Dental Assisting Program
Hillsborough Community College

FACULTY
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Performance Standards

Critical Thinking
Interpersonal
Communication
Motor Skills
Hearing
Visual
Tactile
Self-Care
Intellectual Abilities
Commitment to Learning
Affective Learning Skills
Dress Code

Disclaimer Clause

Please note that while every attempt has been made to assure the accuracy of this handbook, typographical errors may occur and/or policies or procedures may change. Therefore, the Dental Assisting Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this Handbook as circumstances arise.

If changes in this Handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood.

Mission

Hillsborough Community College Dental Assisting Program, an accredited educational site by the American Dental Association Commission on Dental Accreditation, is dedicated to providing accessible, high quality, affordable education in a superior, innovative learning environment to students. We will provide the education and training necessary for dental assistants to work in all of the dental community. The program will take a leadership role for educating dental assistants that will add to the growth and economic development of the Tampa Bay area and the State of Florida.

Dental Assisting Catalog Description

Dental Assisting offers the student a career that requires both interpersonal and technical skills; he or she will have the most comprehensive duties in the dental office.

The dental assistant will expose and process x-rays, fabricate temporary crowns, take impressions for study models, place sealants, polish teeth, place fluoride treatments, place and remove rubber dams, place and remove temporary restorations, place oral surgical dressings, chart oral conditions, instruct the patient on oral home care, complete office management tasks, and keep the office in compliance with OSHA and Bloodborne pathogens mandates.
Career Opportunities: A student who completes the program can be employed in the local or private dental office in one of the following areas: General Practice, Orthodontics, Periodontics, Pediatric Dentistry, Oral Surgery, Endodontics, or in a dental clinic in the Correctional Facilities, Military Bases, and Public health unit. Some dental companies will hire dental assistants with B.S. degrees. Teaching is also an option if a bachelor degree is achieved.

The Dental Assisting Program at HCC is 12 months in duration if attended full time.

**Equal Access/Equal Opportunity and Educational Equity**

HCC is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability or marital status or any other bias that is or may be prohibited by law. In addition, the College does not discriminate in our employment practices or in the admission and treatment of students. HCC is committed to equitable treatment of all students and employees and to working towards a learning and working environment free of discrimination and harassment for current as well as prospective students and employees. The College provides equal educational opportunities to qualified individuals with disabilities and complies with and fully supports the Americans with Disabilities Act. (See college catalog and all other legislation protecting the rights of individuals with disabilities.)

**Professional Liability Insurance**

The College provides limited group professional liability insurance coverage for all currently registered health sciences students through the Florida Community College Risk Management Consortium. Information about coverage and current limits of liability may be obtained from the office of the Dean of Health, Wellness and Sports Technologies. Students who desire their own professional liability insurance are encouraged to obtain such coverage.

Students are assessed a lab fee for each clinical/practicum course to provide for professional liability insurance. Note that NO insurance is provided unless the student is registered in a skills lab or clinical course and all applicable fees paid.

**Health and Safety Policies**

This training program includes many potentially dangerous exposures to infectious diseases. Although the staff and faculty of Hillsborough Community College will provide as much protection and guidance as possible, neither the College, nor its staff or faculty, nor its affiliates can accept any responsibility or financial liability for injury, illness, or exposure of any student in this program.

**Incident Report**

Facility incident reports will be filled out by the clinical supervisor and signed by the student for the following circumstances:

A. When personal injury has occurred to the student in the clinical setting.
B. When the student has come in contact with a communicable disease in the clinical setting.

A copy of the report will be placed in the student’s file. The student will be given an infection control orientation at the onset of the clinical experience. Students must abide by the facility’s infection control policies and procedures. The student must notify the faculty within twenty-four (24) hours of the incident and will receive a HCC Incident Report Form for completion.
Emergency Treatment in the Clinical Settings:
(Student Medical Expenses)

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the college and the hospital/affiliate. The affiliate reserves the right to bill the student for such emergency treatment, the student is liable for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Students at clinical education settings are subject to contracting a disease or incurring bodily injury as a result of activities in the affiliate. Thus, students assume the risk of disease for bodily injury and acknowledge that the College is not responsible for any damages arising from participation in clinical education settings.

Medical Insurance and Emergency Care

The College, Division or Program does not provide health and medical insurance for students. The student is responsible for all costs associated with any medical procedure and for maintain health and medical insurance while enrolled in the program. Some clinical education settings require that all students attending the facility provide proof of medical insurance. Students attending these clinical settings must comply with this condition or mutually agreed affiliation between the clinical education settings and HCC. Each student should check his/her personal health insurance policy to ensure that she or he is covered by the policy for illness or injury resulting from the clinical experience.

Medical Condition/Pregnancy

The Dental Assisting Program at HCC requests that a student voluntarily inform the Program Manager of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from his/her physician stating that the student is physically able to continue as a student including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.

Medical Leave

If a student is unable to continue due to a medical condition, the student must present documentation from a physician indicating the nature of the condition, any limitations (s) and an expected recovery date. If the Program Manager concurs with the leave request, the student’s request will be forwarded to the Dean of Health, Wellness and Sports Technologies for final review. The Dean will advise the student in writing of her action regarding the leave. If the student is awarded a medical leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

Example: If a student cannot complete fall term 2008 due to a pregnancy, the student must return to the program no later than fall 2009. A student, who is unable to return at that time, must seek admission as a new student at any time in the future. However, if a student who is pregnant completes fall term and is able to return spring 2009, there is no need for any accommodation.

A medical leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).

Emergency Leave

If a student has a personal emergency that requires absence from classes, the student must request an emergency leave from the Program Manager. Depending upon the circumstances, the Program Manager may request documentation supporting the leave. If the Program Manager concurs with the leave request, the student’s request will be forwarded to the Dean of Health, Wellness and Sports Technologies for final review. The Dean will advise the student in writing of her action regarding the leave. If the student is awarded an emergency leave from the
program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

An emergency leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).

**Informed Consent Signature Document**

During Dental Assisting Student orientation the student will be required to fill out a Division of Health, Wellness and Sports Technologies Informed Consent Signature Document that will be kept in his or her file. Students will NOT be permitted to begin the Clinical portion of the program until all portions of the document are signed.

**Physical Requisites for Successful Clinical Performance**

The field of Dental Assisting is a challenging and demanding field. With one partner, the dental assisting student must be able to safely lift, carry, and maneuver a 165-pound mannequin. **Infection Diseases**

Students performing in the clinical facilities must understand that they may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B and HIV (AIDS).

Hillsborough Community College recommends that all Health Science program students obtain the Hepatitis B vaccine prior to entering the clinical experience of the program.

Students understand and assume the risks in the clinical portion of Health Science programs at Hillsborough Community College, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS) and other related infectious diseases while participating in the required clinical experiences.

**Attendance**

An educational program centered on classroom is predicated on the concept of class attendance at scheduled class sessions. Should a student be required to miss a class it is the student’s responsibility to notify the instructor promptly. Faculty is required to keep attendance records for lecture in compliance with various federal regulations. Student absences can have a deleterious effect on the student’s grades or the continuing eligibility for financial assistance.

Students are required to attend all scheduled classes. Refer to individual course syllabi for absenteeism statements. Reduction of course grade and withdrawal from the course statements are addressed in individual course syllabi based on number of missed classes out of total classes. Missed exams must be made up. It is the student’s responsibility to schedule a make-up time with the instructor. Failure to do so will result in a zero. Attendance in scheduled clinical and field situations is mandatory. Total compliance with the clinical schedule is required for an “A” grade. Clinical grading will be based on demonstrated skill proficiency. Unexcused absences can result in serious grade reductions. Regardless of skill performance, one unexcused absences may result in a maximum possible grade of “B”. Two unexcused absences may result in a maximum grade of “C”. Unexcused absences from clinical hospital or field-may also result in loss of clinical privileges and thus dismissal from the program.

**Registration**

Students are responsible for registering for all required courses to complete degree requirements totaling 1,230 clock hours. Students may register for most courses during regular registration. It is the student’s responsibility to monitor their progress toward the completion of all courses including general education courses required for the degree. Failure to register promptly can result in a student being unable to continue in the program. ALL REGISTRATIONS for Dental Assisting courses require Program Manager Signature and Division of Health Sciences stamp of approval. Students should consult with program faculty or an academic advisor if they have questions regarding registration.
Admission, Dismissal, Withdrawal and Readmission

It is important that all students be aware of the administrative procedures that apply to admission, dismissal, withdrawal and readmission to Health Sciences programs.

Please refer to Health Sciences Operation Manual (see Health Sciences Website) for detailed information regarding dismissal from and readmission to this and any other Health Science Program.

Students are admitted contingent upon a satisfactory physical examination prior to the first day of class.

Failure to maintain a grade of “C” or better in program required courses will result in dismissal from the program. In certain circumstances such dismissal may be permanent and readmission to the program may not be possible. Specific steps must be followed to apply for readmission. Voluntary withdrawal from any program course, or the program itself (interruption of continuous registration in the program required courses) also requires specific steps to be followed to retain rights to readmission when permitted. *A student is only permitted readmission within 12 months following dismissal or withdrawal.* Under certain circumstances, reapplication to the specific program and reconsideration in the normal applicant pool is required.

It is the student’s responsibility to read and become familiar with the appropriate rules and procedures. Students should consult with the Dental Assisting Program Manager or the Dean of Health, Wellness and Sports Technologies if they have questions regarding the appropriate rules and/or procedures.

Additionally, students will receive a failing grade and be dismissed from the Program for cheating or falsifying documents. In such cases, readmission may not be possible.

Cheating shall include any attempt, by any means, to obtain a grade, which the student has not legitimately earned by completing required course work in a proper manner.

Cheating includes signing or obtaining the signature of a clinical preceptor or supervisor on a competency summary or to other document to make it appear the student has completed a competency which in fact the student has not demonstrated; obtaining answers from another student directly or indirectly, verbally, or visually, during a test; changing answers after a test has been turned in to make it appear a grading error has occurred; or any other action on the part of a student, or others, that directly, or indirectly, results, or is intended to result, in the awarding of a higher grade than the student would otherwise be eligible. The student need not have actually obtained, or attempted to obtain any benefit from the action.

Grading/Evaluation Policies

To be in academic good standing in the Dental Assisting Program, a dental assisting student must have a final grade of 75 or higher in all dental assisting classes, and must have successfully completed 100% of all coursework attempted.

Failure to maintain a grade of “C” or better in program required courses will result in dismissal from the program. In certain circumstances, such dismissal may be permanent and readmission to the program may not be possible. Specific steps must be applied must be followed to apply for readmission. Voluntary withdrawal from any program course or the program itself (interruption of continuous registration in the program required courses) also requires specific steps to be followed to retain rights to readmission when permitted. *A student is only permitted readmission within 12 months following dismissal or withdrawal.* Under certain circumstances, reapplication to the specific program and reconsideration in the normal applicant pool is required.
It is the student’s responsibility to read and become familiar with the appropriate rules and procedures. Students should consult with the Dental Assisting Program Director or the Dean of Health, Wellness and Sports Technologies if they have any questions regarding the appropriate rules and/or procedures.

Additionally, students will receive a failing grade and be dismissed from the program for cheating or falsifying documents. In such cases, readmission may not be possible. Cheating shall include any attempt, by any means to obtain a grade, which the student has not legitimately earned by completing required course work in a proper manner.

Cheating includes signing or obtaining the signature of a clinic preceptor or supervisor on a competency summary or to other document to make it appear the student has completed a competency which in fact the student has not demonstrated; obtaining answers from another student directly or indirectly, verbally, or visually, during a test; changing answers after a test has been turned in to make it appear a grading error has occurred; or any other action on the part of a student, or others, that directly or indirectly, results, or is intended to result, in the awarding of a higher grade than the student would otherwise be eligible. The student need not have actually obtained, or attempted to obtain any benefit from the action. **Clinical Evaluation**

For clinical experience evaluation, there will be grades for all procedures completed on patients and clinical skill competency evaluations for various procedures that require a satisfactory level of skill to continue in the clinical curriculum. There will be a minimum level of proficiency required for all clinical skill competency evaluations. Remediation skill sessions will be provided by faculty outside of normal clinic hours to assist the student in the successful completion of skill competencies for each clinical course.

To be in academic good standing in the Dental Assisting Program, a dental assisting student must have a final grade of 75 or higher in all dental assisting classes, and must have successfully completed 100% of all coursework attempted.

**Student Code of Conduct**

A critical incident is defined as any action or failure to take action, which may result in, or has the potential to result in harmful effects to the well being of an individual. Such incidents should be recorded and reported following the normal chain of command immediately. Each critical incident should be taken very seriously and will be evaluated on an individual basis by a committee composed of, but limited to, the course instructor/faculty and the Program Manager.

In order that the rights and safety of all students are protected, we ask that your activities be governed by reasonable rules of conduct. The following acts are among those that shall constitute cause for disciplinary action in the form of a written critical incident and/dismissal from the Dental Assisting Program at HCC. This is not a finite list.

Each component of the Code of Conduct will be assigned a Grade I or II. A Grade I incident will constitute immediate dismissal from the clinic/classroom setting for the remainder of the semester in which the incident occurred. A Grade II incident will constitute one written warning. A second Grade II incident of the same nature will constitute immediate dismissal from the clinic/classroom setting for the remainder of the semester in which the incident occurred. A total of three Grade II incidents (of any nature) in the same semester will be grounds for dismissal from the clinic/classroom setting for the remainder of the semester. If the student is removed from one program, he/she should not be able to go to another program.

**Grade I**

Stealing any property of the dental assisting program, dental assisting program patients, dental assisting faculty, dental assisting staff, dental assisting students, visitors, Hillsborough Community College personnel, or other Hillsborough Community College property.
Willfully damaging (to the extent that the damaged property CAN be repaired) any property of the dental assisting program, dental assisting program patients, dental assisting faculty, dental assisting staff, dental assisting students, visitors, Hillsborough Community College personnel, or other Hillsborough Community College property.

Willfully damaging (to the extent that the damaged property CANNOT be repaired) any property of the dental assisting program, dental assisting program patients, dental assisting faculty, dental assisting staff, dental assisting students, visitors, Hillsborough Community College personnel, or other Hillsborough Community College property.

Reporting for, or attempting to work while under the influence of alcohol, prescription or illegal drugs or narcotics, or other chemical, or in a physical condition making it unsafe to practice clinically as a dental assisting student.

Patient abandonment: Not reporting to the dental assisting program, or to an assigned community dental health laboratory program, office, nursing home, elementary school, etc., where and when you were the prescribed primary caregiver, and did NOT contact the dental assisting program, or assigned community dental health laboratory program, office, nursing home, elementary school, etc., to offer an excuse or reason for NOT reporting.

Patient abandonment: Leaving the dental assisting program, or to an assigned community dental health laboratory program, office, nursing home, elementary school, etc., during assigned hours where and when you were the prescheduled primary caregiver, without the clinic instructor’s or supervising dentist’s or off campus supervisor’s knowledge AND permission.

Patient neglect: Physical, mental, and/or verbal patient abuse; or knowingly and willfully failing to observe universal precautions.

Forging, falsifying, or making a willful misstatement of facts on any patient record chart or any student record.

Forging the signature of a clinic instructor, a lecture instructor, a laboratory instructor, and a supervising dentist or off-campus supervisor.

submitting work that is not your own work, or submitting work that was previously submitted for another course requirement.

Speaking negatively, gossiping, or making libelous statements about Hillsborough Community College, the dental education facility, dental assisting faculty, dental assisting students, family members, and patients.

Violating client rights as defined by law. (i.e., Confidentiality)

Failure to report any activity or incident that adversely affects the patient.

Any act that is deemed sufficient in the clinic’s instructor’s view, which hinders the quality of the patient care, rendered by a student of HCC.

Administering medications, treatments, and procedures WITHOUT the approval of the clinic instructor or supervising dentist.

Smoking in unauthorized areas.

Disobedience or insubordination to a clinic instructor, lecture instructor, laboratory instructor, supervising dentist, dental assisting faculty or dental assisting staff.

Disorderly, unethical, or indecent conduct in the classroom or in the clinic setting.
Possession of a pager or cellular phone in the clinic setting.

Note:
Pagers and phones. To minimize classroom disruptions, cell phones and pagers must be turned off or set on silent/vibrate mode. Making and/or receiving a cell phone in the classroom during class time is not acceptable. Do not bring a pager or cellular phone into the clinical setting. These instruments may disrupt sensitive equipment.

Grade II

Discussing personal problems with the patient.

Abandonment – Excessive tardiness (defined as three (3) tardies) or failure to inform the clinic instructor of tardiness or absence by telephone at least one hour prior to the beginning of the clinic setting.

Consuming food or beverage at unauthorized times or in unauthorized areas.

Failure to abide by the clinic uniform standard for HCC.

Failure to follow the chain of command as outlined in the HCC Student Handbook.

Failure to abide by the policies/procedures of the clinic facility (i.e. smoking, dosimeter). Any student that comes to the program without his/her dosimeter will be sent home for the day, and the day will be counted as an absent day.

Family members/friends are not to contact students at the clinic site or visit students during clinic time. If necessary, family members/friends may contact HCC and the student will be contacted through the instructor for any messages.

The omission or commission of any deemed clinically unsafe, unethical, or unprofessional by the clinic instructor.

Fraternization with employees or representatives of the clinic facilities is prohibited during clinic hours.

**DANB Mission Statement**

To come together to advance the dental assisting profession and to enhance the delivery of oral health care by presenting a united and strengthened voice that reflects all careers within dental assisting

**DANB Goals**

1. To conduct research to determine the needs of the dental assisting profession at the grassroots level
2. To define which of these needs are within the purview of either or both organizations' mission statements
3. To attempt to address those needs that fall within either or both organizations' purviews
4. To move toward mandatory education and credentialing for dental assistants
5. To work together to enhance the delivery of oral health care
6. To maintain organizational autonomy while accomplishing goals 1-5

**Overall Purpose**

To protect the public and improve patient access to oral health care, dental assistants should have the education appropriate for and be able to demonstrate competency in the services delivered. To this end, the American Dental Assistants Association and the Dental Assisting National Board, Inc. have developed a four-level list of core competencies for dental assistants, moving from basic support functions to more advanced chairside procedures, performed under the supervision of a licensed dentist.
**Criminal Background Checks**

In order to be eligible as an applicant to a health science program, the applicant cannot have a criminal history with a conviction of one or more crimes as outlined below.

(A) Crimes—Judgments of guilty or pleas of nolo contendere to the following crimes will disqualify applicants from entering into Health Science program: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault; if the victim of the offense was a minor; aggravated assault; battery, if the victim of the offense was a minor; aggravated kidnapping; kidnapping; false imprisonment; sexual battery; prohibited acts of person in familial custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft, robbery, and related crimes, if the offense is a felony; fraudulent sale of controlled substances, only if the offense was a felony; incest; abuse or neglect of disabled adult or elderly person; exploitation of disabled adult or elderly person; exploration of disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual performance by a child; obscene literature; drug offenses which were a felony of if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child as defined in s.3901(2) and (47); does not have a confirmed report of abuse, neglect, or exploitation as defined in x. 415.503(6), or abuse or neglect as defined in x. 415.503(6), which had been uncontested or upheld under s.415.1075 or s.415.504; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065 (2) (c); and has not committed an act that constitutes domestic violence as defined in s.714.128.

(B) Application Fee—Each applicant to a health science (allied health or nursing) program will be charged an application fee of $20.00 to apply for one health science program. The fee will cover the $15.00 fee charged by FDLE for criminal background check is valid for only one application processing period.

(C) Applicant/Student Enrollee Obligations—An individual will be responsible for notifying the district office of the Admission, Registration and Records Officer about (813/253-7004) any arrests, regardless of adjudication that occur during the processing period and the program manager of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in a program. The individual is responsible for notifying the appropriate office within 5 working days of the arrest. The program manager must notify the Dean of Health, Wellness and Sports Technologies within five (5) working days of the student’s notification. Failure of the student to notify Admissions, Registration and Records Officer or program manager shall be grounds for denial of admission to or dismissal from the program. After admission into an allied health or nursing program, the student must remain free of disqualifying charges or may be subject to dismissal from the program. After admission into an allied health or nursing program, the student must remain free of disqualifying charges or may be subject to dismissal from the program.

(D) Note: Pursuant to Section 456.0635, Florida Statutes, effective July 1, 2009, health care boards shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendre to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).
Veterans’ Benefits

Students in Health Science programs are approved to receive veterans’ benefits. The Veterans Administration determines what is considered “full-time” for purposes of benefits. The student wishing to receive these benefits should see the veterans’ representative at the onset of their enrollment into the program to determine their eligibility for these benefits.

Drug Testing

Prior to admission to any allied health or nursing program, all students must pass a drug screening test that satisfactorily demonstrates that the student is free from the use of any illegal drug, unprescribed controlled substance described or named in law. All applicants accepting a seat in a health science program must submit to a drug test within 30 days prior to the first day of the program. All test results must be mailed directly from the testing lab to the Dean of Health, Wellness and Sports Technologies office. The health science program managers will assist the Dean of Health, Wellness and Sports Technologies in evaluating the reports. A list of medical laboratories approved to conduct testing will be provided to students accepted into the program as part of the orientation packet. It will be the student’s responsibility to select an approved drug testing facility and pay for the drug testing fee.

(A) Eligibility – In order to be eligible to be admitted into a health science program, the applicant must not show the presence of any drugs within the following classes following a urinalysis: amphetamines, cannabis, cocaine, opiates, PCP.

(B) Affiliate Agency’s Policies – In addition to drug testing at the time of admission into an allied health or nursing program, an affiliate agency may request that a student submit to a drug test based on their agency drug testing policies. If the affiliating agency has reasonable suspicion that a student is either impaired, has used or is using illegal drugs and/or alcohol, the student will be requested to provide the program manager with a copy of these drug test results. Failure of the student to notify the program manager shall be grounds for dismissal from the program.

Financial Aid

Financial aid is any scholarship, grant, loan or work study employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Potential Financial Aid Student’s must be degree seeking, meet enrollment requirements, meet financial aid requirements and make satisfactory academic progress to be eligible for financial aid. Students seeking financial assistance must apply each academic year. For more information, consult the College Catalog and contact the staff of the Financial Aid office located in Student Services.

In addition to financial aid, scholarships may be available. Please see a financial aid counselor for further information.

Student Services

The Department of Student Services has a wide variety of programs and services for student success. These services include: Admissions and Registration; Academic Advisement and Counseling; Career Planning and Job Placement; Disabilities Student Services; Financial Aid Services: Testing Services and a variety of Publications and Information.

Work Policy

A student in the Dental Assisting Program is not permitted to work for pay in the dental office during HCC clinical rotations as long as (s) he is enrolled in the Program. This is a program policy. Previous experience demonstrates that the students working in excess of 20 hours per week may have lower grades and reduced comprehension.
Third Party Comments

The American Dental Association requires Hillsborough Community College Dental Program to collect all third party comments. If a student would like to make a comment his/her comments will be kept in their student file and a copy is forwarded to the Dean of Health, Wellness and Sports Technologies.

**DASO Dental Assistant Student Organization**

**Article I: Name**
The name of the club shall be Dental Assistant Student Organization. This organization was found for the dental assisting students who are trying to pursue their education at Hillsborough Community College. **Article II: Mission Statement**
The mission of Dental Assistant Student Organization (DASO) is to provide education in good oral health care through service and training. This includes academic, social activities and community activities. **Article III: Motto**
Education leads to a brighter smile.

**Dental Assisting First Semester Schedule**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Allied Dental Theory LEC DEA0130 (Reed) 45</td>
<td>Intro to Clinical Procedures LEC DES0800 (Reed) 60</td>
<td>Head, Neck and Dental Anatomy LEC DES0021 (Reed) 45</td>
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<td>Dental Materials LEC DES0103 (Reed) 45</td>
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<td>Dental Psychology LEC DES0300 (Reed) 15</td>
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<td>Head, Neck and Dental Anatomy Lab DES0021L (Reed) 30</td>
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<td>Intro to Clinical Procedures LEC DES0800 (Reed) 60</td>
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**First Semester Course Number**

<table>
<thead>
<tr>
<th>Course Name</th>
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<tr>
<td>HSC 1220</td>
<td>Intro to Healthcare</td>
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Taught in one- or two-day format

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<tr>
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<tbody>
<tr>
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<td>Computer Application in Modern Dentistry</td>
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<tr>
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<td>Intro to Clinical Procedures</td>
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<tr>
<td>DES 0021</td>
<td>Head, Neck, and Dental Anatomy</td>
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<td>DES 0021L</td>
<td>Head, Neck, and Dental Anatomy Lab</td>
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<tr>
<td>DES 0103</td>
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<td>DES 0103L</td>
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<td>DES 0300</td>
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<tr>
<td>DEA 0130</td>
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Total Semester Hours: 361

**Dental Assisting Second Semester Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>8:00-8:50</td>
<td>Clinical Practice Lab DES08000L&lt;br&gt;(Reed) 150</td>
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Second Semester
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<td>Clinical Practice Lab</td>
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<td>DES 0134</td>
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### Dental Assisting Third Semester Schedule

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### Third Semester

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<td>DES 0844</td>
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### Dental Assisting Curriculum Sequence

#### First Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>HSC 0003</td>
<td>Intro to Healthcare</td>
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<tr>
<td>DES 0500</td>
<td>Computer Applications in Modern Dentistry</td>
<td>30</td>
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<tr>
<td>DES 0800</td>
<td>Intro to Clinical Procedures</td>
<td>60</td>
</tr>
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<td>DES 0800L</td>
<td>Intro to Clinical Procedures Lab</td>
<td>30</td>
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<tr>
<td>DES 0021</td>
<td>Head, Neck, and Dental Anatomy</td>
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<td>Head, Neck, and Dental Anatomy Lab</td>
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<tr>
<td>DES 0300</td>
<td>Dental Psychology and Communications</td>
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<td>DEA 0130</td>
<td>Allied Dental Theory</td>
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#### Second Semester

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#### Third Semester

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<tr>
<td>DEA 0801L</td>
<td>Clinical Practice Lab</td>
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<tr>
<td>DEA 0936</td>
<td>Dental Seminar</td>
<td>15</td>
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</table>
DES 0830  Expanded Functions for Dental Auxiliaries  15  
DES 0830L  Expanded Functions for Dental Auxiliaries Lab  45  
DES 0840  Preventive Dentistry  30  
DES 0502  Dental Office Management  30  
DEA 0931  Dental Assisting in Orthodontics  15  
DEA 0931L  Dental Assisting in Orthodontics Lab  30  
Total Semester Hours  434  

**Dental Assisting:**  
Courses and Descriptions

**HSC 1220**  
Intro to Health Care  
16 clock hours  
This course introduces the student to skills and procedures common to allied health occupations including basic first aid and CPR.

**DES 0500**  
Computer Applications in Modern Dentistry  
30 clock hours  
This course introduces the student to basic computer and word processing concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: mailing labels, enhancements, spreadsheets and database.

**DES 0800**  
Intro to Clinical Procedures  
60 clock hours  
This core introduces the dental assisting student to the basic concepts of clinical practice. Topics include the history of dentistry, dental health team members, professional organizations, medical/dental history, operation and maintenance of dental equipment, operator/patient, four-hand techniques, oral evacuation, dental charting, cleaning of removable appliances.

**DES 0800L**  
Intro to Clinical Procedures Lab  
30 clock hours  
This core course is designed for the practical application of professionalism and clinical procedures. Development of introductory skills is practiced in the clinical setting. Demonstration of required procedures is evaluated using preset standards.

**DES 0021**  
Head, Neck, and Dental Anatomy  
45 clock hours  
This course is a study of the anatomy of the head and neck with emphasis on the maxilla and mandible. In addition, the anatomy of the deciduous and permanent dentitions and supporting structures will be covered.

**DES 0021L**  
Head, Neck, and Dental Anatomy Lab  
30 clock hours
This laboratory course provides the student an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental practice.

**DES 0103**  
**Dental Materials**  
45 clock hours  
This course provides the student with the theoretical knowledge of the composition, preparation and application of materials commonly used in dentistry.

**DES 0103L**  
**Dental Materials Lab**  
45 clock hours  
This course is designed to provide basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.

**DES 0300**  
**Dental Psychology**  
15 clock hours  
This course is designed to introduce students to the basic theories of psychology to have a better understanding of how behavioral patterns and how those patterns relate to dentistry. The course will also allow the student a better understanding of verbal and written communications.

**DEA 0130**  
**Allied Dental Theory**  
45 clock hours  
This course provides the student with fundamental knowledge of embryology and oral histology, microbiology, oral pathology, and nutrition. Students will research various topics related to each unit and provide a short, written report.

**DES 0205**  
**Radiology**  
45 clock hours  
This course provides the student with fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.

**DES 0205L**  
**Radiology Lab**  
45 clock hours  
This course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs.

**DEA 0400**  
**Anatomy and Physiology**  
45 clock hours  
A study of the development of the human body, along with a survey of the structure, growth, and function of the body’s organ system.

**DEA 0800**  
**Clinical Practice I**  
60 clock hours  
This course is designed to introduce students to the basic theories and procedures involved in various Dental
Specialties including Restorative/Cosmetic Dentistry, Endodontics, Periodontics, Pediatric Dentistry, Oral Surgery, Orthodontics, and Fixed and Removable Prosthodontics. The course will also give the student additional time to practice chair side skills.

DEA 0800L
Clinical Practice Lab I
150 clock hours
This course is designed to give the student closely supervised instruction and clinical experience involving patients and dentists performing all functions required of a general dentistry chair-side assistant. The student will have additional responsibilities in the area of radiography, sterilization, patient management, expanded functions, and preventive oral hygiene care.

DES 0134
Dental Office Emergency
30 clock hours
This course provides the student with theory and practice in basic emergency procedures to manage emergencies that may occur in the dental setting.

DES 0053
Dental Pharmacology/Pain Control
30 clock hours
This course is a study of agents used in dentistry for local anesthesia and pain control. Nitrous Oxide sedation and its use will be covered.

DES 0053L
Dental Pharmacology/Pain Control Lab
15 clock hours
This course will provide the students with lab experience in nitrous oxide sedation.

DEA 0801L
Clinical Practice Lab
254 clock hours
Continuous practice in all the skill areas of the dental assisting curriculum. Included will be a supervised internship program utilizing the private dental offices and clinical settings. The student will apply all skills and competencies developed and increase her/his capabilities and proficiencies.

DEA 0936
Dental Seminar
15 clock hours
This course is designed to provide students with a review for the Dental Assisting National Board Exam and to provide the student with an understanding of ethics, jurisprudence, and risk management as related to dentistry.

DES 0830
Expanded Functions for Dental Auxiliaries
15 clock hours
This course is designed to provide basic knowledge necessary for the dental assistant to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES 0830L
Expanded Functions for Dental Auxiliaries Lab
45 clock hours
This course is designed to provide basic knowledge and clinical practice necessary for the dental assistant to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.
DES 0844
Preventive Dentistry
30 clock hours
Students are introduced to the philosophy and principles of preventive dentistry. Emphasis is on the dental auxiliary’s role in patient’s education and care. Topics include: development of plaque and calculus, development of carious lesions, plaque control techniques for the patient, fluorides, tooth stains, plaque indices, patient education and motivation, caries activity testing, and smoking cessation.

DES 0501
Dental Office Management
30 clock hours
This course enables the student to gain knowledge and proficiency in all procedures necessary for office management. The course includes telephone techniques, ordering supplies, recall system, appointment control, bookkeeping, billing, and insurance procedures.

DEA 0931
Dental Assisting in Orthodontics
15 clock hours
This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination.

DEA 0931L
Dental Assisting in Orthodontics Lab
30 clock hours
This course includes lab instruction on malocclusion, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination.

First Clinic Objectives will be for DEA 0800L
Course Objectives:

<table>
<thead>
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<th>Lab/Pre-Clinical</th>
<th>Clinical</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

1. Operate and maintain dental equipment.
2. Sequence tray set-ups according to use.
4. Understand and anticipate instruments and supplies needed for general practice procedures.
5. Follow ADA, OSHA, and CDC recommended infection control procedures.
6. Utilize four-handed dentistry procedures.
7. Use correct positioning for transferring instruments.
8. Use correct positioning for suctioning during dental procedures.
9. Use correct techniques for rinsing and drying a cavity preparation and rinsing the client’s mouth.

10. Mix and manipulate dental materials correctly, without waste.

11. Assess client’s medical history.


13. Assess oral functions conditions.


15. Chart existing oral conditions.

16. Provide oral hygiene instruction.

17. Load and pass the anesthetic syringe.

18. Understand and anticipate instruments and supplies needed for dental procedures.

19. Utilize aseptic techniques during post-operative procedures.

20. Adhere to regulations pertaining to professional appearance.

21. Arrive and leave office according to office schedule.

22. Demonstrate genuine interest in dentistry by participating in procedures and responding to responsibilities in the office.

23. Communicate effectively with dentist and staff.

24. Communicate effectively with the dental clients.

25. Present yourself to the dentist, staff, and dental patients as having a concerned attitude about dentistry.

26. Demonstrate knowledge of restorative and cosmetic dentistry, instruments, and functions of a dental assistant in restorative and cosmetic procedures.

27. Demonstrate knowledge of pediatric dentistry as a specialty, office management, and control of periodontal patient, identifying child behaviors, child’s examination, and pediatric treatments.

28. Demonstrate knowledge of oral and maxillofacial surgery and dental implants. Identify procedures, instruments, and functions of a dental assistant in oral maxillofacial surgery

29. Demonstrate knowledge of Periodontics as a dental specialty. Identify procedures, instruments, and functions of a dental assistant in periodontics.

30. Demonstrate knowledge of Orthodontics as a dental specialty. Identify procedures, instruments, and functions of a dental assistant in orthodontics.

31. Demonstrate knowledge of Endodontics as a dental specialty. Identify procedures, instruments, and functions of a dental assistant in endodontics.

32. Demonstrate knowledge of fixed prosthodontics as a dental specialty. Identify procedures, instruments, and functions of a dental assistant in fixed prosthodontics.

33. Demonstrate knowledge of removable prosthodontics as a dental specialty. Identify procedures, instruments, and functions of a dental assistant in removable prosthodontics. **The Second Clinic Objectives for DEA 0801L**

1. Review patient appointments for the day, and update files as needed.
Exposure Lab/Pre-Clinical Clinical 2. Communicate effectively, and manage patients.
Exposure Lab/Pre-Clinical Clinical 3. Dismiss patients appropriately.
Exposure Lab/Pre-Clinical Clinical 4. Make an appointment for a patient in the appointment book.
Exposure Lab/Pre-Clinical Clinical 5. Pull patient files for the next clinical day.
Exposure Lab/Pre-Clinical Clinical 6. Confirm patient appointments including the day, date, time, and procedure to be performed.
Exposure Lab/Pre-Clinical Clinical 7. Manage accounts payable.
Exposure Lab/Pre-Clinical Clinical 8. Manage business communications with the public.
Exposure Lab/Pre-Clinical Clinical 9. Adhere to a professional appearance, and present yourself to the patient as having a helpful and concerned attitude.
Exposure Lab/Pre-Clinical Clinical 10. Manage inventory control system.
Exposure Lab/Pre-Clinical Clinical 11. Complete insurance forms.
Exposure Lab/Pre-Clinical Clinical 12. Manage client recall system.
Exposure Lab/Pre-Clinical Clinical 13. Fabricate surgical stints. (Given the opportunity).
Exposure Lab/Pre-Clinical Clinical 14. Understand and anticipate instruments and supplies needed for dental procedures.
Exposure Lab/Pre-Clinical Clinical 15. Utilize aseptic techniques during post-operative procedures.
Exposure Lab/Pre-Clinical Clinical 16. Adhere to regulations pertaining to professional appearance.
Exposure Lab/Pre-Clinical Clinical 17. Arrive and leave office according to office schedule.
Exposure Lab/Pre-Clinical Clinical 18. Demonstrate genuine interest in dentistry by participating in procedures and responding to responsibilities in the office.
Exposure Lab/Pre-Clinical Clinical 19. Practice within legal, ethical and professional standards.
Exposure Lab/Pre-Clinical Clinical 20. Recognize levels of anxiety and coping behavior in clients and understand the dynamics involved.
Exposure Lab/Pre-Clinical Clinical 21. Communicate effectively with dentist and staff.
Exposure Lab/Pre-Clinical Clinical 22. Communicate effectively with the dental clients.
Exposure Lab/Pre-Clinical Clinical 23. Present yourself to the dentist, staff, and dental patients as having a concerned attitude about dentistry.
Exposure Lab/Pre-Clinical Clinical 24. Provide oral hygiene instructions.
Exposure Lab/Pre-Clinical Clinical 25. Apply pit and fissure sealants.
Exposure Lab/Pre-Clinical Clinical 26. Apply pit and fissure sealants.
Exposure Lab/Pre-Clinical Clinical 27. Monitor Nitrous Oxide (Given the opportunity).
Exposure Lab/Pre-Clinical Clinical 28. Place and remove periodontal dressings.
Exposure Lab/Pre-Clinical Clinical 29. Remove sutures (Given the opportunity).
Exposure Lab/Pre-Clinical Clinical 30. Place dressing for osteitis (Given the opportunity).
Exposure Lab/Pre-Clinical Clinical 31. Place rubber dam efficiently.
Exposure Lab/Pre-Clinical Clinical 32. Remove rubber dam without trauma to tissue.
Exposure Lab/Pre-Clinical Clinical 33. Place a matrix retainer and wedge utilizing proper form of tooth structure.
Exposure Lab/Pre-Clinical Clinical 34. Place a matrix retainer and wedge without fracturing the filling.
Exposure Lab/Pre-Clinical Clinical 35. Place a base or liner in appropriate area.
Exposure Lab/Pre-Clinical Clinical 36. Safely expose, process, and mount a variety of good quality dental radiographs.
Exposure Lab/Pre-Clinical Clinical 37. Take good quality preliminary and opposing model impressions.
Exposure Lab/Pre-Clinical Clinical 38. Place retraction cord.
Exposure Lab/Pre-Clinical Clinical 39. Place and remove temporary crowns and restorations.
Exposure Lab/Pre-Clinical Clinical 40. Remove excess cement from coronal surfaces.
Exposure Lab/Pre-Clinical Clinical 41. Polish clinical crowns of teeth to remove stains and soft deposits.
Exposure Lab/Pre-Clinical Clinical 42. Polish amalgam restorations without deformity.
Exposure Lab/Pre-Clinical Clinical 43. Clean and polish removable appliances.
Exposure Lab/Pre-Clinical Clinical 44. Apply a topical fluoride utilizing correct technique and time.
Exposure Lab/Pre-Clinical Clinical 45. Fabricate custom impression trays (Given the opportunity).
Exposure Lab/Pre-Clinical Clinical 46. Operate and maintain dental equipment.
Exposure Lab/Pre-Clinical Clinical 47. Sequence tray set-ups according to use.
Exposure Lab/Pre-Clinical Clinical 48. Understand and anticipate instruments and supplies needed for general practice procedures.
Exposure Lab/Pre-Clinical Clinical 49. Follow ADA, OSHA, and CDC recommended infection control procedures.
Exposure Lab/Pre-Clinical Clinical 50. Utilize four-handed dentistry procedures.
Exposure Lab/Pre-Clinical Clinical 51. Use correct positioning for transferring instruments.
Exposure Lab/Pre-Clinical Clinical 52. Use correct positioning for suctioning during dental procedures.
Exposure Lab/Pre-Clinical Clinical 53. Use correct techniques for rinsing and drying a cavity preparation and rinsing the client’s mouth.
Exposure Lab/Pre-Clinical Clinical 54. Mix and manipulate dental materials correctly without waste.
Exposure Lab/Pre-Clinical Clinical 55. Assist with medical emergencies.
Exposure Lab/Pre-Clinical Clinical 56. Assess client’s medical history.
Exposure Lab/Pre-Clinical Clinical 57. Assess condition of intraoral/extraoral soft tissues.
Exposure Lab/Pre-Clinical Clinical 58. Assess oral function conditions.
Exposure Lab/Pre-Clinical Clinical 59. Assess tooth structure for existing restorative treatment.

**General Information**

**Expanded Functions Certification:**
Students will receive a certificate listing the expanded functions in which that student has successfully completed the written exams and demonstrated clinical competency through performance testing.

**Dental Assisting National Board (DANB):**
Dental Assisting students who have successfully completed the dental program. Current certification in CPR is one of the requirements to take the exam.

**Mock Board Examination:**
A mock board exam will be administered to prepare students for the National Board Examination. ALL STUDENTS are required to take the mock exam.

**Academic Standards:**

1. A student must maintain a grade of “C” (2.0 GPA) in each of the Dental Assisting courses. A student earning below a “C” (2.0 GPA) in any course, will be prohibited from continuation in the program. Students may reapply to the program to retake those courses with less than a “C” average.

2. Students may be placed on probationary status by the Dental Assisting faculty for failure to maintain a “C” average during a course or for violation of departmental or clinical rules, or for failure to meet course, clinical or laboratory requirements by an established deadline. Probationary status is limited to one semester, during which time student performance is expected to improve or dismissal from the program will result. Probationary status may not necessarily precede a recommendation for dismissal.

3. Students on probation are not eligible to hold a class officer position, to receive honors or awards, or to participate in a leadership role which reflects upon the Dental Assisting program. If serving in a capacity upon enactment of probation, the student is expected to give up those responsibilities immediately upon notification of probationary status.
Dismissal Requirements:

The following situations, while not all inclusive, represent some instances where the Dental Assisting faculty, in consultation with the Chairperson of Health Sciences, may request a student to resign or be dismissed from the program.

1. Failure to follow the departmental clinical policies and guidelines.
2. Violation of the established code of conduct and dress.
3. Unauthorized class, laboratory, or clinic.
4. Falsifying records or signatures.
5. Leaving a patient unattended or abandoning a patient.
7. Incompetent treatment/services.

Off-Campus Clinical Sites:

Clinical experience is gained through internship off-site clinicals and in local private offices. Both extramural sites are contracted for and are respected for their provision of quality training and educational support of the Dental Assisting program. The formal contract requires that students adhere to established policies and guidelines as spelled out in the contract and in the clinical practice section of this manual. Students violating these terms will be withdrawn from the extramural site and subsequently from the program. Students are expected to conduct themselves as professionals, abiding by the departmental and clinical rules and regulations, presenting themselves as examples through their dress, conduct, and attitude at all times, both in on-campus and off-campus facilities.

Failure to provide reasonable care for dental patients under the student’s care. Some examples are:

-Unsafe and unnecessary radiation exposure.
-Unauthorized retaking of radiographs.

Academic Assistance:

The Dental Assisting faculty encourages and supports a comprehensive program of academic counseling for all students. Successful retention of all students is a high priority among the faculty, yet recognizing the magnitude and complexity of the course material, every effort is made to identify student deficiencies and to offer/provide a means of remediation or support to successfully retain those students.

Tutoring Assistance:

Faculty - one-on-one
Students- study groups

College Remedial Courses:

Reading English
Math College Preparatory Course

Students are encouraged to take advantage of these opportunities as early as possible to assure success in their academic career goals.

Incomplete Grades:

A grade of Incomplete (“I”) is given when a student fails to complete all course requirements. Incomplete grades are given only to students whose work thus far has been acceptable (“C” grade or better). A student has 8 weeks from end of term in which the grade was earned, to have the grade of “I” changed to a letter grade. Failure to change an incomplete grade at the end of that time, results in an automatic grade of “F.”

Make-Up Examinations:

Make-up examinations will be allowed for the following situations:
1. Sickness which is covered by a doctor’s note.
2. Legitimate and reasonable absence(s) where the instructor has been notified in advance of the absence(s).

Make-up examinations will usually be essay form and it is the responsibility of the student to make arrangements with the instructor to take the make-up examination within the first week of returning to school.

It is preferred that the student, where applicable, take a scheduled examination early rather than requiring a make-up examination.

Faculty is not required to provide make-up quizzes that may be given unannounced. The instructor may do so at his/her own discretion.

**Hepatitis B Surface Antigen Test**

Arrangements for this test may be made through the Hillsborough County Health Department or through a private physician. Documentation of a negative test result must be submitted.

**TB Skin Test or Chest X-Ray**

These may be taken at the Hillsborough County Health Department or through a private physician. A negative test result must be documented on file.

**Physical Examination**

A complete physical and health history is required. Forms will be furnished with packet.

**Hepatitis B Vaccine**

The ADA and United States Public Health Service have strongly recommended that all dental personnel (Dentists, Auxiliaries, Technicians) take the Hepatitis B Vaccine. The cost is $130.00 (approximate) for the three dose vial. All clinical personnel should be vaccinated for protection against contacting a disease that is potentially fatal. It is not possible to determine from a patient’s health history if they are a carrier of Hepatitis. Every patient must be treated as a potential carrier.

It is therefore recommended that individual arrangements be made for receiving the Hepatitis B Vaccine. More information will be provided in your course work.

**Performance Standards for Admission, Progression, and Graduation in the Dental Assisting Program at Hillsborough Community College**

Successful participation and completion of the Dental Assisting Program requires that a candidate be able to meet the demands of the program. Dental Assisting students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities to be in compliance with legal and ethical standards.

Throughout the program, students acquire the foundation of knowledge, attitude, skills, and behaviors that are necessary to function as a dental assistant. Those abilities that the dental assistant must possess to practice safely are reflected in the standards that follow.

Candidates for the program must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of program requirements.
<table>
<thead>
<tr>
<th>STANDARD</th>
<th>EXAMPLES</th>
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<tbody>
<tr>
<td>Critical Thinking</td>
<td>Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.</td>
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<tr>
<td>- Applies critical thinking processes to their work in the classroom and various clinical settings.</td>
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<tr>
<td>- Exercises sound judgment in class, laboratory, and clinic situations.</td>
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<tr>
<td>- Follows safety procedures established for each class, laboratory, and clinic.</td>
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<td>- Demonstrates ability to self-evaluate.</td>
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<td>- Demonstrates ability to identify problems and offer possible solutions.</td>
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<tr>
<td>Interpersonal</td>
<td>Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.</td>
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<td>- Demonstrates ability to cooperate with others and works as a team member.</td>
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<td>- Demonstrates ability to maintain poise and flexibility in stressful or changing conditions.</td>
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<td>Communication</td>
<td>Demonstrates the ability to communicate clearly with patients/clients, physicians, other health professionals, family members, significant others, caregivers, community, or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing, and computer literacy.</td>
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<tr>
<td>- Reports clearly and legibly through progress notes in patient’s charts.</td>
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<td>- Participates in group discussions to deliver and receive information and responds to questions from a variety of sources.</td>
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<td>- Explains treatment, preventive procedures, and disease process to patient and/or caregiver.</td>
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<td>- Communicates with patient and faculty regarding patient care and referrals.</td>
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<td>- Demonstrates ability to establish rapport and working relationship with colleagues and patients.</td>
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<td>- Recognizes and responds appropriately to individuals of all ages, genders, races, socioeconomic, religious, sexual preferences, and cultural background.</td>
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<tr>
<td>Motor Skills</td>
<td>Demonstrates the ability to execute motor movements reasonably required to provide general and emergency treatment to patients/clients.</td>
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<td>- Moves around in classroom, laboratory, and clinical operatory.</td>
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<tr>
<td>- Moves to and from sterilization, reception room, business office, x-ray rooms, and clinical operators.</td>
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- Provides for patient safety and well being in positioning of dental chair, dental light, and x-ray equipment.
- Exhibits sufficient manual dexterity to manipulate small and large equipment.
- Performs dental hygiene instrumentation with hand and ultrasonic instruments.
- Performs expanded duties.
- Performs CPR.

Hearing
Demonstrates functional use of hearing to monitor and assess health needs.

- Demonstrates ability to obtain appropriate information from instructors and classmates in laboratory settings and examinations.
- Demonstrate ability to ascertain a patient experiencing a medical emergency.
- Demonstrates ability to obtain appropriate medical history and data collection directly from the patient or guardian.
- Demonstrates ability to observe lectures, and laboratory demonstrations.
- Receives information via observation, assessment, and evaluation of oral tissues in regards to normal and abnormal conditions.
- Observes patient’s response to care and assesses and evaluates level of oral hygiene.

Visual
Demonstrates visual acuity and perception sufficient for observation and assessment.

- Demonstrates ability to observe lectures, and laboratory demonstrations.
- Receives information via observation, assessment, and evaluation of oral tissues in regards to normal and abnormal conditions.

Tactile
Demonstrates tactile abilities sufficient to gather assessment information and provide intervention

- Demonstrate ability to palpate soft tissue and detect patient’s pulse.

<table>
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<tr>
<td><strong>Self-Care</strong></td>
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<tr>
<td>- Maintains personal hygiene.</td>
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<tr>
<td>- Demonstrates safety habits and work area neatness.</td>
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<td>- Maintains a healthy lifestyle.</td>
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Commitment to Learning
Demonstrate a positive attitude towards decision-making, policies, and operating methods, rules, etc.
- Complete reading assignments and other activities outside of class.
- Demonstrate initiative, motivation and enthusiasm.
- Demonstrate ability to complete all work without evidence of cheating or plagiarism.
- Attends all class, laboratory and clinical assigned.
- Is consistently punctual to all classes, laboratories and clinical assignments.

Affective Learning Skills (behavioral & social attitudes)
Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the mental, emotional, physical, and behavioral safety of clients and other individuals with whom one interacts in the academic and clinical setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.
- Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component that occurs within set constraints.
- Demonstrates willingness to accept challenges.
- Open to feedback.
- Listens actively.
- Follows guidelines and rules for the program and College.

Intellectual Abilities
Demonstrates ability to read, write, speak, and understand English at a level consistent with successful course completion and development of a positive patient/student relationship.
- Demonstrates ability to comprehend and follow verbal and written instruction.
- Demonstrates ability to perform simple and repetitive tasks.
- Can learn to reconcile conflicting information.
- Written communication: Demonstrate ability to use proper punctuation, grammar, spelling, work is neat and legible.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

Dress Code

(Required for ALL clinical and laboratory days)
1. **UNIFORMS**: Students are to wear the required uniform each day. Uniforms must be clean and pressed.
2. **LINGERIE**: White or nude lingerie are to be worn under the uniform.
3. **LAB COAT**: A lab coat may be worn over the uniform.
4. **SHOES/HOSIERY**: Clinic shoes must be worn. Full support hose are recommended.
5. **SAFETY GLASSES**: Approved safety glasses must be worn for all clinical and laboratory sessions.
6. **HAIR**: Hair must be clean, neat, off the face and off the collar.
7. **MAKE-UP**: Makeup, if worn, must be used in moderation.
8. **NAILS**: Nails are to be **SHORT** and well manicured.
9. **JEWELRY**: A watch and only 2 earrings allowed, one in each ear.