

HINDS COMMUNITY COLLEGE  
DENTAL ASSISTING TECHNOLOGY PROGRAM  
STUDENT MANUAL SPRING 2021

**Welcome!**



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Welcome to Hinds Community College and congratulations on being admitted to the Dental Assisting Program. As you begin this new phase of your life, you will be faced with many new challenges. You will also experience a great deal of personal growth. We want you to know that we are dedicated to helping you grow as a student and a professional so that you will also continue this process of growth in a successful career.

The next year will also be very rewarding in many aspects. Your life will be filled with new friendships, new experiences, fun, and lots of hard work. You will eventually come to a point in your studies where you will be able to look back and be amazed at how much you have learned and accomplished. The key to your success is to: study and ask questions; follow the rules and guidelines; always be professional and courteous.

The DAT program is a technical program and should not be compared with general academic classes. The program is a one year, lock-step program; therefore, courses must be completed consecutively. We want you to realize that all programs at Hinds Community College Nursing Allied Health Center are different. Each program may have some similarities, but each program has their own set of guidelines for the students to follow in order to complete the program. Therefore, the information contained in this student manual is designed to provide specific information about the program, as well as, behavioral guidelines. Following these guidelines will make your educational experience more productive and pleasant. You are expected to be aware of and comply with the guidelines and procedures contained in this manual. At the end of this manual we ask that you sign the agreement for us to keep in your file. The program faculty can answer any questions regarding this information.

Again, we are excited to have you in the program. We are looking forward to a great next year with you. We look forward in assisting you to be successful in this program and your career.

William “Bill” Duncan, DDS  
Dental Director

Neal Lehan, DMD  
Dental Director

Valeria L Winston, MPH, CDA, DrPHc  
Department Chair

Misty A Mohr, BS, RDH, CDA  
Instructor

Jamesha Walker, BS, CDA  
Instructor

# **FACULTY**

## **INSTRUCTOR OFFICES**

Students are asked not to use class time to discuss individual program questions or personal problems. However, students are encouraged to come to instructors' offices at any time to ask program questions or discuss any problems.

Instructor's offices are located on the 2<sup>nd</sup> floor. Instructors are available during office hours or by appointment. Office hours of each instructor are subject to change each semester. Office hours are posted or noted in syllabi. Students are not allowed in the instructors' offices unless an instructor or administrative assistant is present.

## **MESSAGES FOR THE INSTRUCTOR**

Instructors may be contacted by phone at their office. Messages may be left on the instructor voice mail. When leaving a message on voice mail please leave name, date, time, then message and any return call phone numbers.

Instructors may be reached via text or voice call between the hours of 8:00 am and 5:00 pm. Anytime before 8:00 am and after 5:00 pm the instructor may be contacted for emergencies only.

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Neal Lehan, DMD  
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## **Hinds Community College Mission Statement**

The mission of Hinds Community College, a public comprehensive community college, is to offer high quality education through relevant and diverse programs and resources for persons with various interests and abilities by:

- Providing [academic college transfer programs](#) that lead to an associate's degree and fulfill the first two years of a bachelor's degree.
- Providing [career/technical programs](#) that respond to industry and community needs and lead to professional credentials, a certificate, and/or an Associate in Applied Science degrees.
- Providing [continuing education programs for adults](#) in the community that enhance cultural enrichment and promote lifelong learning.
- Providing [customized training or short courses, seminars, and workshops for business, government, social, and civic entities](#) that result in organizational improvement, promote economic growth, and meet educational and service needs.
- Providing [dual credit, dual enrollment](#), and [basic education courses](#) and programs that cultivate academic success leading to high school equivalency or entry to college-level courses.

## **DAT Mission Statement**

The mission of the dental assisting program is to provide students with the necessary didactic, laboratory and clinical experiences to enable the students to become competent and skilled assistants in a variety of roles under the direct supervision of the dentist.

### Program Goals

The program's goals used to achieve the mission statement include:

- To provide a learning environment for students to obtain academic knowledge and clinical skills in dental assisting.
- To provide the necessary resources and technology to enable students to become efficient in the application of didactic and technical knowledge.
- To provide an environment that promotes and demonstrates a safe and caring atmosphere.
- To provide sequenced learning experiences to promote development of critical thinking skills.
- To provide experiences that enhances the student's ability to communicate appropriately and effectively.
- To provide special activities to promote the development of social, professional, and leadership skills.
- To provide leadership that demonstrates ethical and legal principles in the dental environment.
- To encourage an interest in and a desire for further professional growth.

## **Nursing and Allied Health Civility Statement**

Faculty, staff, and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. All Hinds Community College employees, students and visitors are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. In order to achieve positive outcomes, employees and students are expected to be professional at all times, demonstrating accountability and responsibility in their actions, and to foster an environment free of distractions or disruptions. Inappropriate behaviors will be addressed in accordance with college policies, procedures and guidelines.

## **COLLEGE SUBSTANCE USE**

### **Smoking/Tobacco Use**

Effective January 1, 2015, Hinds Community College declared all campuses tobacco-free. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College are not permitted. This includes college owned vehicles, sidewalks and parking lots. Penalties for smoking and littering are described in the current College Student Handbook. The Tobacco-free Campus policy is part of the college's commitment to creating a healthy and productive environment for students, employees and visitors of our campus community. Smoking guidelines of each clinical agency must also be observed.

### **Drug and Alcohol Abuse Guidelines**

All students in nursing and allied health programs are required to meet the Drug Free Environment Statement as published in the College Student Handbook. Resources for students are available in the Drug and Alcohol Awareness Booklet which can be found on the College website, [www.hindscc.edu](http://www.hindscc.edu), > [Offices > Campus Police](#). Note that the Booklet documents the following College Policy: "All students found guilty of violations resulting from substance use or abuse may be suspended or expelled from school and/or the residence hall for one semester or more as decided at the hearing. (August 1, 1990) Alcohol is considered a controlled substance under this policy." Students must report all current controlled drugs on their health form and must update their records as changes occur. Although some controlled drugs can be purchased over-the counter in limited quantities, nursing and allied health students must have a current prescription for any controlled drug.

## **COURSE-WITHDRAWAL POLICY**

### **Course Failure**

Students who fail a health program course are required to meet with the program director/chairperson to complete an exit interview.

### **Course Withdrawal Procedures**

Approved dates for withdrawal are published in the College catalog and will be strictly enforced. Withdrawal from a nursing or allied health course is a two-step process. If a student wants to withdraw from a course(s), the student must begin the process with the program director/chairperson by completing an exit interview form. The student must turn in radiation dosimeter badge at the time of the exit interview.

- Due to clinical objectives and the program sequence, anyone who sits out a semester will need to start over in the Dental Assisting program.
- Students who receive an "I" or incomplete, or an "F" at the end of the first semester in any Dental Assisting class may NOT proceed to the second semester due to requirements for clinical assignments.

### **Scholastic Probation and Suspension**

Students must maintain at least a 2.0 GPA during any semester. Failure to do so will result in scholastic probation. Students placed on scholastic probation must enroll in EDU 1413, Improvement of Study. This course is designed to improve study habits and academic success. Students placed on scholastic suspension must follow college policies and procedures regarding enrollment requirements. (See College Catalog for the most current policies, procedures, and requirements.)

## **PARKING**

All students are required to purchase a parking decal which can be purchased from the Cashier on any College campus. Police Officers will issue tickets for parking violations or moving violations on campus. Vehicles parked on the street will be ticketed by the respective police departments. A temporary decal may be issued for up to five days if a student has to drive a different vehicle from the one registered. Students with a documented disability may park in the designated parking spaces. Students must request a permission card from the Administration Office, by bringing documentation of disability and the number on your handicap tag or decal. Students cannot utilize a disability designated parking space based on a tag or decal that is registered in another name. Tags/decals will be verified by the police office. The permission card must be posted in the left front window of the vehicle.

Student Traffic Citation Appeals are handled differently on each campus. Appeals forms are available in the following locations:

- Nursing/Allied Health Center Student Services Office (Anderson Hall, 1st Floor)
- Rankin Campus Student Services Office (Administration-Classroom Bldg.)
- Vicksburg Campus Dean's Office (Banks Administration Bldg.)

## **PREGNANCY POLICY**

If a student is pregnant, or thinks she may be pregnant, she should follow the guidelines as given during the first week of class. The choice of whether to declare one's pregnancy is a personal one. Any student who declares her pregnancy is required to provide a letter from their OB/GYN stating that they may continue in the program without restrictions within **two weeks of the declaration date**.

## **PREGNANCY DECLARATION REVOCATION FORM (This will be reviewed and provided in Radiology I)**

I wish to formally notify the Radiation Safety Officer (RSO) that, as of this date I am revoking the Declaration

of Pregnancy I filed with RSO. Included with this notice are any unreturned fetal dosimeters that were still in

my possession. Please arrange to end the issuance of any additional fetal dosimeters.

I have read and understand the written material regarding the potential health effects from exposure to ionizing radiation published in Regulatory Guide 8.13 by the Nuclear Regulatory Commission and distributed by RSO.

I also have read and understand the written explanatory information on this form. The decision to revoke my prior declaration of pregnancy to Radiation Safety Officer is a personal choice that I have made freely.

I understand that by making this declaration, the fetal dose limits specified in 10 CFR 20.1208 would no longer be applicable for any remaining period of gestation. This revocation terminates any previous restrictions on school I perform using ionizing radiation, that had been imposed by RSO, for the sole purpose of ensuring compliance with the embryo/fetal dose limits specified in 10 CFR 20.1208.

Declarant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RSO Representative Signature: \_\_\_\_\_

Date Received at RSO: \_\_\_\_\_

## **STATEMENT OF UNDERSTANDING (This will be reviewed and provided in Radiology I)**

I, the undersigned, was presented specific instructions about the possible risks to the embryo/fetus caused by radiation and non-radiation as given in the U.S. Nuclear Regulatory Commission's REGULATORY GUIDE. I was given the opportunity to ask questions about any item of misunderstanding. I fully understand that I have the right to declare or not declare if I was to become a pregnant student at Hinds Community College Dental Assisting Technology program.

I understand that if I do not declare a pregnancy, the Dental Assisting Technology program will maintain its normal "Standards for Protection Against Radiation".

I understand that if I declared a pregnancy, (notification must be in writing) I would have the option of: Academically – 1) to continue with courses under all college policies or 2) withdraw from the program and be accepted as a deferred student the following year. If I choose to remain in the program, I will continue with my regularly scheduled clinical rotations throughout my entire pregnancy. Records of radiation doses to the embryo/fetus will be maintained during my pregnancy. Confidentiality is assured, if necessary.

I understand that if I have declared a pregnancy, I have the right to withdraw my declaration of pregnancy (in writing) at any time. This is in accordance with federal and state law.

SIGNED: \_\_\_\_\_  
(Student's Name)

DATE: \_\_\_\_\_

## **RADIATION SAFETY**

1. **Students shall not hold image receptors during any radiographic procedure.**
2. Student will wear a dosimeter badge to monitor the amount of radiation received. It is to be worn on the collar at all times while in the clinical setting. This badge will be issued and monitored quarterly. In order to receive an accurate reading, do not:
  - A. Leave in vehicle
  - B. Wear while personally receiving an x-ray examination
  - C. Expose to water (laundry, rainy weather, etc.)
  - D. Leave in an exam room
  - E. Leave near a television, microwave oven or cell phone
3. Wear lead aprons whenever you are in a radiographic or fluoroscopic room during x-ray exposure.
4. Stand at the end of the table during fluoroscopy whenever possible.
5. Never allow anyone to be in the x-ray room, when a portable examination is taking place unless the person is protected by a lead apron.
6. Never allow a pregnant person to hold a child or even be in the room during an x-ray examination.
7. In examination of a pregnant female, place the lead shield over the abdomen and pelvis of the patient during x-rays unless this is the area of examination.
8. Strict limitation of field size to the area necessary for the examination must be routinely practiced.
9. Limit x-ray exposure factors to produce optimum diagnostic images..
10. During portable radiography, safety guidelines must be followed according to the manufacturer's instructions.
11. Time, distance and shielding are the three factors that reduce exposure to the individual.



## **SOCIAL MEDIA GUIDELINES**

**Social media** includes, but is not limited to, blogs (Blogger, BlogSpot, WordPress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, Snap Chat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urban spoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

Hinds Community College recognizes that social media is an important and timely means of communication. However, those who use social media must be aware that posting certain information is **illegal**. Offenders may be subject to criminal and civil liability, and adverse institutional actions.

Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful. Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Further, litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, **think** carefully before you post any information on a website or application, and consider your goals in participating. Make sure you are choosing the most relevant platform and **adding value** to the discussion. **Listen** before you engage and always be modest, respectful, and professional in your actions. To help facilitate these goals, the following **best practices** are encouraged:

- A. Make sure your posts are relevant and accurate.
- B. Make it clear that you are speaking for yourself and not on behalf of Hinds Community College.
- C. Seek permission from your fellow students prior to posting any personal information or photographs related to HCC activities.

You may **NOT** photograph or post the personal information of any patient at clinical sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).

You may **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your student role in this program

You may **NOT** represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included herein.

### **FAILURE TO COMPLY WILL RESULT IN DISCIPLINARY ACTION.**

#### **Class/Clinical Variation**

Class and clinical days and hours may vary from those stated in the College Catalog and Registration Schedule in order to meet student and program needs. This schedule will not exceed the maximum course hours required by the college. Scheduled changes will be made in writing in the format identified by the program. The changes should not conflict with other class schedules. If a conflict occurs, the student should contact the program director/chairperson.

## ATTENDANCE / ABSENCES / TARDIES

See HCC on-line catalog, HCC Handbook and NAH Student Manual (All of which are found at Hindscc.edu.)

Fall and Spring Semester - The student must attend 80% of scheduled clinical meetings. The number of allowable absences will vary with each semester. As a general guideline, you may miss one time more than the number of times the class meets in a week. (Ex. If a class meets once a week, the student can only miss two days of class excused or unexcused.)

Summer Semester - **MAXIMUM** of 2 absences (4 week courses)

- A. If a student exceeds the number of allowable unexcused absences, a notice of absence will be initiated. Refer to HCC handbook on-line, and HCC on-line catalog.
- B. All clinical days and/or labs missed for any reason, with the exception of the first OFFICIAL EXCUSED absence, must be made up. Please reference the NAHC Student Manual for more information regarding the absence policy.
- C. The make-up lab schedule will be posted in the Dental Lab and on Canvas at the beginning of the semester. It is the student's responsibility to inform the instructor that they will be attending a makeup lab. Students are **required** to attend the first scheduled makeup lab after an absence. If a student fails to attend the appropriate makeup lab, a **deduction of 3 points** from their **final lab average** will be taken in the corresponding course.
- D. ***If more than three labs are missed for ANY reason or if more than three clinical days are missed for ANY reason, the student will receive a grade of "F" in the corresponding course.***
- E. If a lab absence is **unexcused**, **10 points** will be deducted from each lab evaluation or set of radiographs that was demonstrated, practiced or evaluated during that absence.
- F. If a student has an excused absence from lab, no points are deducted from the lab evaluations missed as a result of the absence.
- G. Sleeping is not tolerated in class or lab and will result in the student being dismissed from the class with an unexcused absence.
- H. During bad weather, please listen to the radio or television for an announcement on the status of Hinds Community College. This should usually be done early in the morning by the President of the College, Dr. Stephen Vacik. The college being officially closed is the only time you do not have to come to class due to bad weather. If you do live outside the Jackson area and it is a danger to drive, or the interstate highways are closed, obviously you should not try to come to class. Absence without official closure of the college will be treated as an unexcused absence. Students are strongly encouraged to register for EagleOne Alerts (<http://eagleone.hindscc.edu/>) to monitor the status of each HCC campus during inclement weather.
- J. YOU MUST BE ON TIME FOR YOUR CLASSES, LABS, AND YOUR CLINICAL ROTATIONS. You must arrange any work schedules and appointments around your school schedule and not vice versa. Special consideration for attendance is not given to students who live outside the Jackson area.
- K. Any missed class/lab time up to **fifteen** minutes equals a tardy, regardless of when the time is missed. **Three tardies equal one unexcused absence.** Students who miss more than **fifteen** (15) minutes of a class will be marked absent, regardless of when the time is missed.
- L. Students may receive permission to leave lecture or lab only in emergencies. It is very distracting to the class and to the instructor when students are leaving and re-entering the classroom. A student who leaves the classroom excessively will be sent to the department chair to discuss behavior. If there is a medical reason, the student must provide documentation from his/her physician.
- M. A student who leaves the classroom without the instructor's permission will be marked absent as stated in the HCC handbook.
- N. For any excused absence, it is the responsibility of the student to make sure that all faculty members affected see the excuse and document it in their grade book.

## **ILLNESS POLICY**

- A. A student, who has an illness such as a respiratory infection or gastrointestinal virus and has fever and/or symptoms, may return to class when:
  - 1. Student has no signs/symptoms
  - 2. Student's temperature is less than 100 degrees F
- B. A student, who exhibits signs/symptoms or who has a reported communicable disease such as measles, mumps, chickenpox, etc., **may return to class when the student can supply documentation from a physician that they are no longer communicable.**
- C. Students may be required to comply with the health requirements of affiliating clinical agencies.
- D. Excused absences must be accompanied by a **handwritten note** from a physician on their letterhead stationery within two days of returning to school. Excuse will be verified by an instructor. A return to school/work slip from a notepad will **NOT** suffice.
- E. Any student who has given birth, been injured, or had surgery during the program must present written documentation from their physician stating that the student is allowed to return to school full-time and can participate in all related activities.

## **NAHC HEALTH RECORDS** (Health Records Packets are available online at [www.hindscc.edu](http://www.hindscc.edu))

The following are the forms that should be completed prior to the first day of classes:

Fingerprint/background check  
Medical history form/Physical  
Drug and Alcohol Abuse Policy Form  
**Two (2) TB Skin Tests or Chest X-ray:** If TB skin test is positive you will need a Blood Serum Test to determine if it is latent TB or active TB disease.  
Varicella Titer  
Bloodborne Pathogens & HIPAA Training (All 9)  
Hepatitis B vaccine series and signed declination statement

If the above forms are not completed and uploaded into CastleBranch by the assigned date the student will not be allowed to attend dental assisting classes or labs, due to the procedures which involve direct contact with the oral cavity. By the assigned date, the students will not be able to attend classes, labs, and/or clinicals.

## **CPR**

- A. All students must have a current CPR card by the assigned due date. It must be the American Heart HealthCare Provider course taught through a certified community training center. HCC offers this course many times during the fall and spring semesters. All CPR cards must be valid from mid-term to six months post taking the General Chairside DANB Exam or graduation. A **copy** of the card must be given to your **Chairside I instructor. It also must also be uploaded into CastleBranch Online Cloud by the same date.**
- B. **DANB requires CPR credential must not expire at least six (6) months prior to taking board examinations.**

## **USE OF COMMUNICATION/ELECTRONIC DEVICES**

Use of any communication device or disturbance by one during class or lab will result in **\$100 fine for the first offense**. There will disciplinary action and **\$150 fine for the second offense**. The **third offense will result in possible expulsion from the program**.

Refer to NAH student manual, HCC on-line catalog, HCC handbook. (All of which are found at [hindscc.edu](http://hindscc.edu))

- **Cellular phones, personal/work pagers, and other electronic communication devices (including Smart Watches) are not allowed in the classroom, labs, or clinical setting. They must be put away in purse, book bag or designated area (they should not be in pockets of scrubs or lab coats). Cell phones must be in OFF position. Use of any communication device or disturbance by one will result fines and/ or other disciplinary action.**

## **ONLINE ACCESS**

Students are responsible for checking e-mail messages received through their HCC e-mail account. Students are responsible for checking announcements and course postings on the HCC Canvas course sites daily.

Due to electronic assignments, checking grades and Internet links, all students must have access to a computer and to an internet connection. All Dental Assisting students have access to computers in the HCC Library on each campus, the NAHC Computer Learning Lab (Anderson Hall, Rooms 1 and 2), and in the Dental Assisting Lab. However, if the student has a computer and an internet connection from home, that may be more convenient.

## **ACADEMIC INTEGRITY**

In order to maintain an atmosphere of academic integrity, students must adhere to certain testing conditions which include, but are not limited to the following:

- Seating may be assigned.
- All student belongings are to be placed in one area of the room, inaccessible during testing, such as the back of the room or the front of the room.
- No hats, caps, visors, hoods, scarves or any of the like will be allowed during test or class. (Cultural practices may be an exception.)
- If allowed, calculators must be four-function only.
- Cell phones and other electronic devices may not be substituted for calculators and must not be on their person during the test.
- No objects on desk other than test, score sheet, and pencils.
  - This includes: stand-alone erasers, cell phones, cups, food containers.
- Students are not to ask questions of instructor during test, unless warranted by unusual circumstance such as testing anomaly, such as a missing test page.
- **Plagiarism will not be tolerated and the student will receive a zero on the assignment and receive disciplinary action. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. If the incident occurs a second time, the student will receive an "F" in the course and will not be allowed to continue in the program.**

## **Advisor/Chair/Student Conferences**

- A. Conferences concerning student progress will be held with your advisor once a month. This is an informal, brief meeting in which the student will discuss his/her progress in the program. The goal is to aid in student success by mentoring. Advisor will have a sign-up sheet posted on office door.

- B. Conferences concerning student progress will be held with Ms. Winston during the 3<sup>rd</sup> week each month. This meeting will be brief and informal also. The goal is to assess the student's progress in each course, receive feedback from the student and attend to any issues that may arise. Students are responsible for scheduling a time using the sign-up sheet on her office door.
- C. Students who do not participate in these monthly meetings will be called in for a disciplinary conference with program faculty and/or the chairperson. The second time a conference is missed the student will receive a disciplinary referral for disciplinary action.

## **GRADING POLICY**

- A. Students must maintain at least a 78 test average in each DAT course. Students must maintain a grade point average of 2.0 or higher each semester in the dental assisting courses to remain in the Dental Assisting program. The student must successfully pass **all required program of study courses including Speech and English Comp I** with a 2.0 or higher in order to graduate from the program. Students are also required to complete the Hinds Orientation Course in order to graduate.
- B. The grading scale for ALL DENTAL ASSISTING COURSES is as follows:
 

93-100	A	4.0
85-92	B	3.0
78-84	C	2.0
0-77	F	
- C. At instructor discretion, individual course grade weight (but not grading scale) may vary slightly, taking into consideration special projects, tests, or lab competencies. Differences will be described in course syllabi.
- D. Should students question their final average, they may request an independent DAT faculty review of their course grades. Course grades will be rounded to the nearest whole number, with grades below 0.50 rounding downward, and those at or above 0.50 rounding upward.
- E. All books, clickers, and required supplies should be brought to class each day. Books for each class should be with the student at the beginning of each class period. There can be no leaving class to get books from the car, another classroom, lab, etc. Students are also not allowed to borrow or look onto another student's book and workbook. If there is a class assignment using the books and the student does not have them in the classroom, the student will receive a grade of a ZERO on the assignment.
- F. All homework assignments should be turned in at the beginning of each class to be considered on time. An assignment not turned in on time will receive a grade of ZERO. Any classwork or homework missed as a result of an excused absence will be allowed to be turned in as soon as the student returns to that class. Assignments will not be graded, if the instructor deems the absence as unexcused.
- G. If a student is **late** entering the classroom and an exam has already been distributed, the student will be able to take an objective exam with the remainder of the class time only. If the student is more than 15 minutes late due to a valid excuse, the student will be allowed to take a make-up test within 24 hours or as scheduled by the instructor. If a student is unable to take a test at the scheduled time, he/she must contact the instructor **PRIOR** to the test. Make up tests are given for excused absences only, and at the discretion of the instructor. **Make up tests are administered by the instructor at a scheduled time.** Students who fail to follow this policy will be given a grade of "0" for the test.

- H. If the absence is unexcused the student will receive a test grade of ZERO. If the student needs to leave during a test for any reason, the test must be turned in as is. The student will not be allowed to continue the test upon reentrance.
- I. If a student misses a scheduled test as a result of an unexcused absence, the student will receive a TEST grade of ZERO. If a student is unable to take a test at the scheduled time, he/she must contact the instructor PRIOR to the test. Make up tests are given for excused absences only, and at the discretion of the instructor. Make up tests are administered by the instructor at a scheduled time. Students who fail to follow this policy will be given a grade of "0" for the test. If a student foresees being late or missing a final exam, the student must notify at least two DAT faculty members (one of which must be the instructor of record for the related course), prior to the scheduled final exam time. The student must call and speak with the instructor. If the instructor of record cannot be reached by phone, send a text message. The second instructor can be reached by voicemail, text, or email. If the student does not notify the proper instructors in the proper way, a grade of ZERO will be given as the final exam grade. If you contacted the instructors and it is determined that the absence or tardy is excused, 15 points will be deducted from the makeup final exam grade. Students will not be allowed to enter a final exam late.
- J. If a student is late for a pop quiz/daily assessment a grade of zero will be recorded. A pop quiz/daily assessment missed for any reason will not be allowed to be made up and the student will receive a ZERO. However, in each of the Dental Assisting classes, the student's lowest daily grade will be dropped at the end of the semester.

## **BOOKS AND SUPPLIES**

- A. Books and supplies should be purchased at the Raymond campus bookstore. Visit [shopmaroon.hindscc.edu](http://shopmaroon.hindscc.edu) for online ordering. All required textbooks should be brought to class by designated date provided by an instructor the first day of class.
- B. **SEE Grading Policy E (above)**

## **MEALS AND BREAKS**

- A. Students may bring their own lunch or, time permitting, leave campus during their lunch break. A student lounge with vending machines and microwave ovens is provided. Please be courteous and respectful to other students and staff and clean up behind yourself.
- B. Ten minute breaks are allowed between fifty minute classes. During labs, breaks are designated by the lab instructor.
- C. NO EATING or DRINKING is allowed in the classrooms, labs, or in the hallways. There are designated eating areas in the student lounge and breezeway/courtyard.
- D. **As of January 1<sup>st</sup>, 2015, all Hinds campuses are smoke-free; there will be no smoking allowed on campus after this date.** Failure to comply with the new policy will result in a fine and possible disciplinary action. Please see the new policy below:

## **PROFESSIONAL CODE OF CONDUCT**

As a Dental Assisting Student at Hinds Community College Nursing Allied Health Center, students may learn both personal and dental/medical information about the patients that are encountered while performing radiographs in lab courses and during clinical externship rotations. Information about the patient or patient's care, treatment, or outcome and information discussed by the patient must be regarded as strictly confidential. **Students must not share or release confidential information about the patient to anyone who is not directly involved in the patient's care or discuss confidential matters where others may overhear.**

**\*\*\*Students are bound by the same code of ethics as employees and must respect the patient's right to privacy, by not discussing the patient or patient cases in public areas of the hospital (cafeteria, hallways, elevators, etc.) Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA).\*\*\*\***

## **COMMUNITY SERVICE REQUIREMENTS**

Twenty (20) hours of community service must be obtained prior to completion of Dental Health. Community service hours must be approved and forms signed by the approving instructor at the time the project is completed. If all hours are not completed by the assigned date, the student will receive **a TEST grade of ZERO in Dental Health. The student should obtain at least 12 DENTAL community service hours and 8 other pre-approved hours.** All forms should be turned in to your dental health instructor by the assigned deadline or the student will receive a test grade of zero.

## **LAB AND CLINICAL INFORMATION**

### **A. POLICY FOR LEARNING LAB**

1. Good housekeeping is the responsibility of everyone using the lab. **Clean up after yourself. Return equipment and media to the proper place.** Clean, organize, properly maintain, and return all equipment to its proper place.
2. No smoking, eating, drinking or chewing tobacco is allowed in the lab.
3. Students may not bring their children to any learning lab, computer lab, or the library.
4. Only students enrolled in Hinds Community College are allowed to use the campus learning labs, computer labs, and library.
5. No articles can be removed from the lab or library facilities without authorization from a program chairperson.
6. Tape recording or dubbing of media is not allowed. This is against the law.
7. Noise should be controlled.
9. If a student is scheduled for any mandatory practice or skill evaluation, and will be absent or tardy, the student must contact the appropriate program faculty member, chairperson, or learning lab manager.
10. Students may work in the lab only during designated times. An instructor must be in the lab at all times while the student is working with equipment and materials.
11. Students must be in FULL DAT uniform with a visible Hinds ID badge or the student will be marked absent and asked to leave the lab.
12. Lab schedules, including locations and times, are subject to change from time to time. Students will be notified to changes prior to lab either verbally or through Canvas.
13. Students must report to lab on their scheduled day and time. No switching labs, unless approved by the instructor in advance.

14. Attendance to the lab is essential in completing the program. Absence from the lab does count toward the number of class absences, whether excused, unexcused, or the ability to be made up.

#### B. LEARNING LAB PRACTICE

When a student fails to demonstrate progress toward competency, mandatory practice in the learning lab will be required. Mandatory practices are to be arranged by student in advance by appointment only or only during scheduled lab make up times. The instructor will indicate the date by which the practice must be completed. Failure to practice by the specified date will result in the student being referred to a called Faculty Session for further action. See procedure on established unethical/threatening behavior.

#### C. LEARNING LAB REFERRAL POLICY

A referral remediation will be made when a student fails to demonstrate competency in a previously taught clinical skill. Remediation must be arranged by the student, by advance appointment only or only during scheduled lab make up times. Failure to practice in the lab by the specified date will result in the student being excluded from clinical rotation until such time as he/she completes the required practice. A clinical absence will be recorded for each clinical day missed. See procedure on established unethical/threatening behavior.

#### D. LAB EVALUATIONS

1. The purpose of lab evaluations is to provide periodic feedback for students to monitor their progress on designated skills. Lab evaluations will be completed during the scheduled lab time by the instructor following demonstrations and adequate practice time.
2. If a student misses lab, due to an unexcused absence, they will receive zero points for their daily affective score. If the lab absence is excused, there will be no penalty to the student's affective grade.
3. If a student is absent or tardy when a lab quiz is given, the student will receive a grade of ZERO on the lab quiz. If the absence or tardy is excused by the instructor the student will not receive a grade for the quiz.
4. All make-up labs and clinicals must be completed before the last day of scheduled classes. All missed lab and/or clinical assignments must be made up prior to the **last day of final exams, or the student will receive a grade of "F" in the course.** All evaluations must be turned in by the last day of final exams, regardless of number of attempts (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>). **If the student does not pass a lab evaluation by the last day of final exams, the student will receive a grade of "F" in the course.**
5. Students are required to print copies of all lab evaluation forms and any documents required by the program. A lab evaluation notebook with ALL lab evaluation forms is mandatory for each lab. The first time a student comes unprepared at the beginning of lab, he/she will be allowed to attend the lab, but receives a 15 point penalty off their lab evaluation for that day and will receive a 0 on Professional Affective grade. If this happens a second time, the student **will not** be allowed to attend lab that day and will need to attend a makeup lab session to be evaluated; he/she will also incur a 15 point penalty on their evaluation grade and a zero for the daily Professional Affective grade. Additional unpreparedness will result in the same action as the second with the addition of a **disciplinary write-up**. Refer to Unethical Behavior.
6. Each student has an equal amount of time to practice each lab evaluation. If the student does not feel competent with the procedure when their evaluation is to be performed, the student



may attend the next makeup lab or predetermined learning lab time to complete the missed evaluation. Penalty points will not be deducted.

7. Students who do not master a skill to the required proficiency level of 78%, are required to be re-evaluated and must achieve the required performance level. Re-evaluations must be done at the next scheduled make up lab (refer to Attendance, pg. 8- E, for point deduction information). Satisfactory laboratory performance is necessary to be successful in this program. Students should have three (3) opportunities to achieve the required proficiency level on each lab evaluation. Failure to perform at this level after three attempts will result in a grade of "F" in the course. The recorded grade should be the average of all evaluations completed for that skill.
8. In Chairside Assisting I, there is a comprehensive lab evaluation following the successful completion of all other evaluations. The evaluation will be the entire amalgam procedure. The purpose of this final evaluation is to determine the student's proficiency level in chairside assisting prior to determining clinical assignments. The student is evaluated at the end of the course by two instructors simultaneously and independently. The student must achieve a passing grade of 78 or above in order to progress to Supervised Clinical Experience in the following semester. The student is allowed three (3) attempts, and after three (3) failed attempts, the student will receive a grade of "F" in Chairside Assisting I.
9. Each skill in all of the Dental Assisting Labs should be evaluated by the following grading criteria:
  - A. **Evaluation and Grading Criteria:**
    - 3 Student competently met the stated criteria without assistance.
    - 2 Student required assistance in order to meet the stated criteria.
    - 1 Student showed uncertainty when performing the stated criteria.
    - 0 Student was not prepared and needs to repeat the step.
    - N/A No evaluation of this step.
10. The grade for each evaluation is derived by the total number of points earned divided by the total number of possible points for that evaluation.

#### **E. CLINICAL AFFILIATES**

##### **CLINICAL AFFILIATIONS AND GUIDELINES**

The student is expected to demonstrate loyalty and cooperation so that the DAT Program may fulfill its obligations for adequate patient care and proper student training.

- To the dentists, the student owes loyalty and obedience in all matters pertaining to the DAT program. Respect and courtesy is expected as a member of the healthcare profession:
  - Always address them by the title of "doctor"
  - Willingly conform to their directions
  - Accept their corrections
- A. Students shall receive clinical experiences at various pre-approved dental practices. Other selected rotations may be assigned to enhance the student's clinical experience.
  - B. Students must have their clinical notebook with clinical guidelines with them during clinical rotation. Failure to do so will result in disciplinary action.
  - C. Do not eat, drink or chew gum in the diagnostic areas.

- D. The student will endeavor to instill within herself/himself the highest ideals and care toward all patients. Failure to do any of the following may result in disciplinary actions.
1. Treat the patient in a warm, friendly, and professional manner
  2. Explain that you are a student from HCC
  3. Explain why you are there.
  4. Determine the requested procedure and appropriate information from the request.
  5. Maintain the patient's confidentiality at all times.
  6. Establish priorities with your assigned procedures and return your patient to his/her room/area in a timely manner.
  7. Maintain a neat and clean procedure room and work area.
  8. Aid in replacing and/or replenishing all used articles before leaving the room.
- E. Stay in your assigned clinical rotation area and perform procedures only in your assigned clinical rotation area. Students must adhere to the following:
1. Report to the assistant, office manager or clinical instructor before leaving the assigned clinical areas for breaks, lunch and at the end of clinical. Failure to do so may result in disciplinary actions.
  2. Log in to Trajecsyst upon arrival and before leaving the assigned clinical rotation. In case of an emergency, make sure to contact your clinical coordinator before leaving a clinical site for any reason other than breaks or lunch.
  3. **Leaving any clinical site (during assigned clinical hours) without notifying the Department Chair or Clinical Coordinator will result in disciplinary action and a five (5) point deduction from the final clinical average. The student must call anytime he/she leaves the clinical site. If the student leaves a clinical site without notifying the clinical coordinator a second time, the student will receive an "F" in the course.**
- F. Apply rules of safe handling of the equipment and accessories as instructed at all times.
- G. Operate and maintain ALL equipment with utmost care as instructed. Immediately report any corrective or preventative maintenance needed.
- H. The students shall fulfill all applicable OSHA requirements as required by the clinical affiliation.
- I. All clinical activities required in the program must be educational and students must not be substituted for staff.
- J. Educational experiences scheduled as a student of this program must be under the direct control of a clinical instructor or their designee.
- K. During down time you should stock additional supplies, clean rooms, practice positioning, review notes on positioning & techniques. Under no circumstances should there be any reading of unrelated outside materials such as: novels, magazines, etc. **Students are not allowed to complete schoolwork at clinical or in lab unless it is a scheduled break for the entire lab or clinical site.** Sleeping during clinical hours will result in a disciplinary referral and possible dismissal from the program.

#### F. **ABSENTEEISM**

1. The faculty believes that avoidable absence from clinical lab reflects a lack of responsibility or accountability and should be thus evaluated. Therefore, any student who

is absent from, or tardy to a clinical lab for any reason, will be required to explain the reason to the clinical instructor and coordinator. Each case will be decided on its own merits, but job conflicts, business or pleasure trips, and demands of other course work are **not** valid reasons.

2. Students must be on time for their assignments and no early dismissals will be allowed. Each student **must arrange any appointments and work schedules around the school schedule.**
3. Student's attendance will be monitored by using the program Trajecsyst. After the student enters their clinical site, they must log into Trajecsyst, and the program will log the time in which the student arrived. Once they have done so, their phone **MUST** remain in their purse or at the front desk, unless the office is taking their lunch break. When the student is prepared to leave their clinical site for lunch, they will again sign into Trajecsyst and it will log the time in which they departed. **If a student arrives on time but forgets to log in, but it can be confirmed by the clinical site that the student arrived on time, then 1 point will be taken from the final average, per offense.** If the office cannot confirm the student arrived on time, the student will be marked absent and be required to make up the full day, as scheduled by the instructor.
4. Trajecsyst will track total time attended by each student at the clinical site(s). This time does reflect the lunch break because you will be logging out and back in for lunch. The student will still complete a time sheet and have it signed by the dentist to upload to Canvas for a grade.
5. Students are expected to attend all assigned clinical days. If you are unable to attend, you should notify your instructor and discuss attendance policies and penalties with them upon your return. All missed time in clinical must be made up by the end of the semester, as scheduled by the instructor. See the Hinds Community College Handbook and the Dental Assisting Guidelines for detailed information on the attendance policy.
6. **It is the student's responsibility to contact the clinical coordinator prior to 7:30 any time the student is going to be absent. Five points will be deducted from the final clinical average each time the student does not call prior to 7:30. If a student misses clinical and does not call an instructor, their final average will be lowered by 5 points. If it happens again, the student will receive a grade of "F" for the course.**
7. If Clinical is taken during the summer semester, the student may miss up to **2 days** of clinical. **Clinical Practicum I and II are 8 week courses. The student may only miss a maximum of 12 hours for Clinical Practicum I and a maximum of 12 hours for Clinical Practicum II. Time that exceeds this amount will result in the student receiving an "F" in the course.** All absences must be made up, as scheduled by the instructor.
8. A student who is more than 15 minutes late to clinical will be considered absent; if the student misses more than 15 minutes a full day of clinical must be made up.
9. If the student has been informed of any clinical hour changes or clinical closures, the clinical coordinator must be notified **at least 24 hours** in advance. Failing to do so will result in an unexcused absence. Any unexcused absence must be made up by the end of the semester.
10. If a student anticipates tardiness due to traffic or personal reasons, the instructor must be notified first and then notify the clinical site. Each student will be given a schedule specifically made for them. This will list the time the student is expected to arrive at their given clinical site. Tardiness is anything over said given time by 4 minutes (by Apple time) up to 8:15. **Three unexcused tardies will constitute one unexcused absence;** this absence will count as a full day of makeup time at the end of the semester.
11. Any student missing 3 Clinical Seminar classes will have to make up a whole day of clinical.
12. Extenuating medical emergencies resulting in excessive absences will be evaluated on an individual basis by the instructor and chairperson.

13. In case of inclement weather, the student is responsible for monitoring the status of Hinds Community College through EagleOne. Please subscribe to EagleOne Alerts so that you will receive text messages and emails notifying you of any closures during bad weather. Unless school is officially closed, we will meet and you will be responsible for any material covered or time missed in clinical. <http://eagleone.hindscc.edu/>
14. **Any student reporting for the wrong shift or to the wrong clinical site shall be sent home and marked with an unexcused absence for the day.**
15. One **excused** clinical absence will be allowed without a required make up experience.
- You will be allowed one excused absence due to illness (with an official doctor's note) or due to death in the immediate family. This one excused absence will not have to be made up. All other absences (excused or unexcused) will have to be made up by the end of the semester. To be reported as an excused absent, the instructor must receive the proper verification within one week of absence. All other clinical absences will require a makeup experience.**
  - The makeup experience will be scheduled at a time designated by, and at the discretion of, the program faculty and will depend on available clinical facilities and faculty supervision. (Refer to NAH Student Manual on-line.)
  - It is the responsibility of the student to contact the clinical coordinator to arrange for rescheduling, as well as, to verify whether the first absence meets qualifications required to not be rescheduled.** If he/she fails to arrange scheduling of make-up time, clinical assignment will be denied when the make-up deadline has passed.
16. **Instructions for absences and make-up days are as follows:**
- You must have verbal approval by your assigned clinical instructor before making up any time. The clinical coordinator will assign the day and time for the make-up day to be completed.
  - If you are unable to attend clinical on your assigned make-up day, it will be recorded as an **unexcused absence and will be counted as 8 additional hours added to the total absence time and the student will be written up.** (For example: If you are going to be absent on January 1<sup>st</sup>, then your request must be turned in and approved by January 8<sup>th</sup>.)
  - The make-up day assigned will be treated as any other clinical day and all clinical rules apply. If the student is going to be absent on this approved make up day the same procedures will need to be followed as on any other clinical day. Unexcused absences will be counted as 8 additional hours added to their total absence time and the student will be written up. If a student is tardy on their approved make up day this will be counted towards their total number of tardies in the semester.
  - Students' time must be made up prior to the end of the semester in order to continue in the program. Student must also attend 80% of the class in order to receive credit for that course.
  - If you know in advance of time needed off for a doctor's appointment, surgery, pregnancy or hospitalization, you can make up that time prior to your appointment or surgery (completion of make-up time within that semester).
    - This is for medical appointments only.
    - Emergencies - time would be made up after the absence and before the end of the semester.
    - The male parent will be allowed a maximum of three (3) clinical days off, after the delivery of their child.
    - If not already used, an excused day may be used for 1 day, and remaining days will be made up. If excused day has been used – all days missed will be made up. (within that semester)

- All advance time must be requested as voluntary make-up. If not used, the program is not responsible to give time back to student.
- Time missed from clinical must be in 4 or 8 hour increments (not 30 or 1 hour etc....)

17. In accordance with HCC policy (refer to HCC on-line catalog), absences will be limited as follows:

**A. Maximum Excused/Uexcused Absences:** The student must attend 80% of scheduled clinical meetings. Clinical Practicum I, II, & III in the Fall or Spring Semester- **MAXIMUM** of 1.5 absences (12 hours) (8 week courses)

**B. Summer Semester - MAXIMUM** of 2 absences (4 week courses)

If a student exceeds the number of allowable unexcused absences, a notice of absence will be initiated. Refer to HCC handbook on-line, and HCC on-line catalog.

**18. Changes in the clinical schedules are to be made only by the Clinical Coordinator.**

### **19. CLINICAL TARDIES**

- a. Clinical assignments are made prior to each shift and any tardies disrupt the smooth operation of the department. Notification of tardiness is still considered a tardy. If the instructor is notified, the student will be able to make up that time. (A tardy is considered being more than 4 minutes late.) **If you are going to be tardy more than 15 minutes you must notify your assigned clinical instructor immediately.**
- b. Clinical tardies will be handled in the following manner:
  - **Three tardies equals one clinical absence.**
  - **In the event of the third tardy, the student will accrue an unexcused absence, will be sent home, and must make arrangements for a make-up clinical day.**
  - **Point deductions as mandated in your clinical guidelines will apply.**

### **20. CLINICAL ILLNESSES AND EMERGENCIES**

- A. Because students cannot carry communication devices, they should ensure their loved ones have the faculty's contact information so the student could be reached (in class or at clinical) in the event of an emergency.
  - B. Because patients are vulnerable to illness, and because students must perform optimally at all times, students should not report to clinic ill. See Guidelines and Procedures for proper call in requirements.
  - C. If a student should become ill or be injured in the lab or clinic, the instructor and clinical staff instructor should be notified immediately. When appropriate the student may need to seek medical treatment in the hospital emergency room. Refer to clinical guidelines for Bloodborne Pathogens. Refer to NAH Student Manual on-line.
    - I. **If the student is injured during clinical, first report to your office manager. There will be an accident report filed NO MATTER HOW SMALL it may seem.**
- II. **Patient accidents MUST be reported IMMEDIATELY, NO MATTER HOW MINOR. Accident reports are to be filed before the patient leaves the office and they should be reported to clinical instructor.**

## **G.PERSONAL APPEARANCE**

1. Patients and visitors frequently are unfamiliar with dental procedures and therefore, are prone to judge the dental practice by what they see and hear. Attire, grooming and manner can serve to reassure patients, their families and visitors that one is competent and careful in the performance of clinical duties.
2. Attire also contributes to the maintenance of a clean and safe environment for patients, visitors, staff and other students. For these reasons, the following personal appearance and hygiene requirements have been established.
3. Choice of clothing when in uniform or non-uniform needs to be simple in design and constructed to allow freedom of movement without embarrassment to ones' self, patients, visitors, dentists and employees.
4. **Students will report to scheduled clinical sites and lab clean and well-groomed and in complete uniform.** The HCC DAT program has an agreement with TC's Uniform on State Street in Jackson to make available specific brand, color, and model number scrub suits and lab jackets to insure classroom and clinical uniformity among program students. Specific instructions and contact information will be shared in the mandatory program orientation. Substitutions will not be accepted without prior approval from the program chairperson. The clinical uniform consists of a brand specific color.
5. **If the student is not in complete and in specified uniform, he/she will be sent home and marked absent for that clinical day.**
6. Hooded jackets are not allowed in the clinical environment. **Clinical affiliates require that all employee and student tattoos remain covered.** Options for covering tattoos include long sleeved lab coats where allowed, wide watch bands, and wide bandage strips. The use of solid white athletic sleeves/arm warmers without logos are an option when lab coats are not permitted.
7. **Other required items include the Hinds student identification badge, any required hospital ID, and goggles. If a watch is worn, it must be a simple digital watch or watch with a second hand (NO SMARTWATCHES).**
8. **When visiting Clinical sites to prepare for clinical rotations, the student should wear the full clinical outfit, as specified above.** The student must also notify the appropriate clinical supervisor of their presence. Hats/caps may not be worn at sites.
9. **Hair** is an important part of a student's appearance. Hair must be clean and well-groomed in a conservative style and a natural color appropriate to a health care environment. Students with medium or long hair should secure their hair to the back so that it does not fall toward the patient or pose a safety hazard when operating or working near equipment. (Hair that falls below the collar must be secured- you may style in a bun or in a ponytail that does not touch the face when the head is moved.) Hair should be secured in a way that it can be placed underneath a surgical cap without any part of the hair being exposed. Dread locks are not allowed. The use of hair coloring in natural shades is appropriate for the health care setting. Men must either be clean shaven or have an established, groomed beard/mustache. Facial hair must allow for proper fitting of a HEPA mask. Half shaven appearance is not acceptable.

10. **Make-up** can contribute to the professional look when used in moderation with a natural appearance. Dramatic or flashy colors, sequins, and theatrical application of make-up are not appropriate to the clinical setting.
11. **Nails** Long nails and sculptured or artificial nails are not to be worn. Fingernail polish is not allowed.
12. **Strong odors** can lead to respiratory difficulty in certain patients. **Therefore, the use of tobacco products, perfume, perfumed lotions, aftershave, or cologne is prohibited.**
13. **Personal hygiene is essential:** Students should bathe daily; using mild soaps and deodorants. Hygiene is vital due to our close contact with patients during patient care. While gum chewing is not allowed during clinical, the use of breath mints is permitted in non-patient care areas. Toothpicks, dental floss, or toothbrushes may be used in the privacy of a restroom.
14. **Jewelry and accessories:** Students are not allowed to wear earrings, necklaces or bracelets as they pose a safety hazard. Rings are against infection control standards and should be limited to wedding rings only. No other jewelry (or visible piercings including tongue rings) will be worn, in keeping with a conservative and professional uniform code.
15. **Identification badges:** The Hinds Community College I.D will be worn at all clinical sites, as well as classes, in addition to the clinical site I.D. should an institution require it. Failure to do so will result in the student being sent home, marked absent for the day, fined, and disciplinary referral. Refer to HCC handbook on-line.
16. The students' HCC ID and all clinical badges must be surrendered to the HCC–DAT chairperson, or their designee, when a student graduates or leaves the program for any reason, unless the student remains in an academic course. Refer to HCC handbook on-line.

### **DAT Uniform Policy**

In order to portray a professional appearance, students are required to wear the designated uniform to class each day, as well as, on special occasions such as conferences and events supported by the DAT Program. The classroom and laboratory uniform will consist of unembellished brand specific scrub tops and pants. (Ex: No prints, & no team logos). The top can be tunic style or tucked in style. If you purchase a style designed to be tucked in, then you must wear it tucked in. The HCC DAT Program has an agreement with TC's Uniform on State Street in Jackson to make available the required specific brand, color and style number scrub suits and lab jackets to insure classroom uniformity among program students. Specific instructions and contact information will be shared in the mandatory program orientation. Substitutions will not be accepted without prior approval from the program chairperson. Refer to "Clinical Guidelines and Procedures" for direction on uniforms in the clinical setting.

**Failure to wear the designated uniform to lecture/lab/clinical will result in a verbal warning and zero on Professional Competence daily grade. The second professionalism violation will result in dismissal from lecture/lab/clinical with an unexcused absence, a written behavioral conference report and a zero for the Professional Competence daily grade. If a student violates the Professional Code of conduct a third time, the student will be dismissed from lecture/lab/clinical with an unexcused absence and will be sent to disciplinary with possible dismissal from the program and zero for the Professional Competence daily grade. See DAT Guidelines, NAH student manual, HCC student handbook or HCC on-line catalog for class absence policy. [hindscc.edu](http://hindscc.edu)**



- A. A designated scrub suit should be worn on lab days and clinical days. Students should have a minimum of two (2) scrub suits, one of which must be the selected class color. Uniforms must be worn for all make up labs/clinical. See the last page of these guidelines for detailed information.
- B. Students should wear a properly designated white lab coat approved by an instructor with colored uniforms other than black. You will also need a black lab coat to match your class uniform, which is black. It should be worn during all lab sessions and all clinical rotations, unless otherwise specified by an instructor. Students will need at least two (2) lab coats, as specified in the uniform handout. Your first and last name should be monogrammed using **Zapf Chancery font** (in black for the white lab coat and white for the black lab coat) on the left side of your **required Landau jacket only**. It is optional to monogram any of the other lab coats or jackets you may purchase.
- C. Black duty shoes or all black leather walking shoes with no holes in the toe, APPROVED BY AN INSTRUCTOR, should be worn with the scrub suits. All shoes must be **clean and freshly polished** every day. **CLEAN, ALL BLACK SOCKS** should be worn with the scrub suit, scrub dress or skirt. Socks must be free of visible holes with no colored heel section or logos showing.
- D. Safety glasses, gloves, and masks MUST be worn during labs and clinical assignments. All safety glasses must conform to ANSI guidelines.
- E. There should be **NO gum chewing** in class, lab, or clinical. It is very UNPROFESSIONAL and DISTRACTING!!!
- F. Film badges must be worn while in uniform in labs or clinical assignments. Film badges must be turned in prior to graduation. Students may not withdraw from the program without first turning in their film badge and completing an exit interview form.
- G. The HCC photo ID must be worn at ALL times and must be at eye level and clearly visible for security purposes. Do not obstruct view of photo on the ID. **Students will not be allowed to take tests without a valid Hinds I.D. and will be fined \$100, according the HCC NAHC guidelines.**
- H. If student does not have a valid Hinds I.D. while on campus or when a test is administered, they will have the option of purchasing another I.D. Once a new I.D. badge is purchased, the student will be allowed to continue with campus/clinical activities and if a test is scheduled, the student will be allowed to take the test within the remaining allotted time. If the student chooses not to purchase another ID, he/she will be dismissed for the day, receive an unexcused absence and any assignments for the day, a grade of "0" will be recorded.
- I. Specific Uniform Information will be provided at the end of your guidelines.
  - a. Due to COVID-19, surgical caps are to be worn when in uniform during lab and clinical. Surgical caps must be washed daily to ensure proper infection control protocol. Shower caps, sleep caps/bonnets, and turbans are not acceptable.



## **PROFESSIONAL BEHAVIOR**

1. It is expected that each student act in a professional manner while on clinical duty and continue to promote the field of dental assisting to the public and to other personnel.
2. Students must maintain professional courtesy with patients, dentists, and all support staff. Failure to comply with policies regarding courtesy will be documented and could lead to disciplinary actions.
3. Profanity, threatening or inappropriate behavior will result in the student being sent home from clinical. This will result in an unexcused clinical absence and a grade of "0" for the day. Disciplinary action is taken via the Violation/Fine form. Refer to the HCC handbook on-line.
4. The student is responsible for adhering to specific clinical agency regulations as far as appropriate time to see patients, charts and collect data.
5. Students are not allowed to take minor children to the clinical setting, class and/or lab.
6. The student is to wear the appropriate school uniform during assigned clinical lab period. Wearing the uniform in a social setting is not condoned. Wearing a Hind's ID in any situation other than scheduled clinical rotations and on campus is prohibited and is cause for disciplinary action.
7. **Students are bound by the same code of ethics as employees** and must respect the patient's right to privacy, by not discussing the patient or patient cases in public areas of the hospital (cafeteria, hallways, elevators, etc.) Patients' names should not appear on a case presentation.
8. Students are encouraged to review patient charts for information, but they are to confine their review to assigned patients only. Students should **never** review a chart of an acquaintance or family member. If the student is assigned to treat an acquaintance or family member, the clinical instructor will reassign the student upon notification.
9. During all lab clinical rotations students will be assigned to a clinical/lab instructor or clinical staff instructor. Students are expected to initially observe any assigned skills in which they have clinical clearance. The student will then be assigned to perform those procedures under the direct supervision of a clinical/lab instructor or clinical staff instructor. When the instructor feels that the student has sufficiently refined his/her technique to clinically practice unobserved, he/she will indicate verbally or on the clinical evaluation form that the student is ready for his/her clinical check-off.
10. In the performance of competencies, the student shall abide by the Policies and Procedures of the Clinical Affiliation in which they are assigned.
11. In the absence of the instructor, if a student is presenting a problem in the clinical site, e.g. presents a safety hazard, is inordinately late in giving therapy, etc., he/she may be referred to the supervisor to be sent home. A clinical anecdote will be written at that time and disciplinary referral and/or laboratory remediation will be made as indicated.
  - A. **If charges are so severe that an administrative investigation results in denial of clinical privileges, that student will be unable to complete their training and will thus be dismissed from the program.**

**L. Accountability - Refer to HCC Student Handbook on-line.**

**M. Smoke free environment** - All clinical sites are smoke free environments and the use or presence of all tobacco products are prohibited at all clinical locations. Students are not allowed to leave the premises or go to the parking lot to smoke.

A. Smoking can be an irritant as well as a health and safety hazard. Residual smoke can cling to hair and clothing and exacerbate respiratory disease. Students who smoke must take care to avoid patient exacerbation with these odors. Smokeless tobacco (including snuff, chewing tobacco, etc.) may not be used while on duty.

**N. Communication/ electronic devices**

A. The use of cell phones, personal pagers or other electronic devices is **strictly prohibited** In lab and at the clinical sites. **Disciplinary action will be initiated if warranted.** Refer to HCC handbook **on-line**.

## **ESTABLISHED/UNETHICAL BEHAVIOR PROCEDURES AND GUIDELINES**

1. The following behaviors will result in the initiation of the Established Unethical/Threatening Behavior Procedure as outlined below.
  - Failure to show progression in the clinical application of theory.
  - Failure to demonstrate preparation for lab or clinic.
  - Failure to safely implement assigned procedures in the lab or clinic.
  - Failure to adhere to expectations of the discipline of DAT program.
  - Any other behavior which is unethical or significantly jeopardizes patient/peer/instructor safety.
2. When in the judgment of the DAT faculty a student is deemed to have established behavior, which is unethical, or significantly jeopardizes (threatens) patient's well-being, the faculty will document the behavior on an incident report form. Established behavior may be one occurrence or multiple occurrences, which prove to the faculty involved that the student must be counseled regarding the documented behavior and informed that this situation will come before a called Faculty Session for consideration in a timely manner.
3. The Faculty Session will consist of the DAT faculty and selected adjunct faculty members. The meeting will be presided over by the Dental Assisting Technology Program Chairperson, or his/her designee.
  - A. **After evaluation the student may be required to write an action plan that will correct the identified behavior. Faculty Session follow up will determine effectiveness of the Action Plan and if further action is warranted.**
  - B. **If warranted, a disciplinary referral will be initiated for possible issuance of sanctions. Refer to student handbook on-line.**
  - C. If warranted the Faculty will assign a grade of "F" in the course. Refer to student handbook on-line.
  - D. If the behavior is so severe, that patient safety is compromised, the student will be removed from the clinical learning experience until the situation is resolved.
4. These policies extend to all students while in the lab and at the clinical sites whether they are there for clinical experience, class, orientation, official functions, seminars, research, committee meeting, make-up clinical experience, etc.

## **PROCEDURE CHANGE**

Faculty reserves the right to change procedures as necessary. Written notification of the procedure change will be given or sent to the students and applicants, who are approved for admission. Written notification is sufficient to put into effect the procedure change.

## **Appeals**

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson and Academic or Career-Technical Dean. The instructor, chairperson and dean will review the appeal and respond to the student within ten (10) school days. The final level of appeal may be made in writing through the Dean of Students/location Dean for review by the Local Student Affairs Committee. The program will maintain any records of complaints and their resolution.

## **College/Program Grievance Procedure**

### **[HCC Student Handbook](#)**

Go to My.Hinds, My Resources, Important Documents, Complaint Procedures for Students.

## **College Disability Support Policies & Procedures**

### **[HCC Disability Support Services Policies & Procedures Manual](#)**

## **ETHICS FOR THE HEALTHCARE PROFESSIONAL**

Students enrolled in health related programs at the Nursing/Allied Health Center are expected to conduct themselves with integrity and honesty at all times. Cheating, lying, stealing, misrepresentation, false documentation, or any other form of dishonesty in the class or clinical area will be cause for immediate disciplinary action.

### **Eight Cardinal Rules of Academic Integrity**

1. **Know Your Rights.** Do not let other students in your class diminish the values of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.
3. **Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. **Do Your Own Work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you. Plagiarism will not be tolerated (see Academic Integrity on page 10).
6. **Never Falsify a Record or Permit Another Person To Do So.** Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. **Never Fabricate Data, Citations, or Experimental Results.** Many professional careers have ended in disgrace even years after the fabrication first took place.
8. **Always Tell the Truth When Discussing Your Work With Your Instructor.** Any attempt to deceive may destroy the relationship of teacher and student. (Used by permission of Dr. Dan Garrison, Northwestern University, and Evanston, Illinois)

I understand the above rules and pledge to adhere to them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

## **HINDS COMMUNITY COLLEGE DENTAL ASSISTING TECHNOLOGY PROGRAM COURSE AGREEMENTS**

I have read the disciplinary procedures of Hinds Community College district in the Hinds Community College student handbook and the DAT student manual. I am aware that these procedures are applicable to me during activities at the Nursing Allied Health Center at Hinds Community College, and while on official clinical assignment, and any other activity or approved clinical affiliation or an official Hinds Community College activity.

I understand that this handbook and manual serve as my written warnings and that failure to comply with these procedures will result in the disciplinary actions as follows: written write up, suspension (waiting on disciplinary committee hearing), then dismissal as prescribed in the Hinds Community College student handbook and the DAT student manual.

Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**HINDS COMMUNITY COLLEGE**  
**DENTAL ASSISTING TECHNOLOGY PROGRAM**  
**DISCIPLINARY PROCEDURE AGREEMENT**

I have read the **disciplinary procedures** of the Hinds Community College regulations in the \_\_\_\_\_ (YEAR) on-line student. I am aware that these procedures are applicable to me during activities at the Nursing/Allied Health Center of Hinds Community College, while on official clinical assignment, and any other activity or approved clinical affiliation or an official Hinds Community College activity.

I recognize that failure to comply with these procedures will result in disciplinary action as prescribed in the student handbook.

Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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I have read the on-line Nursing Allied Health Student Manual and agree to abide by the procedures and guidelines. I am aware that these procedures are applicable to me during activities at the Nursing Allied Health Center of Hinds Community College, while on official clinical assignment, and any other activity or approved clinical affiliation or an official Hinds Community College activity.

Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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I have read the on-line Dental Assisting Technology Student Guidelines and agree to abide by the procedures and guidelines. I am aware that these procedures are applicable to me during activities at the Nursing Allied Health Center of Hinds Community College, while on official clinical assignment, and any other activity or approved clinical affiliation or an official Hinds Community College activity.

Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **DENTAL ASSISTING UNIFORMS**

Students are required to have at least two complete uniforms and two warm up lab jackets.

### **Required:**

Class color scrubs: Black. The top and bottom must be solid in color and must be the above stated color.

Additional scrubs: Students may choose from brands Landau, Urbane, and Cherokee only. Students may choose from solid color unisex or tunic tops (NO BUTTON UP TOPS, KNIT TOPS, or PRINT TOPS). A different color trim is allowed if the student is choosing an Urbane top. Very light colors that allow undergarments to be visible are not acceptable. The following styles are acceptable:

### Surgical cap:

**This is a list of common scrub numbers. You may choose something that is not on this list as long as it meets the DAT requirements. If you are unsure if it meets the requirements, do not**

Urbane	Landau
Tops:	Tops:
9530 Layered Contrast Tunic	8219 V-Neck Tunic
9591 Y-Placket Top "Brianna"	8109 Rounded V-Neck Tunic
9407 Crossover Top "Mandi"	7506 Unisex Scrub Top (must be tucked in)
9014 Surplice Top "Propel"	7489 Men's 5 Pocket Tunic
9015 V-Neck Top "Motivate"	
9501 Classic Crossover Top	
9534 Double Pocket Crossover Top	
9576 Double V-Neck Tunic "Ella"	
9547 Criss-Cross Top	Pants:
9007 Tipped V-Neck Top	8327 Classic Relaxed Pant
9587 Banded Surplice Tunic "Josie"	8335 Natural Flare Leg Pant
9577 Crossover Tunic "Sophie"	2008 Modern Missy Pant
9550 Sweetheart Neck Tunic "Chloe"	7602 Unisex Scrub Pant
Pants:	8389 Modern Cargo Pant
9502 Drawstring Boot Cut Pant	8550 Men's Elastic Drawcord Pant
9704 Work It Pant	8555 Men's Cargo Pant
9306 Comfort Elastic Waist Pant "Alexis"	
9310 Drawstring Pant "Katie"	

**remove the tags, and bring to school for an instructor to check. The same applies for shoes.**

Cherokee Women's	Cherokee Men's
Tops:	Tops:
<b>1841 Top-Stretch-Wrap</b>	<b>1929 Top-Unisex-Stretch</b> (must be tucked in pants)
1845 Top-Stretch-V-neck	4725 Top-Stretch-Unisex V-neck
1929 Top-Unisex-Stretch (must be tucked in pants)	4876 Top-Unisex-3 Pocket Tunic
2968 Top-Pro Flexibles-V-neck	
4710 Top-Stretch-V-neck	
4725 Top-Stretch-Unisex V-neck	4450 Jacket-Men's-Snap Front
4727 Top-Stretch V-neck	
4728 Top-Stretch Wrap	
4801 Top-Mock Wrap	
4876 Top-Unisex-3 Pocket Tunic	
4350 Jacket-Warmup Snap Front	
Pants:	Pants:
<b>1066 Pant-Stretch-Drawstring</b>	<b>1022 Men's Pant Stretch Drawstring</b>
4001 Pant-Elastic Waist	
4509 Skirt	
Women's Warm Up Jacket (Required and must be monogrammed)	
Men's Warm Up Jacket (Required and must be monogrammed)	

\* Monogram type: (Black, Zapf Chancery) on left side)\*

**Black Lab Jacket to match Class Uniform—monogrammed in White, Zapf Chancery and DAT patch on left arm.**

The second warm up jacket may be any brand, but needs to have a scoop neck and ribbed cuffs. Urbane is a product line of Landau and therefore the colors are identical. Students choosing to wear Urbane drawstring pants will not be allowed to wear unisex tops. However, students may wear unisex Landau tops with Landau pants of the same color.

Shoes: Students should purchase solid Black all leather or rubber duty shoes with no holes in the toe. An instructor should approve the shoes before you wear them.

Socks: All black socks with no logos are to be worn with uniform.

If the student has any questions about the proper scrubs/uniforms, shoes, or lab coats, see an instructor.

TC's Contact: If purchasing uniform at TC's in Jackson, you may direct questions to Lauren Mooney in the store.

**Please bring all other uniforms to an instructor for approval prior to removing tags.**

## **HEALTHY AT HINDS**

### **A. Mental Well Being**

As a college student, you may sometimes experience problems with mental health that interfere with academic experiences and negatively impact daily life. If you or someone you know experiences, mental health challenges at Hinds CC, please contact the Advising and Counseling Office or designated counselor on your respective campus. For more information, click on the link at <https://www.hindscc.edu/student-services/counseling-mental-health>.

Services provided by the counseling centers are free and confidential. Usually, no appointment is necessary. Remember that getting help is a smart and courageous thing to do for yourself, for those you care about, and for those who care about you.

- Jackson Campus – Academic/Technical Center – 601.668.3933
- Raymond Campus and fully online eLearning – 601.857.3219
- Jackson Campus – Nursing/Allied Health Center – 601.376.4807
- Utica Campus – 601.906.3271
- Rankin Campus – 601.936.1879
- Utica Campus Career - Technical - 601.885.7128
- Vicksburg-Warren Campus – 601.629.6807
- After Hours 601.488.9805

### **B. COVID 19 UPDATES**

The coronavirus (COVID-19) is an illness that is primarily spread through droplets from person to person, although there is some evidence that it may also spread through contact with surfaces such as doorknobs, light switches, and other areas people commonly touch on a routine basis.

Some people who test positive for COVID-19 don't exhibit symptoms, which means they could be spreading the virus to others without realizing they have it.

Because of the uncertainty surrounding Covid-19 and how it has continued to spread throughout Mississippi, the Healthy at Hinds plan outlines strict protocols to follow for students, employees, and anyone else planning to be at one of Hinds' six locations in Spring of 2021.

Direct close exposure is defined as exposure to someone who is positive for COVID-19 in which the individual was less than 6ft. apart for more than 15 minutes.

#### **Face coverings**

- A. All employees, students, vendors, and other members of the public visiting a campus are required to wear a mask, or some sort of fabric covering, that covers the mouth and nose when they are in public areas and where social distancing cannot be followed.
- B. Face masks should be worn in classrooms and when entering or exiting buildings.
- C. Each person should provide their own mask or covering if possible; however, the college will make masks available for individuals who don't have them. Anyone who does not adhere to the requirement for face coverings can be denied entrance to any college facility. Proper cleaning of reusable masks or face coverings is required.
- D. If wearing a mask/covering would create a serious health and safety hazard, individuals can be exempted; however, a doctor's excuse will be required, and face shields would be required. Contact campus Dean of Students to submit the doctor's excuse.



- E. Washing and/or sanitizing of hands should occur each time, before and after, touching face or face covering.
- F. Face coverings will be professional in appearance with no derogatory emblems or statements.

### **Protocol for elevated temperature and other symptoms**

Any employee or student who has an elevated temperature or exhibits the symptoms above should do the following:

- A. Contact your healthcare provider immediately.
- B. Complete the Healthy At Hinds Self Reporting Form.
- C. Any employee or student who tests positive for COVID-19, or comes in direct contact with someone who has tested positive, should do the following:
  - a. Not return to campus.
  - b. Contact your healthcare provider immediately.
  - c. Complete the Healthy At Hinds Self Reporting Form.
  - d. Self-quarantine for a minimum of 14 day
  - e. Neither students nor employees should return to a Hinds campus until given permission by the proper authority.

### **Social Distancing**

Social distancing of at least six feet is required in all classrooms, labs, shared offices, common spaces, and other locations.

- A. The college is taking action to encourage social distancing through signage, spacing in classrooms, public areas, and other high traffic areas.
- B. Public gathering spaces on campus will be marked for social distancing or closed altogether.

Please visit the Hinds Community College website for more Covid-19 updates. [www.hindscc.edu](http://www.hindscc.edu)

## **C. HEALTH AT HINDS COMMUNITY COLLEGE**

The safety of our students at Hinds Community College is of utmost importance. Due to the ongoing COVID-19 pandemic, the college has provided a Healthy at Hinds Campus Plan to provide information and guidance for all students, employees, and faculty. Each student at Hinds Community College is asked to review the information and acknowledge their understanding of the policies and protocols set forth by the college in accordance with the guidelines provided by the Centers for Disease Control and Prevention, the Mississippi Department of Health, and the requirements/recommendations provided the state.

**The guidance in the module along with the Hinds Community College Healthy at Hinds Campus Plan is subject to change even after these plans are put into place. It is your responsibility to check for updates on the [Hinds Community College Website \(Links to an external site.\)](#).**

**The Hinds community will need to remain patient, flexible, and empathetic as we move forward.**

**SOCIAL DISTANCING:** Classes will be modified in order to meet social distancing guidelines in the classrooms. This will typically be no more than 50% capacity in any room.

- A. For some classes, this may mean moving to a modified, hybrid-type schedule with students alternating days they attend face-to-face meetings. The remainder of the instructional will be completed remotely (online from an off-site location).
- B. Additional sections may be added with lower enrollment numbers in order to meet students' needs while practicing social distancing. This will include afternoon and evening sections on some campuses.
- C. All faculty will develop their courses completely online in Canvas should a student (or faculty member) become ill or otherwise need to participate remotely.
- D. If a course operates in a hybrid format, a student's participation will be a combination of their face-to-face attendance and their completion of work online, as directed by the instructor.
- E. Students and faculty will be required to wear a face covering in the classroom. Some classrooms may utilize Plexiglas shields in front of the instructor, depending on the set-up of the physical space.

**CLASSROOM SANITATION:** All classrooms will be cleaned with disinfecting solutions after each class by faculty member(s). The buildings and classrooms will also be "fogged" (get more technical terminology here) periodically by the janitorial staff.