Policy and Procedure Manual, the College Catalog, and the Coastal Alabama Student Handbook. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, guidelines, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) changes can be made to other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

NONDISCRIMINATION POLICIES

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) Board Policy 601.01. The Dental Assisting Program complies with Coastal Alabama Policy 2.06.

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA). Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

ACCREDITATION

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.

Program Accreditation

The Coastal Alabama Community College program in dental assisting is accredited by the **Commission on Dental Accreditation** and has been grated accreditation status of "approval without 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 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: https://coda.ada.org/

The Coastal Alabama Community College Dental Assisting Program is operated with the approval of the Board of Dental Examiners of Alabama.

BOARD OF DENTAL EXAMINERS OF ALABAMA
Stadium Parkway Office Center-Suite 112
5346 Stadium Trace Parkway
Hoover, Al 35244-4583
PHONE 205-985-7267
E-mail: bdeal@dentalboard.org

PROFESSIONAL ASSOCIATIONS

The American Dental Assistants Association (ADAA)
National Press Building
529 14th Street NW, Suite 1280
Washington, DC 20045 USA
(410) 940-6584
https://www.adaausa.org

CLASSROOM GUIDELINES

Attendance

The Dental Assisting Program complies with Coastal Alabama Policy Attending Class Policy. Only approved students may attend program courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing work missed, and for obtaining the material or audiovisuals for that class. Students are encouraged to study at least one hour per course credit hour (i.e. 3 hours per week for a 3 credit hour course). Instructors may incorporate participation or attendance-based assessments, including but not limited to in-class activities, assignments, quizzes, or pop quizzes. Because these assessments are designed to evaluate participation and engagement during the scheduled class session, make-up opportunities are generally not available. Students who are not present when these assessments are administered will not be eligible to earn the associated points unless otherwise approved by the instructor for documented extenuating circumstances and only when a make-up opportunity is feasible.

Classroom Interaction

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class may be considered rude and disruptive and may be grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or Program Director before being allowed to return.

Access to Instructors

Students will be able to meet their instructor during designated office hours/tutoring hours. Office hours are posted outside each faculty member's office, in the course syllabus, and Canvas. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

Canvas (Web-enhancement)

A PC or MacBook laptop with a webcam, microphone, and access to high-speed internet are required for Dental Assisting Programs. Canvas is the learning management system used by the College. Students are expected to check Canvas daily to stay current with classroom assignments. All Canvas tools are for class instructional use. All comments and postings not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Disclosure may compromise the integrity and security of the system and its contents. Disclosure may result in disciplinary action.

Records Due Date

The Dental Assisting Program complies with Coastal Alabama Safety and Security Policy. Immunizations, CPR, drug testing, background screening, and proof of medical insurance are tracked through our program administrators or a web-based system called CastleBranch. All records are to be submitted to CastleBranch or as directed by the assigned due date. Students will receive email notification from CastleBranch or the appropriate administrative assistant. Students will not be allowed to

attend classes or clinicals until requested information has been received. It is the responsibility of the student to verify that records are complete. Clinical facilities may require copies of student records in order to provide clinical clearance.

Student Record Maintenance
Students should keep the Dental Assisting Program and Office of Admissions updated on any changes in name, address, or phone number by completing the *Student Information Change Request Form*.

Service-Learning Hours
Coastal Alabama Dental Program believes in providing opportunities for service-learning/community service activities. These opportunities allow students to foster benevolence and engage in reflection activities that serve the community while enhancing civic engagement. Service-learning hours must be hands-on. Each student is required to participate in 8 hours of service learning/community service. Examples of opportunities include: set up or clean-up for a college activity or fundraiser, visiting the elderly in a nursing home, reading to small children in a public library, campus coat drive, food bank volunteer, dental clinic volunteer, etc.

Academic Honesty/Student Conduct
The Dental Assisting Program complies with Coastal Alabama Policy Student Code of Conduct. Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the healthcare profession, dishonesty or unprofessional conduct could affect the health or safety of clients. To promote professional conduct and personal integrity, it is imperative that each student do their own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the College.
Academic dishonesty includes, but is not limited to:

- Copying from another student's work, test, or paper (including clinical paperwork), or allowing another to receive credit for your work
- Looking at another student's exam or allowing another student to look at your exam
- Collaborating with another student or any person(s) during an exam
- Using anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)
- Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam (including test banks)
- Bribing to obtain exam information
- Sharing or receiving information about an exam from another section or class/group
- Breaching test security
- Tape-recording or note-taking of a test review
- Plagiarizing
- Failing to report any of the above behaviors or other dishonest behaviors when witnessed

Audio and Video Recording Guidelines
Recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exams or exam reviews.

Electronic Devices
Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, smart watches) may be distracting to both faculty and students in classrooms, labs, and testing centers. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior

approval is obtained by the instructor, Program Director, Associate Dean of Allied Health, Dean of Nursing and Allied Health, or designee. The abuse of electronic devices by students is a violation of the student code of conduct.

Copier Usage
The office copier is not for student use.

Minors on Campus
The Dental Assisting Program complies with Coastal Alabama Policy Minors on Campus. Minors may not accompany students.

Accommodations for Americans with Disabilities
The Dental Assisting Program complies with Coastal Alabama Americans with Disabilities Act Policy. Further information may be found at the *Office of Disability Services* webpage. Only the Office of Disability Services can determine reasonable accommodations.

Safety, Health, and Security
The Dental Assisting Program complies with Coastal Alabama Policy Safety and Security. Additional safety and health information specific to exposure to radiation and hazardous chemicals is located in Appendix A.

Social Networking Policy
The Dental Assisting Program complies with Coastal Alabama Student Code of Conduct Policy. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, client visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

TESTING AND GRADING GUIDELINES
Grading
The Dental Assisting Program complies with Coastal Alabama Grading System and Quality Points Policy. Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Most dental assisting courses consist of a combination of theory, laboratory, and clinical components. Laboratory grades are assigned a pass/fail ranking. Students who fail the laboratory of a course but earn a 'C' or higher in the theory portion of the course fail the course. Students who pass the laboratory of a

course but fail the theory portion of the course with a 'D' or 'F' fail the course. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an 'F' for the final grade. The last day to withdraw is published in the college academic calendar.

Exam Procedures

The majority of examinations in the Dental Assisting Program are administered electronically. Students are required to bring their laptop to class on all scheduled exam days. Laptops must be fully charged, updated, and in proper working condition prior to arriving for the examination. Students are responsible for ensuring that all required software, internet browser updates, and testing applications are functioning properly before the exam begins. Technical difficulties resulting from an uncharged device, failure to install updates, or failure to bring a laptop may not be considered grounds for additional testing time or rescheduling.

Testing sessions are conducted in a quiet and secure environment to promote concentration and academic integrity. Students are expected to remain respectful of others who are testing. Once a student leaves the testing area, they may not return until all students have completed the examination unless permission is granted by the instructor. Students should not congregate in hallways or outside classroom doors during testing, as noise may disrupt students who are still taking the exam. Seating assignments may be designated by the instructor as needed.

For paper-based examinations, only materials authorized by the instructor may be on the student's desk. Generally, pencils, the examination, answer sheets, and approved calculators (when specifically permitted) are the only items allowed. Calculators, smart watches, and other electronic devices are prohibited unless instructor approval has been granted. Approved calculators may not be shared during an examination. Handbags, backpacks, book bags, books, notes, food, drinks, cell phones, earbuds, headphones, and other personal items are not permitted on, under, or around the testing area and must be stored in a designated location.

Students arriving late for an examination will be permitted to test but must complete the exam within the remaining allotted time. During testing, hats, hoods, caps, and sunglasses may not be worn unless approved as an accommodation. If assistance is needed during the examination, students should raise their hand and wait for the instructor. Communication between students during testing is prohibited. Any behavior that violates academic integrity standards may result in disciplinary action in accordance with College and Program policies.

Examinations may be administered using Honorlock or other approved remote proctoring software. Students are expected to comply with all testing, monitoring, and identity verification requirements associated with the exam platform.

Make-up Exams/Missed Exams

Only one make-up exam is allowed per course. If more than one exam is missed, a grade of '0' will be recorded for the second missed exam. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. Students who miss the assigned make-up date will receive a '0' for that exam. Make-up exams are subject to be different from the original exam. Early exams are administered only at the discretion of the Program Director, Associate Dean of Allied Health, Dean, or designee for extenuating circumstances.

Mid-Term Progress

A mid-term progress report is provided to each student as notification of their academic progress in each course. If absent on that day, it is the student's responsibility to obtain the report.

Final Exam Schedule

The Dental Assisting Program complies with Coastal Alabama Policy Final Exams. The final exam schedule for dental assisting courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule.

Incompletes
The Dental Assisting Program complies with Coastal Alabama Standards of Academic Progress Policy. Incompletes must be replaced with a grade of 'C' or higher before the student is allowed to progress to the next semester.

PROGRESSION POLICIES
Progression
To progress in the Dental Assisting Program, the student must:

1. Achieve a grade of 'C' or better in all required general education and DAT courses.
2. Be accepted by clinical agencies for clinical experiences.
3. Maintain ability to meet essential eligibility criteria for healthcare professional with or without reasonable accommodations.
4. Maintain program health requirements.

Program Completion
A certificate is awarded upon completion of the DAT courses, ENG 101, MTH 116 (or higher level Math), PSY 200, and SPH 106 or 107 for a total of 48 credit hours. Students may work as dental assistants after successful completion of the certificate. Additional requirements for the Associate of Applied Science Degree are a Fine Arts elective, CIS 146, BIO 103, and SOC 200.

Transfer Policy
Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Termination
A student may be terminated from the Dental Assisting Program for the following, but not limited to:

a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
b. Failure to complete laboratory/clinical requirements
c. Unsafe dental practice
d. Being under the influence of drugs or alcohol
e. Obstruction or disruption of the Dental Assisting Program
f. Breach of confidentiality
g. Inability to perform essential eligibility criteria
h. Any act of dishonesty/academic dishonesty

Withdrawal
The Dental Assisting Program complies with Coastal Alabama Policy Withdrawals. Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the Registrar page of the College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Reinstatement: Students who have a withdrawal or failure in a dental assisting course and are eligible to return to that course will be considered for reinstatement to the program. Any returning student must re-enroll the next certificate year and begin the semester in which they failed or withdrew from the coursework. The student must repeat all major required courses with a DAT prefix and all general studies courses failed or withdrawn from in that semester. All courses with a lab component must

be retaken.

This includes but is not limited to, pre-clinical and clinical practice. A student may only apply for program entry twice, whether accepted or not and meet all of the college and program requirements. Reinstatement is not guaranteed due to limitations in clinical spaces

LAB GUIDELINES

Campus Laboratory Guidelines

To provide a safe environment and ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by dental assisting students with specific assignments only. No children are allowed.
- Eating and drinking are NOT allowed in the lab setting.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty only.
- Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting.
- Dental lab fees for classes with a lab component are posted to each student's account at or near the time of registration.
- Dental lab kits packaged by an outside vendor other than the college's bookstore will be at the student's expense and must be purchased prior to the first day of class. The student is responsible for following instructions given by the director for how to purchase the kit. Receipt of purchase is required before kits are released. The student should take a screenshot showing the purchase is complete. Lab supplies and equipment necessary for performance of dental assisting skills will be distributed during the assigned lab time for all courses containing a lab component.

Lab Attire

Light gray scrub jackets with light gray tops and pants are required for all classes. A student can purchase light gray scrubs at any retailer to wear to pre-clinical labs and fall classes.* Official uniforms will be purchased prior to spring semester for DAT 111 and DAT 122 and will be in a different color.

Only black shoes may be worn to lab; no cloth, suede, sandals or open-toe, clogs or open weave shoes are permitted. Shoes must be fluid resistant and if blood spilled on shoe not be able to enter. Black cotton socks should be worn with shoes to reduce odor. Decorative socks are not allowed. Compression knee-high socks are recommended. Students may wear undershirts if they are cold, but the undershirts MUST be black. No colorful or printed material on clothing is permitted.

Lab Skills Validation

Skills validation is an important aspect of healthcare education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester, students should expect to perform a minimum number of selected skills.

Students are expected to be prepared for pre-clinical skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction, as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation:

- Each student is expected to come to lab prepared. This includes ready to begin on time, having fully watched and reviewed the Canvas demonstration, have the correct lab evaluations from the

workbook unless provided by the instructor, have jewelry, nails, and hair readied, have all "kit" items out and on lab counter, have 2 pair of utility gloves ready for disinfection and sterilization, and have all appropriate personal protective equipment (PPE) on your body or in your possession.

- All pre-clinical and dental materials skills, including infection control, instruments, supplies and equipment identification, require a satisfactory score that shows mastery of the skill on the 3rd attempt unless the instructor sees fault in which the information was delivered.
- During practice of the skill the student must be receptive to the peer validating the practice sessions and the positive or negative feedback provided. It is important to maintain professional behavior when practicing skills. Once the student passes the skill at 100 percent, the student can begin practicing for the skill or be assigned as a mentor to other students continuing to struggle with the existing skill.
- Each student will be allowed a total of three physical attempts to satisfactorily perform each skill validation. Successful completion on the first attempt will be given a 100% in the grade book. Successful completion on the second attempt will be given a 75% in the gradebook. Successful completion of the skill on the third attempt will be given a 50% in the grade book. Students who do not successfully complete the skill on the third attempt will receive a zero and must withdraw from all courses in the semester that have a lab component. Students will have the opportunity to reapply to the program the following year.
- An absence or late arrival of more than 15 minutes will count as the first attempt grade. Students are to have a skills validation/check-off sheet for practicing skills. Instructors may apply time limits for each skills validation/check-off station.
- Failure to achieve a satisfactory on any skill within a designated period of time results in failure of the course, regardless of the theory grade. If a student fails the lab component of the course, the student will not be allowed to continue in the course.

Critical Error Policy

- Critical performance criteria are identified with an asterisk (*). Critical items are defined as actions or omissions that may compromise the safety of the student, operator, patient, or other personnel within the dental setting.
- If a critical performance criterion is omitted, performed incorrectly, or not completed, the skills evaluation will be stopped immediately. The occurrence of a critical error constitutes an unsuccessful attempt regardless of performance on other criteria.
- Students who commit a critical error must complete remediation before being permitted to repeat the competency evaluation. Remediation activities may include, but are not limited to, instructor-guided review, hands-on practice, written assignments, competency worksheets, Evolve student learning resources, or other educational activities designed to demonstrate understanding and correction of the error.
- Following successful remediation, the student may be permitted to complete the next competency attempt at the conclusion of the scheduled laboratory session or during an alternate laboratory session as determined by the instructor.
- All students must successfully complete all critical performance criteria and achieve competency by the third attempt to pass the skills validation.

CLINICAL GUIDELINES

Clinical and Laboratory Attire

Uniforms will be purchased through the Coastal Alabama Barnes and Nobles Bookstore. Uniforms should be neat, clean, well-pressed, and fit appropriately as students must portray a positive image to the public. Students will not be permitted to deliver client care at the clinical agency without specified attire.

Uniforms are to be worn only when functioning in the role of the student. Guidelines for uniforms are as follows:

Requirements:

- Student/Facility Identification (ID): The student's College photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The ID must be clipped to the upper left side of the top. ID clips must be approved by dental assisting faculty, if allowed. Badge reels are not allowed. Students may be dismissed from a clinical experience for failure to have the proper ID badge in full sight.
- Pants: Pant length is not to pass the heel of the shoes.
- Caps: No caps are allowed apart from a solid white, gray, black, or burgundy hospital scrub hat.
- Shoes: Completely black, leather shoes that can be polished and kept clean are required for clinicals/labs. These shoes should be reserved to be worn only at labs and clinical. No shiny patent leather shoes, no canvas shoes, and no sandals are allowed. Shoes must have a full back and closed toes. Black, leather athletic shoes are acceptable. Shoes must have a low heel.
- Socks: Minimal ankle high length black socks (covering the ankles so no skin is shown when sitting) are to be worn with pants.
- Under-Garments: A long sleeve, plain black top (undershirt) may be purchased if desired.
- Watch: Conservative watch (with second hand). Metallic or vinyl, white or black band. No digital or smart watches are allowed.
- Hair: Hair is to be neat, clean, and secured away from the face and should not touch the collar. Hair pulled back must be secured and not allowed to swing loosely. Beards and mustaches must be neatly trimmed. If impeding the correct fit of respiratory masks, facial hair must be shaved accordingly. Hair and beard color must be kept a natural shade. Hair securement devices should be the same color as one's hair. Bright-colored hair securement devices are not allowed.
- Fingernails: Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.
- Makeup: Makeup should be conservative. No false eyelashes may be worn during clinicals.

- Jewelry: Plain wedding band, if desired. Visible body piercings, including oral piercings, are not permitted during laboratory or clinical experiences. Students with ear or nose piercings may wear clear, non-decorative retainers (plugs) only. Necklaces are not allowed except if necessary for medical reasons and must be long enough to secure under clothing. No bracelets are allowed, except for health-related reasons.
- Tattoos: Tattoos should be covered per clinical agency policy.
- Fragrances: No cologne or perfume is allowed due to possible client allergies. Lotions and deodorants must be fragrance-free.
- Hygiene: Students are expected to bathe, wear deodorant, practice proper oral care, and change undergarments daily. Students may use mouthwash.
- Oral care: must be a personal priority. All students are to schedule an oral exam and prophylaxis with their dentist and have all decay restored/removed prior to patient care.
- PPE: Masks, gloves, protective eyewear, and lab jackets are to be worn during all clinical sessions. The uniform lab jacket is required and is to be fully snapped chairside. If a student should outgrow their uniform or jacket, they must be replaced as soon as possible with a proper fitting set. If a clinical site provides a particular lab jacket a name tag identifying the student as a CA student must be worn.
- Protective wear (gowns, etc.) is to be worn during all procedures where blood borne pathogens may be encountered. Tee shirts worn under scrubs must be covered by the lab jacket during chairside and spatter procedures) Utility gloves must be worn in sterilization area and during operatory disinfection). Contaminated PPE must be left and laundered at the clinical site. If this is not possible consult the clinical director/instructor for directions.

Clinical Coaching, Feedback, and Probation Policy

- Students are expected to conduct themselves in a professional manner at all times and comply with all program policies, clinical site policies, and handbook requirements. Students must adhere to the rules, regulations, and standards established by each assigned clinical facility, as well as all policies outlined in the Dental Assisting Program Student Handbook.

Coaching and Feedback

- When a student demonstrates behavior or performance concerns that do not warrant immediate disciplinary action, coaching and feedback may be provided by the clinical supervisor, faculty member, or program director. Coaching is intended to identify concerns, clarify expectations, and promote student success through corrective guidance.
- Coaching may be documented and may include verbal counseling and written feedback.

Clinical Probation

- Students who fail to meet professional, ethical, clinical, attendance, safety, or performance expectations may be placed on clinical probation. Clinical probation serves as formal notification that improvement is required to remain in good standing within the program.
- While on probation, students may be required to complete a corrective action plan and demonstrate sustained improvement within a specified timeframe. Failure to comply with probation requirements may result in additional disciplinary action, including dismissal from the program.

Repeated Violations

- Students who receive three (3) documented violations of the same policy, standard, or professional expectation during their enrollment in the Dental Assisting Program may be subject to dismissal from the program.

Clinical Site Removal

- Clinical education is a privilege extended through partnerships with affiliated clinical facilities. If a clinical facility requests that a student be removed from the site due to misconduct, violation of facility policies, unprofessional behavior, safety concerns, or any action deemed unacceptable by the facility, the student may be subject to disciplinary action up to and including dismissal from the program.
- The Dental Assisting Program will attempt to secure an alternative clinical placement for a student who has been removed from a clinical facility, but this is not guaranteed. If removal from a clinical facility prevents completion of required clinical competencies, hours, or program requirements, the student may be unable to successfully complete the program.

Clinical Orientation

Clinical sites used in the Coastal Alabama Dental Assisting Program include Coastal Alabama State Dental Clinic (for dental images only) and various private dental offices and clinics located in the school's service area.

The Dental Assisting clinical instructor will orient students to the clinical agency in which the clinical lab is held prior to having students provide dental care. This orientation will include, but will not be limited to:

a. Fire and disaster policies and procedures
b. Infection Control policies and procedures
c. Policies and procedures related to compliance with OSHA regulations on blood borne pathogens.

All students must familiarize themselves with and follow the policies and procedures of the agency in which they are assigned for clinical lab that pertain to safety, infection control, fire and disaster. See Clinical Orientation Manual in Appendix C.

Failure to abide by policies and procedures related to the OSHA regulations on blood borne pathogens may result in dismissal from the Dental Assisting Program.

Clinical Leave and Attendance

Students must complete a minimum 300 hours of extended clinical lab experience. Absences or leave from scheduled clinical days must be approved by the program director and follow these guidelines:

- All leave must be requested on the appropriate form each week with the program director.
- Leave days consist of any scheduled day that the student or doctor is out of the office for any reason.
- Leave days must be made up one for one.
- Leave days must be taken in no less than ½ day increments. (Consult director or instructor if needed).
- Leave days can be consecutive if the doctor is out of the office or for an illness and require a physician's, NP's or PA's excuse.
- Absences not filed on the appropriate form may result in a corrective/disciplinary measures.
- Absences that exceed the allowed leave time may result in failure of the course.
- Any student arriving to clinical more than 15 minutes late will be required to request a ½ day of leave.
- Students must notify the director/instructor and the clinical site supervisor by 8:00 or before an unexpected absence or tardiness of any type. You must speak to a person at the clinical site and not a voicemail. Instructors must be notified in Canvas.

Spring Semester – 2 days allowed

Summer Semester – 3 days allowed

General Clinical Guidelines

- Students are responsible for transportation to and from clinical sites. Students must have reliable transportation.
- Students are to notify the clinical instructor, the Doctor, and program director at least one hour prior to clinical start time if unable to attend a scheduled clinical.
- Communication with clients should be client-centered. No personal affairs/problems are to be discussed while providing patient care.
- The Dental Assisting Program complies with Coastal Alabama Policy Tobacco Free Environment No smoking/vaping/use of tobacco products is allowed in or on Coastal or clinical facility premises, including the parking lots. This includes electronic cigarettes/vaping devices.
- Students are not to report to clinicals if physically or emotionally impaired.
- Students receiving medical care that is not documented on the health and physical form are required to submit documentation from their healthcare provider indicating they may participate in clinicals without limitations. It is the student's responsibility to notify faculty/staff of health-related changes that may impact the ability to safely participate in Coastal Alabama's Dental Assisting program.
- Students are not allowed to accept gifts or money, nor may students receive pay for services rendered while in clinicals or practicums. Thievery from clients, family, the agency, professional colleagues, or fellow students will not be tolerated.
- Students are not to leave the assigned clinical agency. If a student has an emergency or becomes ill, they are to notify the clinical instructor and obtain permission to leave early if necessary. Make-up assignments may be required. Thirty minutes are assigned for a lunch break. Students should notify the instructor or doctor before leaving a clinical unit for any reason.
- Travel to and from clinical agencies and all food expenses are the responsibility of the student. Students must park in areas designated by the clinical agency. The College, clinical instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site.

- Each student is responsible for obtaining the policies of the clinical agency and adhering to those policies, including standard and universal precautions.
- Students are not allowed to transport clients in their own vehicle due to liability.
- Family members, friends, and significant others should not visit students at clinical.
- Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). Students may not continue to attend class for the course in which a clinical failure has occurred.
- Students must notify the instructor and the dental facility of any harmful or potentially harmful incident/occurrence prior to the end of the clinical day, and an incident report must be written. Failure to report exposure to blood or other potentially infectious materials could result in dismissal from the Dental Assisting Program.
- Cell Phones/Electronic Devices: Personal use of cell phones and other electronic devices during clinical hours is prohibited unless specific permission from the instructor or program director.

Health Insurance Portability and Accountability Act (HIPAA)

- Students will follow HIPAA confidentiality requirements. The following guidelines are to be followed:
- Confidential or sensitive client information, or information of any sort which could serve as identifying information, should not be saved on personal computers or other electronic devices.
- E-mails or texts in correspondence with faculty should not include client identifying information.
- Client-related information or images should not be transmitted through social media. Do not take pictures or videos of clients with cell phones or other personal devices. No information is to be taken from the clinical care area in verbal, written, or electronic form.
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. No social media site should be considered private or confidential.
- Compliance with clinical agency regulations regarding use of computers, cameras, electronic devices, and cell phones while present in the clinical agency shall be maintained.
- Client privacy and confidentiality shall be maintained at all times. Students shall not discuss client information with anyone except for clinical personnel and those in the Nursing Program involved with the students' education.
- Client names should not be included on clinical paperwork, presentations, or notes.
- Breaches of confidentiality or privacy should be reported to the nursing instructor promptly.
- In order to preserve client confidentiality, violations in HIPAA will result in interventions/disciplinary actions.

Clinical Evaluation

Evaluation of clinical includes weekly journals, procedure tally sheets, and evaluations by instructors and doctors. Grading criteria are specific to clinical course. Refer to syllabi for rubric/grading criteria. Copy of clinical evaluation is located in clinical handbook.

NOTE: A student who has performed an unsafe act that jeopardizes the welfare of the client may be dismissed without a probationary period.

Student Grievances/Complaints

The Dental Assisting Program complies with Coastal Alabama Student Formal Complaint Policy. To resolve conflict at the lowest levels, the procedures below should be followed:

- Students with a concern regarding a DAT course should first discuss the issue with the course instructor.
- If the student is unsatisfied, the student should discuss the issue with the program director.
- If the student cannot reach an agreement with the program director, the student's next step is to present documentation to the Associate Dean of Allied Health. Next, the Dean of Nursing and

Allied Health would be contacted.
- If no agreement can be made informally, then the student may file a Formal Student Complaint.

Accidents and Injury
The Dental Assisting Program complies with Coastal Alabama Policy Safety and Security. If a student should receive an injury (such as a needle stick, etc.) while performing duties as a student at the clinical site, the student shall contact the clinical instructor and the appropriate supervisor from the clinical site. The clinical agency is generally responsible for emergency care according to clinical agency policy. The student is responsible for the cost of emergency care. An incident report should be filed with the facility and the Dental Assisting Program.

Student Health and Safety/Occupational Risks
Dental assisting is a healthcare profession that involves exposure to a variety of occupational risks. Students enrolled in the Dental Assisting Program should be aware that participation in laboratory, clinical, and externship experiences may expose them to potential hazards commonly encountered in dental healthcare settings.
Occupational risks may include, but are not limited to:
- Exposure to blood, saliva, and other potentially infectious materials.
- Exposure to communicable diseases and microorganisms.
- Accidental injuries from needles, sharp instruments, burs, and other dental equipment.
- Exposure to dental materials, disinfectants, sterilizing agents, and chemicals that may cause allergic reactions or irritation.
- Exposure to ionizing radiation during the performance of dental radiographic procedures.
- Musculoskeletal strain resulting from repetitive motions, prolonged standing, lifting, bending, or maintaining awkward working positions.
- Exposure to noise generated by dental equipment and laboratory devices.
- Eye injuries from debris, aerosols, or chemicals.
- Physical or emotional stress associated with patient care and clinical responsibilities.
-

The Dental Assisting Program is committed to maintaining a safe learning environment through instruction in infection control, radiation safety, hazard communication, ergonomics, and Occupational Safety and Health Administration (OSHA) standards. Students are required to comply with all safety policies, use personal protective equipment (PPE) as directed, and follow established clinical and laboratory procedures at all times.

While every effort is made to minimize risk, participation in the Dental Assisting Program includes inherent occupational hazards. By enrolling in and participating in program activities, students acknowledge their understanding of these risks and agree to follow all safety requirements designed to protect themselves, patients, faculty, staff, and the public.

Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:
- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Students must be able to perform the essential eligibility criteria.
- Current TB blood test (or chest X-ray if required). TB test should be completed annually.
- Immunizations for measles, mumps, rubella (MMR) and varicella (chicken pox) or a titer demonstrating immunity.
- Hepatitis B series/titers. Students with documented hypersensitivity to the vaccine must sign a waiver.
- Flu vaccination annually is recommended.
- Other vaccinations may be required pending clinical agency policy.
- Drug and background screening. The specimen collection and screening are performed by an

approved agency. Students are also bound by the drug testing and background screening policies of the clinical site (example: annual drug testing).

- Current CPR for the healthcare provider by the American Heart Association is required. Students must maintain certification throughout the program. The student will not be allowed to continue in the program if CPR is not valid.
- All students must participate in HIPAA training during orientation to clinicals prior to performing the first clinical assignment.
- Any health condition that might incapacitate and/or interfere with the student's ability to perform essential eligibility criteria should be reported to the course instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP, or PA may be required for return to clinic practice.
- For the safety of the client, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting.
- Students agree that neither the College nor any member of the Dental Assisting Program is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in the nursing lab or clinical setting.
- Professional liability insurance is obtained by the college on behalf of the student. The cost is included in the tuition and fees assessed during the student's first semester of enrollment. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance for the duration of participation in the program. Students must provide proof of insurance at a minimum of annually.

RADIATION EXPOSURE Appendix A

The Dental Assisting Program follows all Alabama Department of Public Health Radiation Control regulations and ALARA (As Low As Reasonably Achievable) principles. Students will utilize protective barriers, maintain proper operator positioning, and follow all radiation safety procedures during radiographic procedures. Personnel radiation monitoring devices (dosimetry badges) may be assigned when required by program policy, clinical site policy, or applicable state regulations. Students must wear and maintain assigned monitoring devices in accordance with program and clinical-site requirements.

HIV or HEPATITIS B REPORTING POLICY Appendix A

Public law #102-141, Section 633, and "The Alabama Infected Health Care Worker Management Act" require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis B infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

More information on Infectious Disease and Bloodborne Pathogens is located in Appendix A.

ESSENTIAL ELIGIBILITY CRITERIA

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective care. The applicant/student must be able to meet the essential eligibility criteria with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential eligibility criteria delineated for the Nursing and Allied Health program with or without reasonable accommodations. The Nursing and Allied Health program and/or its affiliated clinical agencies may identify additional essential eligibility criteria. The Nursing and Allied Health program reserves the right to amend the essential eligibility criteria as deemed

necessary.

In order to be admitted and to progress in the Nursing and Allied Health program one must possess a functional level of ability to perform the duties required of a Nursing and Allied Health student. Admission or progression may be denied if a student is unable to demonstrate the essential eligibility criteria with or without reasonable accommodation.

The essential eligibility criteria delineated are those deemed necessary for the Alabama Community College System Nursing and Allied Health programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodation made will be determined and applied to the respective Nursing and Allied Health program and may vary from reasonable accommodation made by healthcare employers.

The essential eligibility criteria delineated below are necessary for Nursing and Allied Health program admission, progression, and graduation and for the provision of safe and effective care. The essential eligibility criteria include but are not limited to the ability to:

- Sensory Perception
    - Visual
        - Observe and discern subtle changes in physical conditions and the environment
        - Visualize different color spectrums and color changes
        - Read fine print in varying levels of light
        - Read for prolonged periods of time
        - Read cursive writing
        - Read at varying distances
        - Read data/information displayed on monitors/equipment
    - Auditory
        - Interpret monitoring devices
        - Distinguish muffled sounds heard through a stethoscope
        - Hear and discriminate high and low frequency sounds produced by the body and the environment
        - Effectively hear to communicate with others
    - Tactile
        - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
    - Olfactory
        - Detect body odors and odors in the environment
- Communication/ Interpersonal Relationships
    - Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
    - Work effectively in groups
    - Work effectively independently
    - Discern and interpret nonverbal communication
    - Express one's ideas and feelings clearly
    - Communicate with others accurately in a timely manner
    - Obtain communications from a computer

- Cognitive/Critical Thinking
    - Effectively read, write, and comprehend the English language
    - Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of health care settings
    - Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
    - Satisfactorily achieve the program objectives Motor Function
    - Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
    - Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self, or others
    - Maintain balance from any position
    - Stand on both legs
    - Coordinate hand/eye movements
    - Push/pull heavy objects without injury to client, self, or others
    - Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
    - Walk without a cane, walker, or crutches
    - Function with hands free for patient care and transporting items
    - Transport self and client without the use of electrical devices
    - Flex, abduct and rotate all joints freely
    - Respond rapidly to emergency situations
    - Maneuver in small areas
    - Perform daily care functions for the client
    - Coordinate fine and gross motor hand movements to provide safe effective care
    - Calibrate/use equipment
    - Execute movement required to provide care in all health care settings
    - Perform CPR and physical assessment
    - Operate a computer
- Professional Behavior
    - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
    - Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
    - Handle multiple tasks concurrently
    - Perform safe, effective care for clients in a caring context
    - Understand and follow the policies and procedures of the College and clinical agencies
    - Understand the consequences of violating the student code of conduct
    - Understand that posing a direct threat to others is unacceptable and subjects one to discipline
    - Meet qualifications for certification by examination
    - Not to pose a threat to self or others
    - Function effectively in situations of uncertainty and stress inherent in providing care to clients
    - Adapt to changing environments and situations
    - Remain free of chemical dependency

- Report promptly to clinical and remain for assigned hours
- Provide care in an appropriate time frame
- Accepts responsibility, accountability, and ownership of one's actions
- Seek supervision/consultation in a timely manner
- Examine and modify one's own behavior when it interferes with client care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodation. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodation. Coastal Alabama Community College will provide reasonable accommodation but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the college. In order to be admitted one must be able to perform all of the essential eligibility criteria with or without reasonable accommodation. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the Nursing and Allied Health program. The Nursing and Allied Health faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential eligibility criteria.

Requests for reasonable ADA accommodations should be directed to: ada@coastalalabama.edu.

BACKGROUND CHECK POLICY

Healthcare educational programs within the Alabama Community College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component result in failure of the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.

Licensure Implications

Students enrolled in healthcare educational programs should be aware that a discrepancy on background checks can have licensure implications.

Background Check Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. The student or the healthcare program's designee(s) will provide applicable consent(s) to the vendor conducting the background check. The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.
- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. Background checks

must be completed before newly admitted or reinstated students are allowed to attend healthcare related courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. Failure to be able to participate in clinical learning experiences will result in a 'F' for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate may be dismissed from the program.

- If the student has a discrepancy on the background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, the student may receive a 'F' for the course if the student does not officially withdraw from the course(s).
- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a background check, the student will be advised regarding options.
- The background check may include, but is not limited to:
    a. Positive identification.
    b. Maiden/AKA name search.
    c. Social Security Number trace which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
    d. Residency history.
    e. Driving license/driving history/motor vehicle records including any traffic citations.
    f. Education verification.
    g. Employment verification which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
    h. Healthcare employment verification network search.
    i. Nurse aide registry.
    j. Professional license/certification verification.
    k. Personal credit history, which is based on reports from any credit bureau.
    l. Personal references/interviews.
    m. Seven-year criminal and civil record search reveals felony and misdemeanor convictions, and pending cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
    n. Most wanted list.
    o. National criminal database searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
    p. Adult and child abuse/neglect registries.
    q. National sex offender/predator registry search which includes a search of the state or county repository for known sexual offenders.
    r. Misconduct registry search.
    s. Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for clients receiving Medicare, Medicaid, and other Federal health care benefits.
    t. General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
    u. Executive Order 13224 terrorism sanctions regulations.
    v. Government suspect /watch list.
    w. Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and narcotics trafficking.
    x. FACIS database searches to include OIG, GSA, OFAC and other sources.

y. National Healthcare Data Bank search and Sanction Report may include Medicare/Medicaid sanction search, OIG, GSA, and FDA debarment check.
z. Fingerprinting and the National Criminal Information Center which may reveal national wants and warrants information.
aa. International Criminal.
bb. Applicable State Exclusion List.
cc. Any Other Public Record.

- The student with a discrepancy on the background check will be informed of the results by the healthcare program designee and/or by the background check vendor.
- Discrepancies on the background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a background check to clinical affiliate(s).
- The student will be provided with a copy of the background check results, if applicable. Students should contact the vendor for background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences may be withdrawn from the healthcare program.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of clients and sanctions or debarment. Felony or repeated misdemeanor activity and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each discrepancy on a background check will be reviewed individually by the clinical affiliate(s). In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality
The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

DRUG SCREEN POLICY
Students must perform in the clinical setting in such a manner that will promote safe client care. Clinical agencies are obligated to assure that clients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies, and procedures established by these agencies relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama Community College System Nursing & Allied Health Programs and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama Community College System drug screen policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical and annual drug screening, random drug screenings, and screenings required on the basis of reasonable suspicion.

Pre-Clinical Screening
1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students

have the right to refuse to consent to drug testing under this program; however, students who decline participation in drug testing will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.

3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required. (Drug screens considered inconclusive, such as 'diluted', will need to be confirmed with further testing at the expense of the student). Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer (any costs will be the responsibility of the student).
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the program. The student will be considered for readmission according to the criteria specified in this document.

Random Drug Screening

At any point in time during a student's enrollment, the student may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined above will be used. The fee for the random screen will be paid by the student.

Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Presence of an odor of alcohol.
- Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
- Suspect of theft of medications while on the clinical unit.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to an incident/accident in the clinical agency.
- Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory. The faculty is to contact the Program Director,

Associate Dean of Allied Health, and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is reasonable suspicion, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student may be immediately terminated from the program.

Student Drug Screen Procedure

Drug screening procedures generally follow the procedures below:

1. Students must pay the designated fee prior to the time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student about current medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen types.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read, and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:
    Alcohol
    Amphetamines
    Barbiturates
    Benzodiazepines
    Cocaine
    Cannabinoids (Marijuana)
    Methaqualone
    Opiates (OxyContin)
    Phencyclidine
    Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the assigned vendor, Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual Colleges may require students to adhere to additional guidelines.

Confidentiality

The Dean/Director, Program Director, or designee will receive all test results. Confidentiality of the test results will be maintained in the department. Only the Dean/Director, Program Director/Chairperson,

designee, and the student will have access to the results, the exception being if any legal actions occur which require access to test results, and results requested by clinical agencies.

Appeals Process for Positive Drug Screen

1. If a student drug screen is positive, the student will contact the program director.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the program director. If the student remains unsatisfied, the student should explain in writing the complaint. The program director will have seven working days to respond.
5. If the student cannot reach an agreement with the program director, the student's next step is to present documentation to the Associate Dean of Allied Health then Dean of that program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student may choose to complete a formal student complaint form.

Readmission after positive drug screen

To be considered for readmission, students who withdraw from or are removed from the program due to a positive drug screen must:

1. Have an approved treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

Additional Information

Drug screening policies/programs required by the Alabama Community College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

FERPA

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent of legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Eligibility for ENG 101, if not already completed.
3. Submit official transcripts from all colleges/schools attended, including high school, to the registrar or admissions office by the application deadline, July 15.
4. Submit a completed Dental Assisting Program application by stated deadline.
5. Meet essential eligibility criteria.
6. Submit required form for observation of a dental assistant completing duties at a dental office (see Coastal Alabama Dental Assisting Resources page).

Selection Criteria:
While not all core academic courses listed below are required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students. If needed, prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

1. 3 points for an A, 2 points for a B, and 1 point for a C in MTH 116 or higher, ENG 101, and BIO 103.
2. 1 point for a C or higher in CIS 146, PSY 200, SPH 106 or 107, SOC 200, and a humanities/fine arts elective.

Additional Information:
Upon provisional acceptance into the Dental Assisting Program, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

ESTIMATED PROGRAM COSTS
Estimated program costs are available for viewing on the Coastal Alabama Community College Dental Assisting Program webpage Coastal Alabama Dental Assisting Program Costs

STUDENT RESOURCES
Students should refer to the Coastal Alabama Policy and Procedure Manual, Coastal Alabama Community College Catalog, and Coastal Alabama Student Handbook for student resources. Information on financial aid is in the Financial Aid section. The student is referred to the Student Services section for counseling and career information, job placement, learning resources and academic advisement. The Student Support Services Program is also available for qualified students and provides tutoring, counseling, and financial aid assistance. Drug counseling and treatment is located under the Campus Security Report Section. Coastal Alabama offers *Uwill Student Health & Wellness* to all students and faculty. *Uwill* offers students free immediate access to teletherapy, a direct crisis connection, and wellness programming through its easy-to-use online platform. Health services are not available on campus. For healthcare needs, the students should refer to their private or local healthcare provider or activate emergency medical services (911).
Campus security should be notified for all emergencies at 251-580-2222.

COMMITTEES AND ORGANIZATIONS
Class Representatives
Class representatives will be elected from each cohort. The process will be facilitated by the course instructor or program faculty. Class representatives serve the interest of the students by participating in faculty meetings and serving as the students' representative to administration and faculty.

EXAM ELIGIBILITY: DANB CDA CERTIFICATION
CDA Certification and GC Pathways
To earn CDA certification, you must pass the Radiation Health and Safety (RHS), Infection Control (ICE) and General Chairside Assisting (GC) exams within a five-year period. The exams may be taken together or separately. There are no eligibility requirements to take the RHS and ICE exams.
You must meet the requirements of one of the three eligibility pathways outlined in the CDA Application Packet **www.danb.org/exams**

Fair Testing Policy
DANB seeks to ensure a fair and equitable testing experience for all individuals while ensuring the security and reliability of the process. Improper behavior is not acceptable before, during or after an exam appointment, and each candidate's behavior is monitored during testing.
Consequences of improper behavior may include rescission of exam results and/or revocation of ability to take future exams. For examples of improper behavior, see DANB's Disciplinary Policy & Procedures, available at www.danb.org.

Accommodations for Candidates with Documented Disabilities
DANB exams are designed to provide an equal opportunity for each candidate to demonstrate their knowledge-based competence. For candidates who may require reasonable accommodation for their documented disability, please review the Reasonable Accommodations Form.

Background Information Policy
With the exception of the CDIPC and DISIPC exams, DANB national exam applications contain three background information questions that all exam candidates must answer. For details, see the Background Information Policy and Questions section in the exam application or see DANB's Background Information Policy.

Complaints Related to CODA Accreditation Standards
Coastal Alabama Community College's Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) and is committed to maintaining compliance with the Commission's Accreditation Standards and Policies.
Students, faculty, staff, and members of the public who believe the Dental Assisting Program is not in compliance with CODA Accreditation Standards may submit a complaint. Individuals are encouraged to first attempt to resolve concerns through the program or the college's established complaint and grievance procedures. Complaints should be submitted in writing and include sufficient detail to allow for appropriate review and investigation.
Complaints to CODA must specifically relate to the program's compliance with CODA Accreditation Standards or accreditation policies, a complaint may be submitted directly to the Commission on Dental Accreditation.
The Commission on Dental Accreditation reviews complaints that relate to a program's compliance with accreditation standards. The Commission does not intervene in matters related to admissions decisions, grades, individual disciplinary actions, or other issues that are more appropriately addressed through the College's established policies and procedures.
Information regarding the Commission's complaint process, including instructions for submitting a complaint, is available on the Commission's website.
Commission on Dental Accreditation
401 North Michigan Avenue, Suite 3300
Chicago, IL 60611-4250

BASIS FOR FINAL GRADE

Letter grades will be assigned according to the following for all DAT courses:

Percentage Grade	Letter grade
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

There will be no rounding of grades except for the final grade. For example, if a student's final grade is a 79.5 (.5) is rounded up and the student will be awarded a B.

DAT 100

Assessments		Percentage of Final Grade
Class assignments	10-15 class assignments	25%
Quizzes	8-10 quizzes	20%
Mock Exams	2 mock exams worth 100 points each.	10%
Midterm	1 worth 100 points	20%
Final Examination	1 comprehensive worth 50 points	25%
TOTAL		100%

DAT 101

Assessments		Percentage of Final Grade
Class assignments	8-12 assignments	25%
Quizzes	6-8 quizzes	25%
Skills Evaluations	39 skills assessments worth 100 points each	25%
Final Exam	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

DAT 102

Assessments		Percentage of Final Grade*
Class Assignments	10-12 class assignments	25%
Quizzes	6-8 quizzes	25%
Skills evaluation	34 skills assessments worth 100 points each	25%
Final Exam	1 final exam worth 100points	25%
TOTAL		**100%**

DAT 103

Assessments		Percentage of Final Grade*
Class Assignments	10-15 assignments	25%
Quizzes and ID Tests	2-5 quizzes 5-8 identification tests	25%
Midterm	1 midterm worth 100 points	25%
Final Examination	1 final exam worth 100 points	25%
TOTAL		**100%**

DAT 104

Assessments		Percentage of Final Grade*
Class Assignments	13-16 class assignments	25%
Quizzes	8-12 quizzes	25%
Midterm	1 midterm worth 60 points	25%
Final Examination	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

DAT 111

Assessments		Percentage of Final Grade
Class assignments	15-16 class assignments	20%
Journals	15-16 journals worth 50 points each	25%
Presentation	1 presentation worth 100 points	10%
Final Exam	1 comprehensive final worth 100 points	25%
Instructor Evaluation	1-2 instructor evals worth 100 pts each	15%
Dr/Staff Evaluations	2 Dr/Staff evals worth 100 pts each	5%
TOTAL		**100%**

DAT 112

Assessments		Percentage of Final Grade
Class assignments	10-15 class assignments	20%
Clinical skills checkoffs/Radiographs	13 skills checkoffs/radiographs worth 100 points each	25%
Review Tests and Mock Exams	4 review tests worth 100 points each. 1 mock exam worth 100 points each	20%
Midterm	1 midterm worth 50 points	10%
Final Examination	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

DAT 113

Assessments		Percentage of Final Grade
Class assignments	15-20 class assignments	20%
Community Service Participation	3 community projects worth 100 pts each	15%
Review Tests	2 review tests worth 100 points each.	20%
Midterm	1 worth 100 points	20%
Final Examination	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

DAT 116

Assessments		Percentage of Final Grade
Class assignments	7-10 class assignments	25%
ID Tests and Lab Assignments/Skills	14 lab skill assignments worth 100 points each. 6 ID tests	25%
Review Tests	5 review tests worth 100 points each.	25%
Final Examination	1 comprehensive final worth 50 points	25%
TOTAL		**100%**

DAT 121

Assessments		Percentage of Final Grade
Class assignments	8-10 class assignments	25%
Software Tutorials/Critical Thinking Skills	5 software tutorials/critical skills worth 50 points each	25%
Review Tests	8 review tests worth 100 points each.	25%
Final Examination	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

DAT 122

Assessments		Percentage of Final Grade
Tally Sheets	9-10 class assignments worth 20 points each	25%
Journals	9-10 journals worth 50 points each	25%
Presentation	1 presentation worth 100 points	20%
Instructor Evaluations	1-2 Instructor Evaluations worth 100 points	20%
Dr/staff Evaluations	2-3 Dr./Staff Evaluations worth 100 points	10%
TOTAL		**100%**

DAT 126

Assessments		Percentage of Final Grade
Class assignments	3-5 class assignments	25%
Quizzes	6 quizzes	25%
Mock Exams	2 DANB GCS mock exams worth 100 points	25%
Final Exam	1 comprehensive final worth 100 points	25%
TOTAL		**100%**

Appendix. A

Safety and Security Guidelines

- Infection Control and Exposure Prevention
- Standard Precautions
- Personal Protective Equipment
- Instrument Processing and Sterilization
- Operatory and Environmental Infection Control
- Health Requirements
- Professional Responsibility

Bloodborne and Infectious Disease Exposure

- Occupational Risk Exposure
- Student Responsibilities
- Immunization Requirements
- Exposure Incident Procedure
- Acknowledgement of Risk

Ionizing Radiation and Dental Radiography Guidelines

- General Radiation Safety Guidelines
- Pre-Clinical Radiography Competency

Spring Semester Radiography Requirements

Radiographic Surveys on Live Patients

Guidelines for Students Who Are Declared Pregnant

Safety and Security Guidelines

The Coastal Alabama Community College Dental Assisting Program is committed to maintaining a safe learning environment for students, faculty, patients, and clinical personnel. Students are expected to consistently demonstrate safe infection prevention and radiation exposure practices during all laboratory and clinical experiences.

All students shall comply with current infection control and radiation exposure recommendations established by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), applicable state regulations, the policies of affiliated clinical facilities, and the Dental Assisting Program.

Failure to follow infection control and radiation policies may result in removal from the laboratory or clinical setting and disciplinary action in accordance with program policies.

Infection Control and Exposure Prevention

Standard Precautions

Standard Precautions shall be followed during every patient encounter regardless of the patient's diagnosis or known disease status. Students shall assume that all blood, saliva, body fluids, mucous membranes, and contaminated instruments or materials are potentially infectious.

Students are expected to:

- Perform proper hand hygiene before and after every patient encounter and after removing gloves.
- Wear appropriate personal protective equipment (PPE) whenever exposure to blood, saliva, body fluids, aerosols, or contaminated materials is anticipated.
- Maintain aseptic technique throughout patient care.
- Prevent cross-contamination by maintaining separation of clean and contaminated areas.
- Minimize the production of aerosols and spatter through the use of appropriate clinical techniques.
- Follow approved procedures for cleaning, disinfecting, packaging, sterilizing, storing, and monitoring reusable instruments.
- Clean and disinfect environmental surfaces and treatment areas between patients using EPA-registered disinfectants or approved barrier techniques.
- Handle contaminated instruments carefully to prevent injury and cross-contamination.
- Dispose of sharps immediately after use in approved sharps containers.
- Dispose of regulated medical waste in accordance with OSHA standards and facility policy.
- Disinfect impressions, prostheses, appliances, and laboratory items before transport or handling as required.
- Follow established infection control procedures for radiographic equipment and image receptors.
- Immediately report any exposure incident, needlestick injury, or other occupational exposure to the supervising instructor and follow the program's exposure control procedures.

Personal Protective Equipment

Students shall wear appropriate PPE whenever indicated by the procedure being performed. Required PPE may include:

- Examination gloves
- Surgical or procedure mask
- Protective eyewear with side shields or face shield
- Clinic jacket, gown, or other protective outer garment
- Heavy-duty utility gloves during instrument processing and operatory disinfection

Gloves shall be changed between patients and whenever compromised. Masks shall be replaced between patients or sooner if they become wet or visibly soiled. Protective eyewear shall be cleaned and disinfected between patient encounters.

Instrument Processing and Sterilization
Reusable patient care instruments shall be cleaned, inspected, packaged, sterilized, and stored according to manufacturer instructions, CDC recommendations, OSHA regulations, and program protocols.
Students shall demonstrate competency in instrument processing procedures, including:

- Ultrasonic cleaning
- Instrument inspection
- Packaging and labeling
- Heat sterilization
- Biological monitoring
- Sterile storage
- Documentation of sterilization procedures

Manufacturer instructions shall always be followed for the maintenance, lubrication, cleaning, and sterilization of handpieces and other dental equipment.

Operatory and Environmental Infection Control
Treatment areas shall be prepared before each patient and thoroughly cleaned and disinfected after every patient encounter.
Students are responsible for:

- Applying and replacing surface barriers as indicated.
- Cleaning and disinfecting clinical contact surfaces.
- Properly transporting contaminated instruments.
- Maintaining separation of clean and contaminated work areas.
- Preparing the operatory for the next patient according to program protocols.

Health Requirements
Students must satisfy all required health documentation and immunization requirements established by the College and participating clinical affiliates before providing patient care. The Hepatitis B vaccination series is strongly recommended for all students with potential occupational exposure to bloodborne pathogens.

Professional Responsibility
Safe infection prevention practices are a professional responsibility and are evaluated throughout the Dental Assisting Program. Students are expected to consistently demonstrate competency in infection control principles during laboratory instruction, simulation activities, and clinical experiences.
Detailed procedures for operatory setup, instrument processing, sterilization, equipment maintenance, radiographic infection control, impression disinfection, and laboratory protocols are taught during laboratory instruction and must be performed according to current program procedures and manufacturer recommendations.

Bloodborne and Infectious Disease Exposure

Students enrolled in the Dental Assisting Program may be exposed to blood, saliva, contaminated instruments, sharps, and other potentially infectious materials during laboratory, clinical, and patient care activities. As future healthcare professionals, students are expected to adhere to all infection prevention and control standards to minimize the risk of occupational exposure to bloodborne pathogens and infectious diseases.

Occupational Risk Exposure
Potential exposures may occur through:

1. Needle sticks or injuries from contaminated sharps.
2. Contact of blood, saliva, or other potentially infectious materials with non-intact skin.
3. Splash exposure to the eyes, nose, or mouth.
4. Contact with contaminated instruments, equipment, or environmental surfaces.
5. Exposure to patients with communicable diseases.

Examples of bloodborne pathogens include, but are not limited to:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV)

Students may also encounter airborne, droplet, or contact-transmitted infectious diseases in clinical settings.

Student Responsibilities

All Dental Assisting students are required to:

1. Follow Standard Precautions with every patient, regardless of known diagnosis.
2. Use appropriate Personal Protective Equipment (PPE), including:
    - Gloves
    - Masks
    - Protective eyewear with side shields or face shields
    - Clinical gowns or protective clothing
3. Perform proper hand hygiene before and after patient care activities.
4. Follow all sterilization, disinfection, and instrument-processing procedures.
5. Properly handle and dispose of needles, sharps, and regulated medical waste.
6. Report any occupational exposure incident immediately to the clinical instructor and Program Director.
7. Comply with all clinical site infection control policies and Occupational Safety and Health Administration (OSHA) standards.

Immunization Requirements

Students are strongly encouraged and may be required by clinical affiliates to maintain current immunization status, including the Hepatitis B vaccination series or approved declination documentation, consistent with clinical site requirements.

Exposure Incident Procedure

In the event of exposure to blood, body fluids, or other potentially infectious materials, the student must follow these steps:

1. Perform Immediate First Aid:

- Wash exposed skin thoroughly with soap and water.
- Flush eyes, nose, mouth, or other mucous membranes with water.
- Remove contaminated clothing if applicable.
- Notify the clinical instructor immediately.
- Seek medical evaluation as soon as possible. Students may use the healthcare provider or clinic of their choice.
- All medical expenses related to the exposure incident are the responsibility of the student.

2. Report the Exposure:
   The exposure must be reported immediately to:
    - The Clinical Instructor
    - The Dental Assisting Program Director
    - The designated infection control representative at the clinical site

3. Follow Clinical Site Protocol:

- Comply with all exposure control procedures established by the clinical facility.
- Complete any incident reports or documentation required by the clinical site.
- If applicable and permitted by law, the clinical facility will attempt to obtain consent for source patient testing.
- All information related to the source patient and exposure incident must remain confidential.

4. Complete Required Documentation:

- Complete the Dental Assisting Exposure Incident Report Form.
- Obtain required signatures from the student and clinical instructor.
- Copies of the report will be maintained by the program and provided to the student.

5. Obtain Medical Follow-Up:

- Follow all recommendations of the healthcare provider regarding testing, treatment, and follow-up care.
- The Program Director will provide appropriate documentation needed by the healthcare provider, including vaccination status and exposure information at the students request.
- Submit the required Exposure Follow-Up Verification Form to the Program Director upon completion of the medical evaluation.
- Failure to provide required follow-up documentation may affect eligibility to participate in laboratory, clinical, or externship activities.

All exposure incidents are considered urgent and must be reported and addressed immediately to ensure appropriate medical evaluation, treatment, and documentation.

Acknowledgment of Risk

Participation in educational and clinical activities within the Dental Assisting Program involves an inherent risk of exposure to bloodborne pathogens and communicable diseases. Through adherence to established infection control procedures, Standard Precautions, OSHA regulations, and program policies, the risk of occupational exposure can be significantly reduced. Students are responsible for following all safety protocols to protect themselves, their patients, and other healthcare personnel.

The Dental Assisting Program maintains a commitment to providing a safe learning environment and to educating students in current infection prevention and control practices consistent with CDC, OSHA, and applicable state regulations.

Ionizing Radiation and Dental Radiography Guidelines

The Dental Assisting Program utilizes ionizing radiation to obtain diagnostic dental images for patient care. Students must adhere to all radiation safety standards, infection control protocols, and program requirements while performing radiographic procedures in both campus laboratory settings and clinical externship sites.

Radiographic standards, safety procedures, competency requirements, and image evaluation criteria are reviewed annually by the Dental Assisting faculty and Program Director. All students are expected to maintain compliance with current federal, state, institutional, and program-specific radiation safety requirements.

The Dental Assisting Program is committed to maintaining the highest standards of radiation safety through adherence to the **ALARA (As Low as Reasonably Achievable)** principle. Students, faculty, and staff are required to minimize radiation exposure by using appropriate exposure settings, proper patient positioning, radiation monitoring devices when applicable, and all required protective equipment and shielding. Radiographic procedures will be performed only when clinically necessary and in accordance with federal, state, and institutional regulations. The program provides education and training in radiation safety and expects all participants to consistently apply ALARA principles during laboratory, clinical, and patient care activities to ensure the safety of patients, operators, and the public.

General Radiation Safety Guidelines

1. Students must demonstrate competency in dental radiography on laboratory manikins before exposing radiographs on live patients.
2. All dental radiographs must be prescribed and obtained for diagnostic purposes only. Radiographs may not be taken solely to satisfy course requirements.
1. All patients must be properly protected with an approved lead apron and thyroid collar prior to radiographic exposure.
2. During radiographic exposure, students, faculty, staff, and observers must remain outside the path of the primary beam and either:
    - Stand behind a lead-lined barrier, wall, door, or shield, or
    - Maintain a minimum distance of six (6) feet from the source of radiation.
3. Students will use direct digital imaging sensors and approved dental imaging software as designated by the program and clinical facility.
4. Any equipment malfunction or safety concern must be reported immediately to the supervising instructor. Equipment issues occurring on campus will be documented by program faculty. Issues arising at clinical sites will be reported and managed according to the site's established procedures.
5. Exposed radiographic images must be handled, processed, stored, and evaluated according to program standards and course requirements.
6. Following image acquisition, students and instructors will evaluate radiographs for diagnostic quality, ensuring:
    - Complete visualization of the required teeth and anatomical structures.
    - Appropriate image density and contrast.
    - Correct horizontal and vertical angulation.
    - Absence of cone cuts or positioning errors that compromise diagnosis.
    - Proper image processing and presentation.
7. Radiation safety procedures and radiographic competency standards are reviewed annually by the Dental Assisting faculty and Program Director to ensure compliance with current professional standards and best practices.

Pre-Clinical Radiography Competency Requirements

Prior to participating in radiographic procedures during clinical externships, students must successfully complete all required laboratory competencies.

Students must:

- Successfully place, expose, and process three (3) complete radiographic series on manikins (two DXTTR and one Petey).
- Achieve a minimum score of **82%** on each required radiographic series.
- Demonstrate satisfactory competency before performing radiographic procedures on live patients.

Spring Semester Radiography Requirements

During the spring semester, students are required to complete the following:

Bitewing Radiographs

- Three (3) complete sets of bitewing radiographs:
    - Two sets on adult manikins.
    - One set on a child manikin.
    - Two sets using the bitewing tab technique.
    - One set using Rinn positioning instruments.

Periapical Radiographs

- Five (5) individual periapical radiographs, including:
    - One molar.
    - One premolar.
    - One canine.
    - One anterior image (maxillary or mandibular).
    - One image of the student's choice.

Full-Mouth Series (FMS)

- Three (3) complete full-mouth series:
    - One DXTTR series using the Bisecting Angle Technique (BAI).
    - One DXTTR series using the Paralleling Technique.
    - One Petey series utilizing Snap-A-Ray, bitewing tab, and occlusal techniques.

Students must:

- Self-evaluate all images prior to instructor submission.
- Earn a minimum score of 82%.
- Be permitted up to five (5) retakes on DXTTR series when necessary.
- Receive no grade higher than 82% on retaken assessments.

If a student is unable to successfully complete a DXTTR full-mouth series after five retakes, the student may repeat an entire series as scheduled by the Program Director. The repeated series must be completed without retakes and may not receive a score higher than 82%.

Additional Radiographic Procedures

Students must also successfully:

- Expose and process one panoramic radiograph.
- Expose and process one set of occlusal radiographs on DXTTR.
- Duplicate one set of bitewing radiographs in an approved format.
- Complete one Petey full-mouth series with no more than three (3) retakes.

Live Patient Requirements

After successful completion of all manikin competencies, students must complete:

- Two (2) passing full-mouth series on live patients.

- A minimum passing grade of 85%.

For live patients:

- Adult patients are limited to four (4) retakes per full-mouth series.
- Child patients (14 years of age or younger) are limited to two (2) retakes per series.
- If competency is not achieved within the allowed retakes, radiographic procedures must stop and a different patient must be secured.
- Student radiographic performance may be randomly monitored during the summer clinical experience to ensure continued competency and consistency.

Radiographic Surveys on Live Patients

To ensure patient safety and adherence to professional standards, the following requirements apply to all live-patient radiographic surveys:

1. Patients selected for full-mouth radiographic surveys must not have received a complete full-mouth series within the previous five (5) years, unless otherwise prescribed by the supervising dentist.
2. Two full-mouth series utilizing the paralleling technique are required. The Bisecting Angle Technique should only be used when clinically indicated.
3. Acceptable patients may include:
    - Adults with full dentition.
    - Children with mixed dentition.
    - Partially edentulous patients with four or more missing teeth.
4. Patients must generally be at least fourteen (14) years of age to qualify as adult dentition, unless clinical conditions warrant otherwise.
5. Patients under nineteen (19) years of age must have a completed and notarized parental/guardian consent form before radiographs are exposed.
6. Child patients must generally be at least eight (8) years of age and exhibit mixed dentition. Radiographs prescribed will be based on the size of the oral cavity and the supervising dentist's evaluation.
7. A complete patient chart, health history, and radiographic history must be completed before radiographs are taken.
8. A licensed dentist serving as an instructor must approve each patient before radiographic procedures begin.
9. Required signatures and consent documentation must be completed prior to treatment.
10. Students are responsible for ensuring all charting, notes, documentation, and billing procedures are completed accurately and in a timely manner.
11. If a patient requests copies of radiographs for another healthcare provider, a signed release form and complete mailing information must be provided before records are released.
12. No grade will be assigned until all charting, health histories, informed consent forms, and clinical notes are completed in their entirety.
13. All retakes must be documented within the patient's clinical record.
14. Patients must satisfy all applicable financial obligations before treatment services are completed.
15. Current clinic fees are:

    - Adult Full-Mouth Series: **$30.00**
    - Child Full-Mouth Series: **$20.00**

16. Students are responsible for communicating with clinical instructors regarding any required retakes.

17. When radiographs are determined to be non-diagnostic due to equipment malfunction rather than operator error, additional patient charges will not apply; however, another patient may be required to meet competency requirements.

Guidelines for Students Who Are Declared Pregnant

In accordance with **Alabama Department of Public Health Rule 420-3-26-.03, Standards for Protection Against Radiation**, the Dental Assisting Program is committed to protecting the health and safety of pregnant students while allowing continued participation in educational and clinical activities. The embryo/fetus dose limit for a declared pregnant woman is **0.5 rem (5 mSv) during the entire pregnancy**.

Declaration of Pregnancy

1. A student may voluntarily declare her pregnancy in writing to the Program Director.
2. The declaration is confidential and may be withdrawn in writing at any time.
3. Students are not required to declare a pregnancy; however, the special fetal dose limits established for a declared pregnant woman apply only after a written declaration has been submitted.

Requirements for a Declared Pregnant Student

If a student declares pregnancy, she will:

1. Counsel with Program Director and the Radiation Safety Officer (RSO) at her clinical site regarding:
    - The nature of potential radiation injury associated with in utero exposure;
    - Regulations established by the National Council on Radiation Protection and Measurements (NCRP);
    - Required radiation safety and preventive measures to be followed throughout the gestation period.
2. Complete a **Declaration of Pregnancy Form**.
3. Complete a **Release, Hold Harmless and Indemnification Agreement** form.
4. Complete the appropriate **Pregnancy Risk Form** required by the program.
5. Complete the **Acknowledgment of Student Pregnancy Policy and Nuclear Regulatory Guide**.
6. Submit, in writing, her decision regarding whether she will remain enrolled in the program and continue clinical participation.
7. Submit a **statement from her physician** verifying the pregnancy, expected due date, and awareness of inherent risks associated with participating in the program while being pregnant.

Requirements for Students Maintaining Full-Time Status

Any declared pregnant student who elects to maintain full-time status must abide by the following requirements:

a. **Strict adherence to all radiation safety precautions**, including the use of required personal protective equipment such as a lead apron, thyroid collar, lead eyewear (when available or required), protective barriers, and compliance with all exposure limitations and ALARA principles.

b. **Wear a personnel monitoring device (dosimeter)** positioned at the collar level outside the lead apron, or as otherwise directed by the Radiation Safety Officer. Exposure readings will be monitored by the RSO at the clinical site. A student may be removed from the clinical environment and placed on an immediate leave of absence if the RSO determines that continued participation could result in unsafe radiation exposure. **(A student fee will be assessed for students requiring dosimetry monitoring)**

c. If at any time the student believes she is working in an unsafe area or under conditions that may be detrimental to herself or her unborn child, she shall immediately remove herself from the situation and notify the Clinical Site Instructor and Program Director.

d. Under no circumstances shall a pregnant student intentionally place herself in the **primary beam of radiation**.

Radiation Safety Requirements

Declared pregnant students shall:

- Follow all **ALARA (As Low As Reasonably Achievable)** principles.
- Use all prescribed radiation protection devices and shielding.
- Remain behind approved protective barriers during radiographic exposures whenever possible.
- Follow all clinic, laboratory, and clinical affiliate radiation safety procedures.
- Immediately report concerns regarding radiation exposure to the Clinical Instructor, Program Director, or Radiation Safety Officer.

Acknowledgment

Students who voluntarily declare a pregnancy will receive information regarding radiation risks, fetal dose limits, monitoring requirements, and radiation safety practices. The Dental Assisting Program will make reasonable efforts to ensure compliance with all applicable radiation safety regulations while supporting the student's educational progress.

References: Alabama Department of Public Health Rule 420-3-26-.03, *Standards for Protection Against Radiation*; Alabama Office of Radiation Control guidance regarding declared pregnant workers.

COASTAL ALABAMA Allied Health Programs: Affirmation and Release Form

I, _____ (print name) affirm that I:

Received a copy of the Program Handbook and agree to abide by the policies, procedures, and guidelines referred to and within. I understand that I must have a PC or MacBook laptop as well as access to high-speed internet.
_____Initials

Agree that neither the College nor any member of the department is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while participating in any academic function related to program participation, including but not limited to the lab, and/or clinical setting.
_____Initials

Agree to maintain medical insurance for the duration of the program understanding that the College, instructors, and clinical agencies are not responsible for any claims or expenses incurred while participating in the Allied Health Program, including at a clinical site and/or at the campus lab.
_____Initials

Agree not to practice invasive procedures outside of the supervised lab or clinical setting.
_____Initials

Agree to perform clinical facility orientations as specified prior to performance of clinical experiences.
_____Initials

Will not receive monetary or other compensation for participation in the clinical course from either the institution or healthcare facility unless enrolled in an apprenticeship with a participating facility.
_____Initials

Will provide updated CPR and immunization records prior to the beginning of the semester for which they fall due. I understand it is the responsibility of the student to verify that information submitted to Castle Branch is received.
_____Initials

Understand that I will be required to undergo background screening/drug testing and untoward findings may result in termination from the program. Drug testing is required a minimum of every 12 months and randomly as requested.
_____Initials

Meet the essential eligibility criteria with or without accommodation in order to fulfill the program requirements and perform in the clinical settings.
_____Initials

Understand I may be required to obtain a flu vaccination in Fall semester and for subsequent Spring semester clinicals.
_____ Initials

Student Signature: _____Date:_____

Coastal Alabama Allied Health Program: Consent Form

Coastal Alabama Community College Allied Health Program: Consent to Maintain Healthcare Records

I understand that the Coastal Alabama Allied Program will maintain copies of my health records required for clinical/program participation. This information is severely restricted to the legitimate operational use of the Coastal Alabama Allied Health Program. To protect my privacy, this information will be maintained securely and not disclosed to anyone without my written permission unless required by law.

The Coastal Alabama Community College Allied Health Program may use this information to notify me of expiring immunizations or other related health requirements. I agree that information may be revealed to attending health providers in the event of a medical emergency or for clinical participation. All physical healthcare records maintained by the Coastal Alabama Allied Health Program will be destroyed three years following the completion of, or termination from the program.

Student Signature:_____

Transfer of Records

I give permission for the dental assisting program to write a letter of good standing to other institutions as needed in the case of a transfer request. Students will make the request from program director and/or instructors prior to placement of such letter.

Student Signature: _____

Criminal Charges

I will inform the Program Director/Division Chair of any criminal charges incurred after admission to the program. The Program Director/Division Chair will report to the clinical agencies to determine the student's eligibility to continue in the program.

Student Signature: _____

Background Check and Drug Screen

I give permission for the Coastal Alabama Allied Health Division to forward the results of my background check and/or drug screen as requested of the clinical agencies used by Coastal Alabama.

Student Signature: _____

Date: _____

COASTAL ALABAMA COMMUNITY COLLEGE

Request for Exemption from Required Vaccines for Participation in Nursing and Allied Health Coursework

Student Name:_____**Date of Birth:**_____**Date:**_____

Please select one or more vaccinations in which you are requesting an exemption:

□ COVID-19
□ Hepatitis B
□ Influenza (Flu)
□ Measles, Mumps, Rubella (MMR)
□ Tetanus (Tdap)
□ Varicella

Guidance for medical exemptions for vaccination can be obtained from the contraindications, indications, and precautions described in the vaccine manufacturer's package insert and by the most recent recommendations of the Advisory Committee on Immunization Practices (ACIP) available in the Centers for Disease Control and Prevention publication, Guide to Vaccine Contraindications and Precautions. This guide can be found at the following website:
https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

Check the exemption you are requesting:

_____ This exemption request is for medical reasons.
NOTE: Documentation from your primary care physician, Nurse Practitioner, or Physician's Assistant MUST be attached to requests for exemption due to medical reasons.

_____ This exemption request is for reasons of personal conviction/religious reasons.
NOTE: A personal statement indicating the basis for the request should be provided in the space below:

_____
_____
_____
_____
_____

Coastal Alabama partners with third parties to provide clinical opportunities for students. Third parties may implement a requirement that a student prove vaccination status as a condition of accessing required clinical educational opportunities. Healthcare facilities contracted with Coastal Alabama Community College may deny access for clinical hours based on facility-specific policies related to vaccinations, potentially prohibiting the student's progression in the program.

Initial all blanks below to indicate understanding, and affirm vaccination declination:

____ I understand the risks and benefits of the vaccines named above.

____ I understand the risk of contracting illness from not being vaccinated.

____ I understand the risk of transmitting illness to others.

____ I understand that if I have not received and/or do not maintain current vaccination, I may be required to adhere to additional health and safety measures and/or my participation in clinicals may be denied or limited.

____ I understand that there is a chance I may not be able to progress in the program, pending clinical site availability and the ability to complete the clinical hours required for the program.

By signing below, I acknowledge that I have read and understand the immunization requirements. If I am not 18 years of age, my parent or legal guardian must sign below. I do further hereby, now and forever, free and release the Alabama Community College System, its member institutions/faculty/staff, and clinical affiliates from any and all legal and financial responsibility as a result of this declination.

I hereby affirm that the information in this request is true and accurate. I understand that providing misleading or false information is grounds for disciplinary action, which may include termination from the program.

_____ _____

Student's Printed Name Student's Signature

_____

Date

_____ _____

Healthcare Provider's Printed Name Healthcare Provider's Signature

_____

Date