



STUDENT HANDBOOK

2022-2023

POLICIES & METHODS OF EVALUATION

Illinois Valley Community College

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Program Philosophy

The Dental Assisting Program provides a means for the education and training of qualified individuals who plan to pursue a career as a member of the dental team and thereby provide for the most effective use of dental auxiliaries in the profession of dentistry. Dental assisting education is patient centered, based on sound scientific principles, and with an emphasis on developing critical thinking leading to problem solving and decision making.

The Dental Assisting Program accepts the responsibility for providing the opportunity for students to obtain an education in Dental assisting within the framework of, and consistent with the Mission, Vision, and Valued Practices of Illinois Valley Community College.

The Dental Assisting Program accepts the responsibilities inherent to training the Dental assistant for modern practice, within the scope of the Illinois Dental Practice Act, and under the guidance of the Commission on Dental Accreditation of the American Dental Association.

The goals of the Dental Assisting Program are to:

1. Provide a comprehensive curriculum that prepares qualified Dental assistants to meet the needs of the Dental employers within the community.
2. Furnish the community with a Dental assistant who has developed entry level competency to assist the general and specialized Dentist, and provide the knowledge of Dental theory adequate for understanding the significance and implications of those procedures performed.
3. Provide the student with knowledge, understanding, and working skills in dental laboratory procedures and business office administrative duties.
4. Graduate students with the ability to demonstrate professional and ethical conduct as members of the Dental team and to motivate the student to pursue lifelong professional growth and development through participation in professional organizations and continuing education.
5. Graduate students qualified to pass the Dental Assisting National Board Examinations in General Chairside Assisting, Infection Control, and Radiation Health and Safety and Expanded Functions.

The Dental Assisting Graduate from Illinois Valley Community College:

1. Is eligible to take the Dental Assisting National Board Exam
2. Is eligible for a beginning level Dental assisting position
3. Is accountable for his/her own actions
4. Is certified in Expanded Functions in the State of Illinois

Certification

1. The Dental Assisting National Board is designed to give special recognition to the individual who has achieved, through approved courses of study and practical experience, a high level of competence and ability in the field of dental assisting.
2. The field of Dentistry is expanding in scope and in the amount of knowledge demanded. Subsequently, the Dental assistant must increase his/her skill, knowledge, and abilities to better serve as a valued member of the Dental health team.

3. Certification provides an incentive to the experienced Dental assistant as well as to the beginner to take advantage of the educational programs available to increase his/her interest, knowledge, skill and understanding of the various phases of his/her work.
4. The Certification granted by the Dental Assisting National Board to successful candidates is in no sense a degree nor does it, at this point in time, hold any legal status. Certification carries with it the prestige of a broad general knowledge and ability to apply it properly.
5. At this time, Illinois does not require dental assistants to be certified. Although we do recommend that all graduates from the program obtain their CDA credentials.
6. Certification is required in some states for some or all areas of knowledge assessed by the DANB.
7. Therefore, being certified can provide a dental assistant career opportunity in areas that may otherwise be unavailable.

Health Requirements

Requirements to participate in any Dental Assisting course that performs procedure on human subjects, student or otherwise.

1. Initial 2-step T.B. skin test OR TB Blood-Draw
2. M.M.R. vaccination (2 doses required at least one month apart)
or
Titer indicating immunity
or
Physicians diagnosed disease (documentation)
3. Tetanus or booster within a 10-year period. If never immunized - 2 doses of TD, 4-8 weeks apart - Third dose 6-12 months later.
4. Hepatitis B vaccination is highly recommended for your safety.
The local County Health Departments offer the vaccination series
5. A complete physical exam - on IVCC form. All restrictions and/or limitations must be noted on the physical form.
6. Current Healthcare Provider CPR certification.

Students with limitations or restrictions may participate in the Dental assisting program as long as they are able to meet the requirements/objectives of the course/program with reasonable accommodation.

Physical Abilities

In order to perform the job responsibilities and tasks assigned to students in the Dental Assisting Program, the student must be able to:

1. Perform a full range of body motion including bilateral arm, hand and finger dexterity and eye-hand coordination.
2. Bend, reach, pull, push, stoop, sit and walk repeatedly throughout an eight-hour period.
3. Move about freely in the limited space of the dental operator.
4. Demonstrate visual and auditory acuity within a normal range (with correction if needed).
5. Maintain composure when subjected to high stress levels.
6. Adapt effectively to environments with high tension to insure patient safety.
7. Respond quickly and in an emotionally controlled manner in emergency situations.
8. Communicate in a rational and coherent manner, both orally and in writing, with individuals

of all professions and social levels.

Health Problems

1. If a Dental assisting student has a current health problem or develops a health problem, he/she must notify the instructor and the coordinator of the Dental program.
2. It is the student's responsibility to notify the Coordinator of the Dental Assisting Program and his/her instructor if there is a change in his/her health status.
3. A student with a health problem may continue in the Dental Assisting Program with his/her doctor's written permission as long as he/she can accomplish the objectives of the dental assisting program. Written permission must be given to the Program Coordinator before the student will be allowed to participate in lecture, clinical, or lab settings.

Communicable Disease Policy and Bloodborne Pathogen Protocol

Communicable Diseases and Communicable Disease Policy Illinois Valley Community College Policy 3.05. The Illinois Department of Public Health (IDPH) has specified disease which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases.

The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws. Illinois Valley Community College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Illinois Valley Community College will adhere to the following guidelines:

1. Illinois Valley Community College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Illinois Valley Community College will follow guidelines as directed by the Illinois Department of Public Health.
3. Illinois Valley Community College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Illinois Valley Community College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Illinois Valley Community College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).
6. Illinois Valley Community College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Illinois Valley Community College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan.
8. Illinois Valley Community College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health

guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.

9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Illinois Valley Community College policies and the best interest of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy related decisions and/or changes. Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical.

10. Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin. If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility. It is advised that the student contact the fieldwork educator if any of he or she notices any of the following:

- 🦠 Fever >100.4
- 🦠 Conjunctivitis
- 🦠 Diarrhea lasting >12 hours
- 🦠 Group A Strep-diagnosed by a physician
- 🦠 Jaundice
- 🦠 Vomiting
- 🦠 Cold Sores (herpes)
- 🦠 Active measles, pertussis, rubella, or chicken pox
- 🦠 Upper respiratory infection (cold)
- 🦠 Tuberculosis(TB)
- 🦠 Shingles or rash of unknown origin
- 🦠 Head lice
- 🦠 Scabies
- 🦠 Abscess or boil that is draining
- 🦠 Impetigo
- 🦠 COVID-19 symptoms
- 🦠 Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or are unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.

CDC Guidelines regarding COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. Because of the hands-on nature of the dental assisting program, students should be comfortable with the decision to start the dental assisting program, with the understanding that there will be face-to-face requirements for graduation that cannot be waived.

Health Records

In order to be admitted to the program, immunization records, evidence of physical examination and a 10-panel drug screen must be complete and on record on Castle Branch website. Criminal Background Check must also be complete and on file. The student will be dropped from program courses if non-compliant. Follow program procedures for re-enrollment and status in the program. If a student has a second incident of non-compliance, the student will take a year leave from the program.

Once admitted to the program, all health record requirements must be up to date to remain in program courses. Students with incomplete health records will not attend clinical and the missed time will be counted as a clinical absence for each day missed. Make up hours are not available for clinical absences. Students must be current through the entire semester of the course. The student may need to renew before it is actually due and before you are notified by Castle Branch to renew. Due dates to stay current and compliant for each semester are: August 12 for fall courses, January 5 for spring courses and May 15 for summer courses.

A full list of requirements is distributed upon admission to the program as well as on all program websites under Health Requirements.

Student Health Status and Health Changes While in the Program

A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and could have an effect of their physical or emotional endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor as soon as the health issue becomes known to the student. In order to protect the patient and the student, the student may be removed from clinical. Students will still be required to perform all the functional abilities outlined in the Essential Qualification in order to attend clinical.

Bloodborne Pathogen Exposure or Other Occupational Hazards

Illinois Valley Community College Health Professions/Workforce Development faculty, staff, and students (“personnel”) have the obligation to maintain standards of health care and professionalism that are consistent with the public’s expectations of the health professions.

1. All personnel are ethically obligated to provide patient care with compassion and demonstrate respect for human dignity.
2. No personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as human immunodeficiency virus (HIV) infection, acquired immunodeficiency syndrome (AIDS), or Hepatitis B infection. These patients may not be subjected to discrimination.
3. Personnel are ethically obligated to respect the rights of privacy and confidentiality of patients with infectious diseases.
4. Illinois Valley Community College will protect the privacy and confidentiality of any personnel who test positive for an infectious disease. Personnel who pose a risk of transmitting an infectious agent must consult with appropriate health care professionals to determine whether continuing to provide professional services represents a material risk to the patient. If a faculty member learns that continuing to provide professional health services represents a material risk to patients that person should so inform the Dean of Workforce Development. The Dean will take steps consistent with the advice of health care professionals and with current federal state, and/or local guidelines to ensure that such individuals not engage in any professional activity that would create a risk of transmission.
5. The Dean of Workforce Development, along with the faculty, has established and enforced written preclinical, clinical, and laboratory protocols to ensure adequate asepsis, infection and hazard control, and hazardous waste disposal. These protocols are consistent with current federal, state, and/or local guidelines, and have been provided to all faculty, students, and support staff. The protocol is complete including the availability and use of gloves, masks, and protective eye wear by faculty, students, and patients in both the preclinical and clinical settings. The protocols are reviewed annually by faculty and the Dental Assisting Coordinator to ensure accuracy and compliance.
6. The Dean of Workforce Development requires personnel to abide by current immunization standards set by clinical agencies. Illinois Valley Community College requires pre-matriculation and annual testing for tuberculosis of all health profession students. Hepatitis B vaccine and appropriate vaccine follow-up to all employees, such as faculty and staff, will be provided. In accordance with the Centers for Disease Control and Prevention (CDC) guidelines, all students in Dental Assisting will: (1) demonstrate proof of immunity to Hepatitis B, (2) be immunized against the Hepatitis B virus as part of their preparation for clinical training, or (3) formally decline Hepatitis B vaccination.
- 7.

PROTOCOL FOR OCCUPATIONAL EXPOSURES IN DENTAL ASSISTING CLINIC

STUDENT

1. Immediately after the incident, flood the exposed area with water and clean the wound with soap and water or a skin disinfectant if available. Do not dismiss your patient.
2. Notify your instructor and the clinical dentist.

3. You will call Illinois Valley Occupational Health (815-780-3202) 925 West Street Peru, IL 61354. (Monday -Friday, between 8 a.m. and 5 p.m.) You can find IVCH's Occupational Health department within the hospital. Please park in the south parking lot. Enter IVCH through the ground level entrance on the east side of the hospital. Once inside, turn left and proceed down the hallway—Occupational Health will be on the right side.
4. Identify yourself as an IVCC Dental Assisting student and explain you've had an occupational exposure to blood/body fluids and wish to be evaluated. You will be instructed as to how to proceed. At other times, go to the IVCH Emergency Department and tell the admitting clerk the same. There's no need to notify the E.D. in advance of your arrival.
5. Immediately: go to the appropriate facility (see #3) to have blood tests performed and for an evaluation of the clinical exposure and counseling as to possible treatment. You or your insurance carrier will be responsible for charges you incur for testing and follow-up care by IVCH Occupational Medicine or Emergency Departments.
6. If you want to talk about the situation, call the National AIDS Hotline (1-800-342-AIDS), the Dental Assisting Program Director (815-224-0359) or the Dean of Workforce Development (815-224-0219).
7. Follow-up testing is recommended at 3 months, 6 months and one year.

PATIENT

An instrument or needle used on you has inadvertently punctured the skin of one of our students. Since you have agreed to have an evaluation which includes blood tests for Hepatitis B and C viruses and HIV, please do the following:

1. Illinois Valley Occupational Health (815-780-3202) 925 West Street Peru, IL 61354. (Monday -Friday, between 8 a.m. and 5 p.m.) will be informed that a Illinois Valley Community College Dental Assisting student had an occupational exposure while working on you and you need an appointment for an evaluation and to have your blood drawn as soon as possible. You can find IVCH's Occupational Health department within the hospital. Please park in the south parking lot. Enter IVCH through the ground level entrance on the east side of the hospital. Once inside, turn left and proceed down the hallway— Occupational Health will be on the right side.
2. If the exposure occurred after 5:00 p.m., go to the IVCH Emergency Department and tell the admitting clerk the same. There's no need to notify the E.D. in advance of your arrival.
3. Immediately go to the appropriate facility to have blood tests performed and for an evaluation of the clinical exposure and counseling as to possible treatment. You or your insurance provider will be responsible for any charges you incur for any testing or follow-up care by Illinois Valley Occupational Health or Emergency Departments.
4. After signing a release, your test results will only be given to you, the student who had the occupational exposure, and Illinois Valley Community College's Dental Assisting Program Coordinator. IVCH personnel will keep your results confidential and follow-up with you as needed.
5. If you have any questions about this process, please call the Dental Assisting Program Coordinator at Illinois Valley Community College.

FACULTY and DENTIST

1. Identify the student and patient. Be sure the student has cleansed the contaminated area thoroughly.
2. Give the student and patient a copy of the appropriate protocol and advise each of them to follow it. If the patient has left, the consulting dentist will phone him/her and explain our policy.
3. If between 8 a.m. and 5 p.m., Monday – Friday, assist the student in calling the Illinois Valley Occupational Health (815-780-3202). The student should ask for a nurse and explain that he/she is a Illinois Valley Community College Dental Assisting student and has had an occupational exposure to blood/body fluids and needs to be evaluated. At other times, send the student to the IVCH Emergency Department (925 West Street Peru, IL 61354) there is no need to call ahead. The student should go to IVCH immediately following the incident so it can be determined if medications called protease inhibitors for HIV infection are warranted.
4. Maintain confidentiality of all persons involved. Share information on a "need-to-know" basis only.
5. Complete an incident report and submit it to the Dental Assisting Program Coordinator.
6. Complete the Occupational Exposure Log located in the Dental Assisting Clinic.

Appendix

Effective Date 8/14/2019

Pregnancy

If a Dental assisting student is pregnant, she must notify the Coordinator of the Dental Assisting Program and her radiology instructor.

A pregnant student may continue in the Dental Assisting Program if she meets the following criteria:

1. Secure written permission from her physician to work in the clinical setting.
2. Demonstrates the ability to fulfill the requirements and objectives of the Dental Assisting Program.
3. Notifies the Program Coordinator and current instructors regarding any change in her health status by submitting the "Change in Health Status" form, found in appendix F.
4. Must wear lead apron during any laboratory or clinical course that x-rays could be taken.

Health Insurance

1. It is strongly recommended that all students be covered by health insurance while enrolled in the Dental Assisting Program.
2. In the event that an accident or injury occurs while the student is in the classroom, laboratory or clinical facility, the student will have access to emergency care.
3. The payment for such care and related costs is the **responsibility of the student** and/or their health insurance provider.

Drug Screen Requirements

Purpose:

1. Because of the responsibilities of the responsible relationship between students and patients, in which the safety of the patient is greatly influenced by the cognition and behavior of the student, it is the policy of Illinois Valley Dental Assisting Program to require that all students be free of alcohol and drugs.
2. To assist in this, urine drug screens will be required of all students entering the Dental Assisting Program or returning after a minimum of one year of absentness from the assisting program.
3. ALL currently enrolled Dental Assisting students will be required to pass the drug screening test.
4. All new students or students who have been out longer than one year and have previously passed the required IVCC drug screen will have to undergo testing.

General Information:

1. All students who have been accepted into the Dental Assisting Program must successfully pass a urine drug screen as a condition of admission into the program.
2. Authorization for the drug screen shall be furnished by the student and the student shall be responsible for the required fees. The drug screen will be submitted directly to CastleBranch for tracking.
3. Drug screens conducted prior to this request will not be accepted and must be repeated.
4. If a prospective student refuses to complete the drug screen, the student will be dismissed from the program.
5. Following the initial drug screen students may be subject to random drug screening for reasonable suspicion, or if the student has been out of the program longer than one year.
6. If an initial drug screen is positive without documentation of medical necessity, or if a prospective student refuses to complete the drug screen, the student will not be allowed to enter Illinois Valley Community College Dental Assisting Program.
7. If the initial drug screen is positive, the student will be provided the opportunity to refute

the positive results (legally prescribed substances only) and at the student's expense, complete a more extensive drug test.

8. If the drug screen is positive, the student will have to undergo the entire Dental Assisting Program admissions process through IVCC Admissions Office at a later time.
9. Additionally, if a random drug screen is positive without documentation of medical necessity, or a student refuses to complete a random drug screen, the student will not be allowed to continue in the program.
10. If a second drug screen is positive without documented medical necessity or the student refuses to complete a second drug screen, the student will be dismissed from the Dental Assisting Program without opportunity for reentering.
11. Any student who fails a urine drug screen or refuses to complete a urine drug screen will be referred to counseling for follow-up.

Confidentiality:

1. Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided shall be kept confidential and maintained in secure files separate from regular IVCC student files.
2. Such records and information may be disclosed among IVCC administration and faculty on a need-to-know basis and may be disclosed where relevant to an IVCC appeals, grievance proceeding, charge, claim, or other legal proceeding initiated by or on behalf of a student.

Definitions:

"Clinic premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by any clinical affiliate of the College at which students of the College take their clinical practicum experiences.

"Illegal Drugs" means substances whose use or possession is controlled by a federal law, but which are not being used or possessed under the supervision of a licensed health care professional.

"Reasonable Suspicion" means that one or more faculty members or on-site supervisors and/or preceptor at clinic premises observes one or more symptoms which may include, but not limited to, the smell of alcohol, marijuana or other illegal drugs, swollen and/or bloodshot eyes, incoherent speech, impaired motor ability, speech or behavior patterns which indicate a state of confusion, or grandiose or excited behaviors not appropriate to clinic premises. This listing is not intended to be all inclusive and other speech and behavior may constitute symptoms which are the basis or reasonable suspension.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or fail to promptly provide specimen(s) for testing when directed.

"Under the influence of Alcohol" means an alcohol concentration of 0.02 or more, or actions, appearance, speech or bodily odors which reasonably cause a one or more faculty members or on-site supervisors and/or preceptor at clinic premises to conclude that a student is impaired because of alcohol use.

“Medication Misuse” means taking another person’s medications. Taking any controlled medication that was not specifically prescribed for the individual student being tested.

“Documentation of Medical Necessity” means that you must disclose any prescribed medications that you are taking. It also means that you may need to contact the physician for their documentation of the prescription.

Drug Policy Procedure and Information:

1. A negative Chain of Custody Ten (10) Panel Urine Screen will be required of all students enrolled either in the IVCC Dental Assisting Program.
2. This particular test was chosen because of the consistent regulatory process.
3. The test must be completed prior to return the first day of classes in August.
4. The student is responsible for all for all fees incurred during this process.
5. This includes not only the initial fee, but any fees involving Medical Review Officer or further testing.
6. The student may choose one of the six (6) Collection sites listed at the end of this document.
7. The results of the drug-screen will be sent directly from the collection site to the Program Coordinator and will be kept in the student file.

Ten (10) Panel Drug Screen will test for the following drugs:

Marijuana (THC)
Cocaine
Amphetamines/Methamphetamines
Opiates²
Phencyclidine (PCP)
Barbiturates
Benzodiazepines
Methaqualone
Methadone
Propoxyphene

Chain of Custody:

1. Chain of Custody is the term that refers to the process of ensuring and providing documentation of proper specimen identification and handling from the time of collection to the receipt of laboratory results.
2. If the results come under legal challenge, the specimen must have been handled according to chain of custody procedures exactly and accurately.
3. The chain of custody protocol assures the specimen belongs to the individual whose information is printed on the specimen bottle label, no adulteration or tampering has taken place, exactly who had possession of the specimen and when, how the specimen was transported and stored before it was analyzed, no unauthorized access to the specimen was possible, and the specimen was handled in a secure manner.
4. Once the laboratory completes the testing process the results are reported to the designated reporting agency.

Medical Review Officer (MRO):

1. Positive or “inconclusive” drug screens are reviewed by an MRO. An MRO is a license M.D. with a history of substance abuse diagnostic work.
2. During the MRO’s review it may be necessary for them to contact and speak directly with the donor to verify any types of medication the donor has taken.
3. There are additional fees if the MRO needs to become involved with the process.
4. The fee is also the student’s responsibility.

Collection Site (Patient Service Center)

1. A facility where individual presents themselves for the purpose of providing body fluid(s) to be analyzed for specified controlled substances.
2. Below is the information for local area hospitals that may be used for a collection site.
3. The student may choose to have a physician or clinic of their choice for the collection site.
4. If you have any questions pertaining to the collection process, fee, etc., please contact the individual Collection Site.
5. Also note that these prices, hours of service, etc., was obtained much earlier in the year and the student may want to contact the Collection Site to see if anything has changed.

Collection Sites (including, but not limited to)

Illinois Valley Community Hospital, 815-223-3300 – ask for Occupational Health.
 925 West Street, Peru, IL. 61354
 Walk-ins: 7:30am – 5:30pm, Monday thru Friday
 Approximate Initial Cost: \$45.00

Mendota Community Hospital, 815-539-1416 – ask for Occupational Health.
 1315 Memorial Drive, Mendota, IL 61342
 Walk-ins: 24 hours, 7 days a week. - Go to Registration Desk at the hospital.
 Approximate Initial Cost: \$35.00

Ottawa Regional Hospital and Health Care Center, 815-433-311, ask for Lori Stone or Millie Arellano in the lab.
 1100 East Norris Drive, Ottawa, IL. 61350
 Walk-ins: 11am – 3pm, Monday thru Friday – Need to register and pay on the first floor
 Registration area
 Approximate Initial cost: \$55.00

Perry Memorial Hospital, 815-875-2811 - ask for Occupational Health
 530 Park Avenue East, Princeton, IL. 61356
 Walk-in: 7am-5pm Monday thru Friday; 7-11am Saturday and Sunday
 Approximate Initial Cost: \$48.00

St. Margaret’s Health Care Center, 815-664-5311 – ask for Occupational Health
 600 East First Street, Spring Valley, IL. 61362
 Walk-ins: 7am – 4pm, Monday thru Friday

Approximate Initial Cost: \$45.00

St. Mary's Hospital, 815-673-4518 – ask for Laboratory
111 Spring Street, Streator, IL. 61364
Walk-ins: 6am – 6pm, Monday thru Friday
Approximate Initial Cost: \$32.00

Please if you have any questions concerning the Substance Abuse Policy and or the Procedure and information Document; contact the IVCC Dental Office at 815-224-0359 or [Heather Seghi@ivcc.edu](mailto:Heather_Seghi@ivcc.edu)

- Student may choose a physician or clinic of their choice.
- Cost may vary per hospital price increases.

Student Criminal Background Check

Purpose

1. To obtain criminal history record information on unlicensed students entering the Dental Assisting Program.
2. To review and act on issues related to positive criminal background checks of the students who are enrolled in the Dental Assisting Program.
3. To be in compliance with clinical students who are enrolled in the Dental Assisting Program.
4. To be in compliance with clinical agencies' requirements.

Policy

1. Illinois Valley Community College is committed to providing a safe environment for students; patients cared for by students, and employees of the college.
2. Therefore, IVCC Dental Assisting Program shall conduct criminal background checks using the social security number on all unlicensed students who are enrolled in the Dental Assisting Program.
3. The criminal background check will be conducted through Castle Branch, a company selected by IVCC, and is paid for by the student.
4. Students who receive a positive background check will be required to present a deposition of the case.
5. If the student was convicted of a crime, the student will be reviewed by the Program Coordinator of the Dental Assisting Program.
6. If the background check reveals a conviction, the student may be disqualified from attending the Dental Assisting Program at IVCC.

Procedure

1. All students admitted into the IVCC Dental Assisting Program will be required to submit required information for a background check.
2. Information will be submitted to www.castlebranch.com prior to the start of the fall semester.

3. This background check will be good for two consecutive years.
4. If you leave the program for more than one semester you will be required to submit the information again as well incur the expense for background check.
5. If there are any future criminal convictions while enrolled in the Dental Assisting Program, they will be reviewed on a case-by-case basis.

Student Confidentiality

1. Results from the background check will not be shared with faculty.
2. If you do have a positive background check, you will discuss your options with the Program Coordinator.
3. A positive background check does not prohibit admission to the program but may influence state licensure.
4. Depending on the prior conviction the results may be discussed with the clinical agency.
5. What criteria will be used to exclude a student from a particular clinical placement?
 - a. Each clinical agency has their own policy regarding positive background checks.
 - b. The IVCC Dental Assisting Program will work collaboratively with the agency to determine placement on an individual basis.
6. Students will sign a waiver of release of information which gives the IVCC Dental Assisting Program permission to access the results on the website Castle Branch and share those results with clinical agencies as needed.
7. Failure to consent to release information or cooperate appropriately with regard to the process shall result in the student not being able to begin or progress in the program.
8. Omission of required information or false or misleading information provided by the student on the criminal background check or in any communication with the Dental Assisting Program may result in disciplinary action or dismissal according to the Professional Standards section of the Student Handbook.

Dealing with Positive Results

1. The Program Coordinator will access the electronic report from Castle Branch.
2. Students who have a positive Criminal Background Check will be notified immediately by phone.
3. No messages regarding the results would be left on answering machines or with other individuals.
4. The Program Coordinator will meet with the student to verify if the "hit" was in error or true.
5. If the student believes the conviction is erroneous, he/she may request a fingerprint based check.
6. The cost of the fingerprint check is the responsibility of the student.
7. If the fingerprint based check reveals no criminal convictions, the student will remain enrolled in the Dental Assisting Program at IVCC.
8. If, due to a criminal conviction, placement is unable to be obtained and the student is unable to complete the required clinical component of a course, the student will be dismissed from the Dental Assisting Program at IVCC.
9. An attempt will be made by an IVCC academic advisor or career counselor to re-direct the affected student to consider another career pathway.

Academic Requirements

Students must be 18 years of age before they are allowed to apply ionizing radiation to patients.

GRADING

1. Students receiving less than a "C" grade in a dental assisting course must consult with the Program Coordinator for clarification of their status in the program.
2. The course may be retaken one time (including withdrawal) to achieve a "C" grade.
3. The GPA for all Dental Assisting courses must be 2.0 or higher for continuation and graduation in the Dental Assisting Program.
4. Students are responsible for being aware of their status in the program in relation to the college, dental assisting curriculum and grade requirements.
5. All prerequisites must be met prior to taking any Dental Assisting Course.
6. Self-enrollment does not filter for prerequisites, therefore, it is important that students make an appointment with the Program Coordinator at the beginning of each semester to confirm their standing in the Dental Assisting Program and that they are enrolled in the correct courses.

Grading scale for the IVCC Dental Assisting Program **lecture courses** will be as follows:

Lecture

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

1. If a grade of 69% or below is reached on any examination the student will receive an academic warning.
2. After the initial warning the student must submit a Plan of Action to the instructor of the course.
3. The Plan of Action must include what steps will be taken to achieve success in the course.
4. After the grade of 69% or below is reached on two examinations the student will have to meet with the Program Coordinator of the Dental Assisting Program.
5. The Program Coordinator will set up a plan with the student.
6. The student will be required to follow through with the plan the Program Coordinator sets up.
7. This may include required open lab time, tutoring, etc.
8. During this time the student will meet periodically with the Program Coordinator to monitor the progress.
9. If a 69% or below is reached on three examinations the student will be required to meet with the instructor of the course and the Program Coordinator.
10. At this time, it is the instructors right to withdraw the student from the course.

*See Appendix A

1. Courses that are a combination of laboratory and lecture will receive one grade calculated as the course outline states. Each portion of the course, laboratory and lecture, must individually be assessed at a C or above in order to receive a passing grade. The final grade will be that of the portion of the course with the lowest grade,

- if both portions are not completed at a C or better. If a C or better is not earned in either portion, the lecture or laboratory, portion grades will be averaged to determine the final grade, but the final grade will still not be passing.
2. If a project is assigned for any course, it must be completed with a "C" or better to pass the course. Incomplete or late projects will not be accepted, and will result in a failure of that course.
 3. A "C" average for written examinations and laboratory projects must be maintained by midterm in each Dental assisting course in order to continue in the Dental Assisting Program
 4. After 2 failures in 1 course or 2 different course failures in the Dental Assisting Program, a student will be dropped from the Dental Assisting Program and will have to reapply.
 5. A student will only be allowed to reapply to the program one time.
 6. Questions and concerns regarding individual courses and grades should be first directed to the instructor for that particular course.
 7. Once you have spoken with the instructor, if your concerns are not resolved, then make an appointment with the Program Coordinator.
 8. The Dean of Workforce Development may be contacted if concerns remain unresolved.

Assessments

Outcomes assessment planning is broad-based, systemic and designed to promote achievement of the programs goals and objectives. Through this process, evaluation and improvement of the educational quality of the program is monitored, and adjusted as needed using the information collected.

1. Students are expected to take all examinations on designated days.
2. Students are responsible for notifying the instructor prior to the examination if they expect to be absent.
3. If absent for any reason, arrangements must be made with the instructor within 24 hours for missed examinations, excluding weekends.
4. Students may receive a zero (0) for the examination if the arrangements are not made.
5. If the student fails to take the examination on the reassigned day, the student will receive a zero (0) for the examination.
6. The instructor will determine if the reason for the absence is legitimate and if the student may make up the missed exam.
7. Students who miss an examination may be expected to take a different form of the examination over the same content.
8. A reduction of points, not to be greater than 5%, maybe made when taking a test after the scheduled date.
9. This will be according to the instructor's policy as stated in their course schedule.
10. Assessments may be in the form of a written test or quiz, oral questions, demonstrations, presentations, projects, written papers or other methods the instructor feels will allow students to demonstrate their knowledge.
11. Quizzes may be announced or unannounced, oral or written, and given at any time in the scheduled class session that the instructor deems appropriate.
12. Quiz make-up policy is at the instructor's discretion, but must be stated in the course schedule.

ATTENDANCE POLICIES

1. Students are responsible for classroom or laboratory material presented on any given day

of an absence. Students are to get information from classmates unless the instructor has made other arrangements as stated in their class schedule.

2. Repeated tardiness will result in disciplinary action and/or grade reduction.
3. According to college policy, NO children are permitted in the classroom and/or laboratory.
4. Attendance is mandatory in a lecture, laboratory, clinical classes, and clinical rotations. Students should schedule any appointments or activities on their personal time and not during one of their scheduled course period.
5. Students with more than 10% absences of total combined clock hours in lecture for any dental assisting course, must meet with the instructor to review their grade, attendance and any other concerns the instructor may have.
6. If the instructor recommends a meeting with the program coordinator the student must attend that meeting as well.
7. The student may be subject to dismissal based on attendance and information from the meetings.
8. If the instructor and coordinator deem dismissal to be necessary, the student will be withdrawn from that course only.
9. After student is absent or tardy to two classes or labs they are given a written warning from the instructor. Two tardies will count as one absence. Leaving class without the consent of the instructor will constitute one absence.
10. After a student is absent or tardy to three lectures, they are required to meet with the coordinator of the Dental Assisting Program.
11. After a student misses 4 lecture periods they will be required to meet with the instructor of the course, and the program coordinator. At this meeting you may be removed from the program if they do not feel you will successfully complete the requirements for the course.
12. Students are allowed one absence from lab in each course.
13. These absences must be excused and the instructor must be notified before the missed lab.
14. The student is responsible for arranging a time to make up the lab that is missed.
15. If a student has more than one "excused absence" they will need to meet with the instructor and program coordinator to determine whether the student is able to proceed in the program.
16. Effort in lab and lecture will be reviewed to come to this decision.
17. Extenuating circumstances may be determined by the lab instructor if more than one lab is missed.
 - a. **Excused absences** include, but are not limited to a doctor's note stating that you were not able to participate in lab for a specific period of time, an absence that was predetermined and approved by the instructor and the program coordinator, notifying the instructor and the program coordinator prior to the absence and scheduling a make-up date.
 - b. **Unexcused absences** include, but are not limited to, failure to notify the instructor and program coordinator prior to missing a lab/lecture period; being dismissed from lab for not having proper attire; tardy with no valid excuse.
18. Students must attend any meetings/seminars mandated by the Dental Assisting faculty.
19. Cell phones and pagers must be turned off during all clinical sessions
20. Classroom and laboratory cell phone status will be determined by the instructor for each class, however, no calls are to be made or received in the classroom.
21. Students must realize that any time they leave the classroom to make or receive a call, to read or type a text message they are missing class material and it is the student's responsibility to obtain that information.

22.This time may be counted as absent time or tardiness if it is a repeated or an extended occurrence.

23.The instructor may change the policy if they feel phones are becoming disruptive to the learning environment.

Distance Learning Policy

IVCC online courses must comply with the coursework or equivalencies for the credit hour as stated in board policy; Credit Hour, 2.11; It is the policy of the Board of Trustees that a credit hour represents the student work required to demonstrate achievement of defined learning outcomes to be accomplished in fifty minutes of direct instruction and two hours of out-of-class work each week for the equivalent of a fifteen-week semester. Courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses comprise an equivalent amount of course related work (three hours per week for fifteen weeks) in any combination of direct instruction and out-of-class activities except as follows: lab instruction, studio work, and clinical work (minimum of two hours per week for fifteen weeks) and internships/practica (up to 5 hours per week for fifteen weeks).

All students completing their first online class at IVCC are required to participate in an orientation to online learning. The students get hands-on experience with different types of learning activities, such as online quizzes, discussions, and assignment submissions. The content of the orientation focuses on critical information for online students, and it provides success strategies specific to online courses. The orientation is offered online or in the classroom. Students who do not successfully complete the orientation are administratively withdrawn from online classes.

Student Identify Verification

Illinois Valley Community College is accredited by the Higher Learning Commission, <https://www.ivcc.edu/cqi.aspx?id=10532> IVCC complies with HLC Policy: Practices for Verification of Student Identity, Number FDCR.A.10.050, by providing each registered student with a secure login and passcode.

Individual instructors may choose to administer proctored examinations. IVCC also provides instructors with access to a lockdown browser (Respondus) by which the instructor may, by settings, lock a student into the learning management system browser while taking a test, or require the student to be monitored by webcam and recorded during a testing session.

Distance Education Fees

IVCC does not charge fees specific to online classes. As of summer, 2019, tuition and standard fees per credit hour are \$133.00, inclusive of \$125.60 per credit hour tuition and \$7.40 per credit hour standard fee. Out of district residents pay \$355.78 per credit hour and out of state residents pay \$384.88 per credit hour.

**Tuition and fees are subject to change by District 513 Board of Trustees action. **

Illinois Valley Community College board policy:

A credit hour represents, "...fifty minutes of direct instruction and two hours of out-of-class work each week for the equivalent of a fifteen-week semester"

*This online course should have a minimum time commitment of about 8 hours per week.

Online portion: 170 minutes per week for 15 weeks = 2550 minutes' x 1.5 credit hours = 3825 minutes / 8 weeks = 480 minutes / 60 = ~8 hours per week for the online course.

CAUSE FOR IMMEDIATE DISMISSAL FROM LAB/CLINIC

1. Disrespect: Respect must be shown to all individuals at all times
 2. Inappropriate communication: Both verbal and nonverbal
 3. Lack of proper attire
 - a. Fall semester: On non-human subject days, white lab coats with black scrub top and bottom.
 - i. If you are seeing a human subject (student, faculty, or otherwise), **all students** must be in black clinical attire, no exceptions.
 - b. Spring semester: black clinical attire
 4. Failure to present proper hygiene or appearance.
 5. Lack of co-operation when instructed to correct errors or deficiencies
 6. Violation of the IVCC student handbook student conduct and/or violation of the Dental Assisting Program handbook.
 7. When violation(s) are corrected student may return to lab. Time lost cannot be made up.
- DISMISSAL WILL BE RECORDED AS AN ABSENCE WITH ALL ABSENTEISM PENALTIES ENFORCED.**

This may result in incomplete human subject FMX which someone else may complete. You will not be able to participate in Radiology lab/clinic until a private meeting discussing the matter is held.

LAB ATTENDANCE

1. 1st absence will be a warning and meeting with the instructor
2. 2nd absence is **removal from the Dental Assisting Program** unless previously discussed and approved.
3. If the student knows ahead of time they will be absent, arrangements can be made with the instructor to make up for the missed lab if the reason is deemed appropriate by the instructor and the program coordinator
4. Special circumstances will be made at the discretion of the lab instructor and program coordinator.
5. Tardiness in lab will not be tolerated, the lab door will close at the time class is scheduled to start and you will not be permitted to enter.
6. This will be considered an absence.

SOCIAL NETWORKING POLICY

Students in the Dental Assisting Program increasingly use personal websites, online blogs, online journals, and online communities such as Facebook.com to communicate and network within and outside of the Dental Assisting community. Students should remember that these sites are accessible to the public. The following policy deals with social networking while a student in the

Dental Assisting Program:

1. Be careful about how much and what kind of personally identifiable information you post to these sites.
2. Don't post anything you wouldn't want the world to know, including personal information that could lead to identity theft, harassment, stalking, or other safety concerns.
3. Be aware that your entries may be seen by unintended viewers.
4. Faculty, administrators, potential current and future employers can often access information you place on these sites.
5. Assume that any information you post may at some point be the basis for the impression others have of you.
6. The Dental Assisting Program does not tolerate online harassment of any kind.
7. If you feel that you are the subject of online harassment or threatening behavior, please contact your instructor, your advisor, or the director, there could be legal consequences.
8. A conflict of personal boundaries and professional boundaries should be considered a conflict of interest.
9. You are accountable for what you post on networking sites.
10. Profanity is prohibited.
11. Follow the Code of Ethics as stated in the IVCC Dental Assisting Handbook.
12. Legal concerns, such as HIPAA laws must always be considered.
13. NEVER post any information about patients or their families on networking sites. It is grounds for dismissal from the program and legal action could be taken against you.
14. Defamatory remarks directed towards the school, other students, faculty, staff, Illinois Valley Community College, the Dental Assisting Program, or clinical agencies are considered as bullying, defamation of character, or harassment and will subject the student to disciplinary and legal action.
15. Do not take for granted that your personal social networking site is private, the remarks are public for the world to see and may be interpreted very differently than the original author intended.
16. If you acknowledge that you are a student at Illinois Valley Community College Dental Assisting Program, be aware that many people will assume you are speaking on behalf of the school.
17. Use good judgement and accuracy in posts.
18. Maintain clear personal and professional boundaries to prevent a conflict of interest.
19. Communications should be honest, ethical and accurate, considerate, respectful of other students, faculty and staff and of copyright laws.
20. Follow the Code of Conduct and the Civility Policy as identified in the Student Handbook.

NOTE: If you are an employee or work study student, you are expected to adhere to Illinois Valley Community College Dental Assisting Program's Social Networking Policy.

WITHDRAWAL POLICY

1. Students have until the end of the twelfth week of a sixteen-week course (or an equivalent length of time in courses of different lengths) to request a withdrawal.
2. Instructors may also initiate the withdrawal process if the student fails to comply with the attendance requirements as outlined previously in the Student Handbook.
3. The Program Coordinator can also initiate withdraw if students are not maintaining required grades as addressed earlier in the handbook.
4. If you self-register in courses and then become ineligible for that course (do not earn a C

- or better in a prerequisite) you must drop from those courses.
5. Also this will help avoid being charged tuition for a course you are not eligible to take.
 6. Again it is important to meet with the Dental Assisting Program coordinator before a new semester starts

STUDENT INITIATED WITHDRAWALS

1. Students will have the ability to initiate a withdrawal from classes through Web Advisor.
2. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.
3. All fields must be completed accurately in order to process the withdrawal.
4. Entering the student ID number serves as the student's electronic signature.
5. Students will receive an email upon the receipt of this withdrawal.
6. Students are encouraged to check their schedule on Web Advisor to be sure their withdrawal was processed.
7. If you are still on an active roster 2 business days after processing the withdrawal request, please contact the Records office at 224-0447.
8. Inaccurate or incomplete information will result in a failure to complete the withdrawal and the student will be notified via email of the need to re-submit the form.
9. Approved withdrawals will be processed through the 75% point of the semester.
10. No student withdrawals are allowed past that date (week 12 of a 16-week semester).

NOTE: *Withdrawals* are different from *drops*. For students who **drop** classes before the tenth day of a regular 16-week Fall or Spring semester, a full refund less the registration fee will be generated. For drops taking place during the Summer semester or for classes of varied lengths, the refund policy varies according to the length of the class.

ETHICAL BEHAVIOR

Honesty is an expected quality of any Dental assistant.

The following behavior is illustrative of the kind of conduct which can result in the dismissal of a student from the Dental Assisting Program:

1. Students involved in cheating of any kind will receive a zero (0) for the assignment and be subject to dismissal from the Dental Assisting Program.
2. Falsification of information in any classroom or clinical setting.
3. Taking supplies or equipment from the college or clinical office without permission of the instructor or doctor.
4. Plagiarism - The act of stealing or passing off (ideas or words of another) as one's own: "use (a created production) without crediting the source: to commit literary theft."
5. A violation of confidentiality related to patient care, clinical setting, or other professionals.

Students will demonstrate respect for all persons, both in words and actions.

Dental assisting students are also subject to the general discipline rules of the college and clinical facilities. These are outlined in the Student Rights/Responsibilities; Student Code of Conduct, college catalog and other college documents and clinical office manuals.

Students who do not comply with the above criteria may be subject to dismissal from the Dental Assisting Program.

The following are the **Principles of Ethics** as adopted by the American Dental Assistants Association.

1. Each individual involved in the practice of Dentistry assumes the obligation of maintaining and enriching the profession. Each member may choose to meet this obligation according to the dictate of personal conscience based on the needs of human beings the profession of Dentistry is committed to serve. The spirit of the Golden Rule is the basic guiding principle of this concept.
2. The member must strive, at all times, to maintain confidentiality and exhibit respect for the Dentist/employer.
3. The member shall refrain from performing any professional service that is prohibited by state law AND has the obligation to prove competence prior to providing services to any patient.
4. The member shall constantly strive to upgrade and expand technical skills for the benefit of the employer and the consumer public.
5. The member should additionally seek to sustain and improve the local organization, state association and the American Dental Assistants Association by active participation and personal commitment.

LABORATORY CONDUCT

1. No eating, smoking or gum chewing is permitted in the laboratory.
2. Loud and offensive behavior will not be tolerated. Anyone disobeying this rule will be

expelled from the laboratory until notified by the instructor that they may return. This type of behavior will also result in a grade of zero (0) for the day.

3. Safety glasses must be worn at all times in the laboratory.
4. All protective equipment as determined by the instructor or MSDS must be worn at all times in the laboratory setting.
5. All students must attend the first day of DLA 1209, Infection Control, at which time they will learn how to manage materials in case of an accident.
6. No one is allowed to handle any chemical or dental material until they have passed an assessment on safety protocol.
7. Laboratory equipment may only be used when an instructor is present.
8. Laboratory benches, chairs, and work_areas are to be kept free of coats, books, and purses.
9. Laboratory work areas are to be covered with paper toweling or patient napkins when the students are working with dental materials.
10. NOONE will be permitted to leave the laboratory until ALL work areas, equipment and sinks are clean and orderly.
11. Infection control policies and guidelines must be practiced properly by students in all laboratory and clinical settings.
12. Students who do not follow proper infection control procedures and put the patient or other students "at risk", may be subject to review and possible dismissal from the program.
13. Faculty reserve the right to request a student not perform a dental assisting skill until supervision and/or assistance can be provided.
14. Emergency procedures are posted near the phone in the lab.
15. If safety and infection protocol are not satisfactorily practiced or corrected upon instruction, the student will be dismissed from clinic for the class session.
16. This will result in a zero for the day.
17. If the instructor deems additional instruction in safety and/or infection control is necessary the student must complete a prepared assessment prior to returning to the clinic for any course.

APPEARANCE

1. Nails must be a safe length (at the finger tips), clean and neatly manicured. Nail polish of any color will not be permitted.
2. Hair must be natural color, off the collar, neat and away from the face. No eccentric colors are permitted (e.g. Pink, blue, purple, etc.) No decorative hair ornaments are permitted. The student may wear a neutral colored headband if necessary. They may either be plastic to be easily disinfected, or cloth, to be washed. They must be white, black or nude in color.
3. No jewelry is permitted except the following:
 - a. One pair of small post earrings are permitted for pierced ears.
 - b. Wedding **bands** are allowed, but engagement rings with projecting diamonds are not. Discretion must be used regarding safety and asepsis with any type of ring.
 - i. The Dental Assisting faculty are not responsible for jewelry or other personal items left in the Dental Lab.
4. Jewelry absolutely not permitted includes but is not limited to:
 - a. Any eye jewelry (this interferes with safety glasses)
 - b. Any intra or extra oral jewelry (this is detrimental to oral health)
 - c. Any gauges
 - d. Bracelets of any kind

- e. Rings
 - f. Studs
 - g. Spacers through the nostrils, lips, tongue, eyebrows
 - h. Any other visible place, other than ears.
 - i. If a Dental assisting instructor or staff member feels that you are in violation of these criteria you will be asked to remove the jewelry. If you do not comply you will be asked to leave the clinic. If the student continually fails to comply with this code they will be disciplined in accordance to the Lab Incidents.
5. Beards must be neat, clean, and well-trimmed; otherwise students need to be clean shaven.
 6. All visible tattoos must be covered before arriving to clinical or alternative clinical experiences. While you are in clinical externships, all tattoos must be covered, whether or not the dentist requires this or not. You are a student in the Dental Assisting Program, and these are the rules that you are to follow.
 7. Good personal hygienic practices are required, which includes:
 - a. Cleanliness
 - b. Oral hygiene
 - c. Use of deodorants
 8. White laboratory coats must be worn when the student is working in the laboratory. The coats must be neat, clean and buttoned at all times. Clothing worn under the laboratory coats must be neat and clean—YOU ARE PROFESSIONALS.
 9. Students who do not comply with the above criteria or correct it when asked to may be sent from the laboratory area. This will be counted as an absence. If you have to be asked to correct any of the above criteria, points will be deducted.

UNIFORM CODE

1. Wrinkle-free, clean uniforms are required for all students in the clinical unit. Yellowing and/or graying lab coats are unacceptable.
2. Shirts must cover the hips and hems of pants should be no longer than the heel of the shoe.
3. No visible mid-section or cleavage. There should never be any skin shown when bending over or raising arms.
4. The instructor may determine everyone should wear scrubs. If scrubs are not prescribed the student must wear long pants.
 - a. Shorts, skirts or capri pants are NOT acceptable.
5. Pants must reach, but not touch the floor. If a student wishes to wear shorts or capris to class, they will be permitted to change into scrub pants, which the student must provide, before entering the lab. No hooded sweatshirts or sweaters will be allowed. Pants must not drag on the floor.
6. No rips or tears of any kind are acceptable on shirts/pants.
7. All shirts should be modest and professional with sleeves short and tight enough as not to hang off the wrist.
8. Plain white socks and white shoes with a solid toe and closed heel are required. White crew socks are required. Ankle socks are not acceptable in the lab.
9. Fitted safety glasses and all appropriate protective equipment must be worn for each clinical day.
10. Solid white or beige (natural) colored undergarments are required under uniforms.
11. Lab coats or warm-up jackets must be worn in the clinic, the type will be determined by the procedure being performed.
12. Class uniforms MUST be worn in clinics when students are seeing patients on campus.

13. Uniforms will be determined by the instructor. Once the instructor determines that uniforms are to be worn, ALL STUDENTS must comply, whether you are seeing patients or not.
14. Black warm-up jacket is required when seeing patients.
15. Students will not be permitted to wear white lab jacket if black warm-up jacket is forgotten.
16. Students will not be permitted to participate in lab without black warm-up jacket, after the instructor as determined the use of uniforms.
17. ALL of the above rules must be followed before a student is permitted to work with a patient.
18. Any time a student is representing IVCC, hygiene and uniform standards must be observed.
19. Professional and ethical conduct is always mandatory.

* See Appendix C and Appendix D

STUDENT/FACULTY COMMUNICATIONS

1. Communication with faculty and other students must be done in a respectful manner. This includes face to face and electronically.
2. Dental Assisting faculty and staff will communicate with students via Blackboard and IVCC email.
3. Only the college email will be allowed.
4. It is imperative that students check their email and Blackboard accounts DAILY. This will count toward attendance grades in all courses.
5. All name changes, changes of address or phone numbers must be communicated to the Dental Assisting Program **and** Records Department.

Clinical Requirements

1. Students are required to provide their own transportation to clinical facilities.
2. Students may be expected to drive 60 miles to an externship site, depending on volunteers.
3. Students will contact their externship office at least one-week prior to start date to discuss hours with the office manager and dentist. Students will adhere to the assigned hours for the entire rotation.
4. Students are expected to prepare for clinical experience by dressing in regulation uniforms and completing all clinical assignments.
5. Students will notify the instructor and the clinical office prior to clinical when they will be absent or tardy. All clinical absences will result in makeup assignments.
6. Students who arrive late without notifying the instructor, or who have not prepared for the clinical day, will be asked to leave. This will constitute ONE clinical absence.
7. All violations of clinical requirements will be recorded. Repeated violations (two or more) may be reason to dismiss the students from the clinical facility.
8. Students will accumulate a total of 300 clinical hours for successful completion of DLA-2202, Clinical Practice. These hours include those accumulated in your 2 assigned rotations, and your 5 specialty office observations.
9. Once you are assigned to an office, you will remain there for the scheduled time-frame, unless otherwise noted by the program coordinator.
10. Students are responsible for protecting information obtained in the clinical setting.
11. Students will not identify patient, dental assisting staff, dentists, instructors, or other persons by name in notes or in learning situations.
12. Students will not discuss dental situations, dental assisting staff, dentists, or patients with friends, family or in public.
13. Students may not solicit the services of the health care provider for personal health problems during the clinical assignment hours.
14. Students are expected to demonstrate mature adult behavior and respect to all persons in the clinical facility.
15. Students will not discuss their personal problems with patients.
16. Students who demonstrate inappropriate behavior will be required to leave the clinical area and will not return until a meeting is held with the student, instructor and Coordinator as well as between the clinical dentist/staff and the instructor. This may result in removal from that clinical setting as well as dismissal from the program.
17. Students who report to lecture, laboratory or clinical courses, or clinical site and are

suspected to be under the influence of alcohol and/or a chemical substance will be dismissed from the course or site. The student will be required to submit appropriate laboratory tests for chemical substances. The testing will be done at the student's expense.

18. Student's physical forms and immunization records must be on file prior to the first day of fall semester classes.
19. Unsatisfactory clinical performance will result in a failing grade for the course. This supersedes the college policy for early withdrawal.
20. All unusual occurrences in the clinical facility will be documented and kept on file.
21. Students must pass DLA 1202 and DLA 2204 IMMEDIATELY preceding enrollment in DLA 2202. Students may not return the year following completion of DLA 1202 or DLA 2204 to begin clinicals.

Clinical Facilities

1. Students are expected to abide by the policies and procedures of the clinical facility and observe regulations regarding patient safety and welfare.
2. The Program Coordinator will assign students to specific clinical facilities as deemed necessary for optimal learning experience.
3. The clinical facilities have agreed to allow students to function as members of the dental health team.
4. The clinical facilities will keep attendance records for each student.
5. The clinical facility will evaluate student's performance and inform the clinical instructor of weaknesses or inappropriate behavior.

GUIDELINES FOR UNSATISFACTORY PERFORMANCE

1. Each student is expected to know the principles and satisfactorily perform skills and procedures which have been taught. The student is referred to the dental assisting skills checklist and the dental assisting course objectives.
2. The following areas are illustrative of the kind of unsatisfactory performances which can result in the dismissal of a student from the Dental Assisting Program:
 - a. Violation of attendance policies
 - b. Breach of Professional ethics
 - c. Failures to correct deficiencies in uniform, appearance and conduct
 - d. Jeopardize the physical and mental health and well-being of the patient.
 - e. Students who demonstrate mental/emotional instability which may jeopardize the physical/mental well-being of the patient.
 - f. Students who arrive at the classroom, laboratory, or clinical facility under the influence of alcohol or drugs.
 - g. Other reasons deemed serious by the instructor(s) and/or the Program Coordinator.
3. After two unsatisfactory performance reports from one or two clinical instructors, the student will be subject to review and possible dismissal from the Dental Assisting Program.
4. Unsatisfactory performance reports are cumulative from one semester to the next. Repeated unsatisfactory performances in the same specific tasks or requirements may be reason for dismissal. Remediation of past unsatisfactory performances is expected.
5. After three unsatisfactory performance reports in any one semester or from one semester to the next, the student may be withdrawn from the dental assisting course.
6. An unsatisfactory performance report may be deemed of such monumental significance (a performance resulting in a possible threat to the physical and emotional stability of a patient or falsifying records), that the student will be dismissed prior to receiving three

unsatisfactory reports.

7. Any student who demonstrates minimum competency in a specific area will be placed on probation for a four-week period. The dental assisting instructor and Program Coordinator will collaborate with the student to write objectives to correct the deficiency within a designated period of time.

RE-ADMISSION AND PROMOTION

Readmission and promotion in the Dental Assisting Program are based on:

1. Continuance in the dental assisting sequence. A student who withdraws from the dental assisting course sequence at any time will be subject to changes made in the curriculum.
2. Readmission to the program following an absence of more than three years is subject to review by the Dental Assisting Coordinator and Dean. Any Dental Assisting Internship must immediately follow Supervised Dentistry with no absence in sequence.
3. All dental assisting students who are promoted from one semester of dental assisting courses to another must make an appointment with the Program Coordinator to have their schedule approved.
4. Students with two failures in one course or two failures in the Dental Assisting Program are subject to review by the dental assisting faculty to determine their eligibility for continuation in the program.
5. Internship is to be completed the summer immediately following the successful completion of Supervised Dentistry.

EXTRACURRICULAR ACTIVITIES

ATTENDANCE AT WORKSHOPS BY STUDENTS

1. Students of the Dental Assisting Program may attend one educational seminar per school year.
2. The seminar selected must be relevant to topics discussed in the dental assisting curriculum.
3. Attendance at the seminar will not be counted as an absence from the classroom or clinical responsibility, if the program has been previously approved by the classroom or clinical instructor.
4. Cost, registration, etc., for the seminar is the student's responsibility.
5. A written report concerning the seminar must be submitted to the instructor whose class or clinical is missed.
6. Students may also be asked to give a verbal report to fellow students.

PROCEDURE

1. Information regarding seminars may be found on the peg-board in room B-214.
2. Approval for the content of the seminar must be sought from lecture and/or clinical instructors.
3. Permission to miss the class or clinic must be sought from those instructors.

APPEARANCE

1. Personal appearance shall be representative of that expected of a professional dental assistant and shall be an example of good grooming.
2. No shorts, capris, skirts or sleeveless tops are to be worn. No canvas tennis shoes or shoes without back straps are allowed.

PROFESSIONAL ORGANIZATIONS

IVCC dental assisting students are strongly encouraged to become student members of the American Dental Assistants Association. Students will benefit from membership in three areas:

1. Access to member benefits such as: liability insurance, health insurance, and credit card services.
2. Free subscription to the journal of the ADAA.
3. Free subscription to the student newsletter of the ADAA.
4. IVCC dental assisting students are encouraged to attend and participate in the activities of the Illinois Valley Dental Hygienist Society and the Illinois Valley Dental Society.

GRADUATION

1. Students meeting all of the requirements of the Dental Assisting Program are encouraged to participate in the Colleges graduation exercise.
2. Students will not be allowed to graduate until the graduation fee is paid and all outstanding debts to the College have been removed.
3. An IVCC commencement ceremony, which includes dental assisting graduates, will be held in May.
4. Students who have met the graduation requirements may participate in the ceremony.
5. Students may not participate in the ceremony unless all requirements for graduation have been met.
6. A Pinning Ceremony will be scheduled at the culmination of the externship. Students are encouraged to invite their friends and family.

BOARD EXAM

1. The Dental Assisting National Board, Inc. offers a variety of certification tests for dental assistants.
2. Students are required to take the Certified Dental Assisting (CDA) exam offered by DANB
3. The cost of the CDA exam is included in the student's laboratory fees. IVCC will schedule a group exam and sent payment for students remaining in the summer semester, to be scheduled the last week of July or first week of August.
4. Successful completion allows the student to use the CDA credential.
5. Completion of the DANB exam requires passing three sections:
 - a. Infection Control
 - b. Radiation Health and Safety
 - c. Chairside Assisting.
6. Students that do not pass all or part of the exam sections will be required to retake the exam at the students own expense.
7. Application packets will be distributed in May and the student will return completed application page and copy of their current CPR card to the program coordinator by June 1 to ensure a testing window appropriate for graduation.
8. See the DANB application packet for complete instructions.

EXPANDED FUNCTIONS CERTIFICATION

1. All students graduating from the dental assisting program will have met the Illinois Board of Dentistry's requirements for training in coronal polishing, application of pit and fissure sealants and monitoring of nitrous oxide sedation.
2. Graduates may perform coronal polishing, place enamel sealants and monitor nitrous oxide in Illinois immediately upon completion of the program.
3. In addition to coronal polishing, application of pit and fissure sealants and monitoring of nitrous oxide sedation, graduates from the IVCC Dental Assisting Program will have completed the training program for Coronal Scaling (DLA 1208), placing, packing and finishing of composite, placing, packing and carving of amalgam, vitality testing, taking digital and material final impressions, and starting the flow of oxygen during nitrous oxide monitoring (DLA 2208).
4. Students are required to complete 6-full mouth coronal scaling procedures within one year after the completion of DLA 1208 to receive their certificate. All required documentation will be returned to and retained by the Program Coordinator indefinitely.
5. Students require the supervising dentist to observe and approve the completion of 8 amalgam or composite restorations within one year after the completion of DLA 2208 to obtain their Expanded Function Dental Assistant Certificate. All required documentation will be returned to and retained by the Program Coordinator indefinitely.

Dental Assisting Certificate Course Outline

Year 1: Fall (August-December) DLA courses

Course ID	Course Name	Credit Hour	Course Length
DLA 1200	Dental Science I	1	1 st 8-weeks
DLA 1201	Dental Materials Lecture	4	16 weeks
DLA 1203	Chairside Lecture	4	16 weeks
DLA 1204	Radiology Lecture	2	16 weeks
DLA 1205	Preventative	2	1 st 8-weeks
DLA 1209	Infection Control	1.5	1 st 8-weeks
DLA 1210	Dental Science II	1	2 nd 8-weeks
DLA 1216	Dental Administrative Assistant	1	2 nd 8-weeks
DLA 1226	Dental Software	2	2 nd 8-weeks
DLA 1229	Medical and Dental Emergencies	1	2 nd 8-weeks
DLAL 1201-01,02	Dental Materials LAB	0	16 weeks
DLAL 1203-01, 02	Chairside LAB	0	16 weeks
DLAL 1204-01, 02, 03	Radiography LAB	0	16 weeks
Total Hours		19.5	

Year 1: Spring (January-May 2021) DLA courses

Course ID	Course Name	Credit Hour	Course Length
DLA 2200	Body Systems	1	8 weeks
DLA 2210	Pharmacology	0.5	4 weeks
DLA 2220	Oral Pathology	0.5	4 weeks
DLA 1206	Communication in Healthcare	1	1 st 8-weeks
DLA 2201	Dental Materials II LECTURE	2	16 weeks
DLA 2203	Chairside II LECTURE	3	16 weeks
DLA 2204	Radiology II LECTURE	2	16 weeks
DLA 2205	Expanded Functions I	1.5	4 weeks
DLA 1208	Coronal Scaling	2	4 weeks

DLA 1202	Supervised	1.5	16 weeks
DLAL 2201-01,02	Dental Materials II LAB	0	16 weeks
DLAL 2203 -01,02	Chairside II LAB	0	16 weeks
DLAL 2204-01,02, 03	Radiography II LAB	0	16 weeks
**BIO 1008	Anatomy and Physiology II	4	16 weeks
Total Hours		19	

Year 2: Summer (May-August) DLA courses/Gen Eds

Course ID	Course Name	Credit Hour	Course Length
DLA 2202	Clinical Practice (Externship)	5	10 weeks
DLA 2208	Expanded Functions II	2	4 weeks
Total Hours		7	

Commission on Dental Accreditation (CODA)

The following information was found on the Commission on Dental Accreditations website.

<https://www.ada.org/en/coda>

Accreditation is the ultimate source of consumer protection for prospective students. It is often a prerequisite for governmental funding. Graduation from an accredited program is almost always stipulated by state law and is an eligibility requirement for licensure and/or certification examinations. In short, accreditation of a school or program is a student's most important source of independent validation that the program has at least enough educational value to be "approved" by a credible (expertise-based), independent (free of outside influence), reliable (consistently applied standards) organization that has the U.S. Department of Education's approval.

Accreditation

The Commission on Dental Accreditation (CODA) works to maintain the highest professional and ethical standards in the nation's dental schools and programs.

CODA employs a collaborative peer review accreditation process to evaluate the quality of over 1,400 dental and dental-related education programs nationwide, including dental, advanced dental and allied dental programs.

How Accreditation Works

The accreditation process begins when a sponsoring institution submits an application to CODA. The institution then completes a comprehensive self-analysis and self-study report detailing its resources, curriculum, policies and operational standards.

The next step is an on-site review conducted by CODA team members selected for their expertise in the program area. They conduct interviews with administrators, instructors, staff and students to verify information in the self-study and ensure that the program meets minimum accreditation standards.

The CODA team members then write a detailed site visit report based on their findings and share it with both the sponsoring institution and the Commission. The Commission meets twice a year (usually January and July) to review site visit reports and make accreditation decisions.

All accredited programs receive a follow-up site review every seven years, except for advanced dental education programs in oral and maxillofacial surgery, which are reviewed every five years.

Illinois Valley Community College will be conducting their site visit in 2021, rescheduled from 2020, due to COVID-19.

CODA Guidelines for Filing a Formal Complaint Against and Educational Program

Commission on Dental Accreditation Guidelines for Filing a Formal Complaint Against an Educational Program

The Commission strongly encourages attempts at informal or formal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. The Commission does not intervene in complaints as a mediator but maintains, at all times, an investigative role.

A "formal" complaint is defined as a complaint filed in written (or electronic) form and signed by the complainant. This complaint should outline the specific policy, procedure or standard in question and rationale for the complaint including specific documentation or examples.

Complainants who submit complaints verbally will receive direction to submit a formal complaint to the Commission in written, signed form following guidelines in the Evaluation and Operational Policies and Procedures manual. The complaint will be reviewed to determine whether there is sufficient evidence of probable cause of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to proceed with an investigation.

An "anonymous comment/complaint" is defined as an unsigned comment/complaint submitted to the Commission. All anonymous complaints will be reviewed by Commission staff to determine linkage to Accreditation Standards or CODA policy and procedures. If linkage to Accreditation Standards or CODA policy is identified, legal counsel, the Chair or the appropriate Review Committee, and the applicable Review Committee members may be consulted to assist in determining whether there is sufficient evidence of probable cause of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to proceed with an investigation. (See Formal Complaints). However, due to the anonymous nature of the submission, the Commission will not correspond with the complainant.

Anonymous comments/complaints determined to be unrelated to an Accreditation Standard or CODA policies and procedures, or those that do not provide sufficient evidence of probable cause of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to proceed, will be added to the respective program's file for evaluation during the program's next scheduled accreditation site visit. At the time of the site visit, the program and site visit team will be informed of the anonymous comment/complaint. The program will have an opportunity to respond to the anonymous comment/complaint; the response will be considered during the site visit evaluation. Anonymous comments/complaints will be assessed to determine trends in compliance with Commission standards, policies, and procedures. The assessment of findings related to the anonymous comments/complaint will be documented in the site visit report.

For a Formal Complaint, once you have carefully read the Commission on Dental Accreditation's Policies on Complaints, please fully complete this form and submit it to the commission office along with any relevant information to support the complaint.

For an Anonymous Complaints, once you have carefully read the Commission on Dental Accreditation's Policies on Complaints, you may use the form below to identify standards or policies for which the program may not be compliant and provide any relevant information to support the complaint; however, the anonymous complaint must not include the name, contact information or signature of the complainant. If a name, contact information or a signature is included, the complaint will be handled as a formal complaint.

In your responses to the items below, do not disclose any sensitive personally identifiable information ("PII") or identifiable patient information ("PHI"). See below for more information about PII and PHI.*

Dental Discipline of the Program:

Name of School/Institution and Address of Program:

Please list the Accreditation Standards with which you believe the program is non-compliant.

1. Provide specific references to the standards and include sub-sections if applicable. You can find the Accreditation Standards on the CODA website. If you do not have access to the internet to view the relevant standards, please call 312-4404653 and the Commission will mail a copy.
2. Following each standard listed, describe how/why the program is not in compliance.
3. Attach documentation which reflects the alleged noncompliance (The complaint must provide sufficient evidence of probable cause of noncompliance with the standards).

Please list any Commission on Dental Accreditation policies and/or procedures with which you believe the program is non-compliant.

1. Provide specific references to policies and/or procedures and include sub-sections if applicable. You can find the CODA Evaluation and Operational Policies and Procedures (EOPP) manual on the CODA website. If you do not have access to the internet to view the relevant standards or EOPP, please call 312-440-4653 and the Commission will mail you a copy.
2. Following each policy/procedure listed, describe how/why the program is not in compliance.
3. Attach documentation which reflects the alleged noncompliance of the program. (The complaint must provide sufficient evidence of probable cause of noncompliance with required accreditation policies and procedures).

It is noted that the burden rests on the complainants to keep their identity confidential. Complainants who do not wish to reveal their identities to the accredited program must develop their complaints in such a manner as to prevent the identity from being evident. The Commission, upon request, will reasonable precautions to prevent the identity of the complainant from being revealed to the program; however, the Commission cannot guarantee the confidentiality of the complainant. Please check here if applicable:

[] I would like the Commission to take reasonable precautions to prevent my identity from being revealed to the program. I understand that the Commission cannot guarantee the confidentiality of the complainant.

In addition, please note that following submission of the complaint, it becomes property of the Commission and cannot be withdrawn.

Signed (your name):

Date:

Your Name (printed):

Address:

City, State, Zip:

Email:

Phone Number:

Note: E-signatures are acceptable.

***About PII and PHI:**

The complaint must NOT contain any sensitive personally identifiable information ("Sensitive Information" or "PII") as outlined in "Privacy and Data Security Requirements" (see below). Similarly, such documentation must not contain any identifiable patient information ("PHI"); therefore, no "patient identifiers" may be included (see below).

Before sending documents, the complainant must fully and appropriately redact all PII and all patient identifiers such that the PII and patient identifiers cannot be read or otherwise reconstructed. Covering information with ink is not an appropriate means of redaction.

PII: What is sensitive personal information?

In general, sensitive personal information is information about an individual that can be used to commit identity theft and other kinds of harm. CODA prohibits all programs/institutions and complainants from disclosing PII in electronic or hard copy documents. Some examples of categories of sensitive personal information are:

- Social security numbers
- Credit or debit card number or other information (e.g., expiration date, security code)
- Drivers' license number
- Account number with a pin or security code that permits access
- Health insurance information
- Mother's maiden name
- Tax ID number
- Date of birth (If a program or complainant has sent information that only includes birthdate, redact the information and save the copy in File Web. No further action required.)
- Any data protected by applicable law (e.g. HIPAA, state data security law)

HIPAA: De-identifying PHI

- a. Do not include any patient information (even de-identified PHI) in a site visit report or any other CODA document.
- b. Do not use redaction (e.g., black marker) to de-identify PHI without the prior approval of the Security Official.
- c. How to de-identify PHI:

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/combined/hipaa-simplification-201303.pdf>. The HIPAA Privacy Rule provisions on de-identification, including the 18 identifiers, can be found on pages 96-97.

To de-identify protected health information, the following identifiers of the individual or of relatives, household members, and employers must be removed:

1. Names, including initials
2. Address (including city, zip code, county, precinct)
3. Dates, including treatment date, admission date, age, date of birth, or date of death [a range of dates (e.g., May 1-31, 2015) is permitted provided such range cannot be used to identify the individual who is the subject of the information]
4. Telephone numbers
5. Fax numbers
6. E-mail addresses
7. Social Security numbers
8. Medical record numbers
9. Health plan beneficiary numbers
10. Account numbers
11. Certificate/license numbers
12. Vehicle identifiers and serial numbers, including license plate numbers

13. Device identifiers and serial numbers
14. Web Universal Resource Locators (URLs)
15. Internet Protocol (IP) address numbers
16. Biometric identifiers (e.g., finger and voice prints)
17. Full face photographic images and comparable images
18. Any other unique identifying number, characteristic, or code:

- that is derived from information about the individual
- that is capable of being translated so as to identify the individual, or
- if the mechanism for re-identification (e.g., the key) is also disclosed

In addition, if the information provided to CODA cannot be capable of being used alone or in combination with other information to identify the individual.

CODA Policy on Third Party Comments

The Commission currently publishes, in its accredited lists of programs, the year of the next site visit for each program it accredits. In addition, the Commission posts its spring and fall site visit announcements on the Site Visit Process and Schedule area of the Commission's website for those programs being site visited in the current and next year. Special site visits and initial accreditation site visits for developing programs may be scheduled after the posting on the Commission's website; thus, the specific dates of these site visits may not be available for publication. Parties interested in these specific dates (should they be established) are encouraged to contact the Commission office. The Commission will request written comments from interested parties on the CODA website.

The United States Department of Education (USDE) procedures require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the Department's requirement on the use of third-party comment regarding program's qualifications for accreditation or initial accreditation, the following procedures have been developed.

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

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

All relevant comments will have names and/or signatures removed and will then be referred to the program at least fifty (50) days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the visiting committee fifteen (15) days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of

comments with proper personnel. Negative comments received after the established deadline of sixty (60) days prior to the site visit will be handled as a complaint. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the visiting committee while on-site.

Programs with the status of initial accreditation, and programs seeking initial accreditation must solicit comment through appropriate notification of communities of interest and the public such as faculty, students, program administrators, dental-related organizations, patients, and consumers utilizing the procedures noted above.

On occasion, programs may be scheduled for special focused or special comprehensive site visits and because of the urgency of the visit, solicitation of third-party comments within the ninety (90) day timeframe may not be possible. However, third party comments must be solicited at the time the program is notified of the Commission's planned site visit, typically sixty (60) days in advance of the visit. In this case, the timeframe for solicitation of third-party comments will be shortened. The notice should indicate the deadline of thirty (30) days for receipt of third-party comments in the Commission office and should stipulate that signed or unsigned comments will be accepted, that names and/or signatures will be removed from comments prior to forwarding them to the program, and that comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process. All relevant comments will have names and/or signatures removed and will then be referred to the program at least twenty (20) days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the visiting committee ten (10) days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the visiting committee while on-site. Negative comments received after the established deadline of thirty (30) days prior to the site visit will be handled as a complaint.

Revised: 8/19; 8/18; 2/18; 2/16; 2/15; 8/13; 8/12, 8/11, 7/09, 8/02, 1/97; Reaffirmed:
8/13; 8/10, 1/03;
Adopted: 7/95

COMMISSION ON DENTAL ACCREDITATION POSTING FORM FOR THIRD PARTY COMMENTS

The Commission currently publishes, in its accredited lists of programs, the year of the next site visit for each program it accredits. In addition, the Commission posts its spring and fall site visit announcements on the Site Visit Process and Schedule area of the Commission's website for those programs being site visited in the current and next year. Special site visits and initial accreditation site visits for developing programs may be scheduled after the posting on the Commission's website; thus, the specific dates of these site visits may not be available for publication. Parties interested in these specific dates (should they be established) are encouraged to contact the Commission office. The Commission will request written comments from interested parties on the CODA website.

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Revised: 8/19; 8/18; 2/18; 2/16; 2/15; 8/13; 8/12, 8/11, 7/09, 8/02, 1/97; Reaffirmed: 8/13; 8/10, 1/03; Adopted: 7/95

INSTITUTION: _____

PROGRAM(S) TO BE REVIEWED: Dental Assisting

SITE VISIT DATE: September 9-10, 2021

60-DAY DEADLINE FOR RECEIPT OF COMMENTS IN THE COMMISSION

OFFICE: July 12th, 2021

(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)

Appendix A- Academic Warning

Academic Warning

A grade of 69% or lower was received on your test. Your success in our program depends on not only what is done in class but also your commitment at home. To help you succeed we will set up a Plan of Action that will help you succeed in the future. In the Plan of Action, we want you to take a look at the areas that will cause you problems and identify them; once they are identified we can find ways to overcome them.

Student: _____

Date: _____

Course: _____

Instructor: _____

_____ 1st Warning _____ 2nd Warning _____ 3rd Warning (potential removal from the program)

Plan of Action in place? Yes No

Compliance with Plan of Action? Yes No

Areas that need improvement

Plan for improvement

Notes from Instructor

Student Signature _____

Date _____

Instructor Signature _____

Date _____

Program Coordinator Signature _____

Date _____

Appendix B- Tardiness or Absences

Tardiness or Absences

Attendance is mandatory for all lecture, lab, and clinical classes as stated in your Dental Assisting Handbook. All attendance policies are reviewed on the first day of each course with the instructor. Failure to comply with these guidelines will result in a written warning

- 1st warning after 2 absences or tardies
- 2nd warning after 3 absences or tardies
- 3rd warning after 4 absences or tardies

Student _____ Date _____

Course _____

Instructor _____

_____ 1st Warning _____ 2nd Warning _____ 3rd Warning (removal from the program)

Date of Absence(s) or tardies _____

Was the Instructor Notified prior (latest warning) Yes No

Instructors Concerns _____

Student Signature _____

Date _____

Instructor Signature _____

Date _____

Program Coordinator Signature _____

Date _____

Appendix C- Critical Incident

Critical Incident

We hold our dental assisting students to the highest level of standards. While you are representing the Dental Assisting Program we expect our students to follow all rules and regulations set forth in the Dental Assisting Handbook. We expect our students to follow these rules in lecture, lab, clinical courses and off-site projects. Any violation in these rules and regulations will result in a Critical Incident Report.

Level 1 Violation

1st Violation = Written warning discussed with the instructor

2nd Violation = Sent to the Program Coordinator

3rd Violation = Removal from lab, meeting with Program Coordinator and Instructor

Examples of Level 1 violation:

- Eating, gum chewing, beverages in lab
- Coats, purses, or books not properly stored
- Not wearing proper PPE
- Not following guidelines of appearance per handbook
- Any other reasons faculty of the Dental Assisting Program feels need attention

Level 2 Violation

Any level 2 violation is cause for immediate removal from lab. The student will not be allowed back in the lab facility until after they have met with the program coordinator. The students will receive a zero for each lab day missed until the issue is resolved properly. Level 2 violations may result in immediate removal from the program if deemed appropriate by the Program Coordinator and Dean of Students.

Examples of Level 2 Violations:

- Disrespect toward instructors, students, or patients
- Inappropriate or offensive behavior
- Using lab equipment without instructors permission
- Using lab equipment without an instructor present
- Any break in infection control and asepsis policies and guidelines
- Violation of Patient's Rights and Privacy
- Failure to correct a Level 1 Violation
- Other reasons deemed serious by the faculty of the Dental Assisting Program.

Appendix D- Critical Incident Report

Critical Incident Report

_____, is in violation of the rules and requirements set by the Dental Assisting Program. Violation of any standard requires reflection and adjustment from the dental assisting student.

Violation	Level 1_____	Level 2_____
_____ First Offense Offense	_____ Second Offense	_____ Third

Course_____ Date_____

Instructor_____

Violation:

Corrective action taken:

Does the offense require review or action at a later date? Yes No

If yes, date offense or action is to be reviewed: Date:_____

Student Signature_____ Date_____

Instructor Signature_____ Date_____

Program Coordinator
Signature_____ Date_____

Appendix E. INCIDENT REPORT: EXPOSURE TO BLOOD/BODY FLUIDS

INCIDENT REPORT: EXPOSURE TO BLOOD/BODY FLUIDS

Name: _____

—

Faculty/Staff/Student

Department: _____

—

Date of incident: _____

Time of incident:

Incident reported

to: _____

Instructor/Supervisor

Witnesses to the incident:

Description of incident (provide all details of what happened, including location of incident, how it happened, work being performed, type of exposure, part of body exposed, etc.):

Personal protective equipment used at time of incident:

Actions taken:

Date Hepatitis B vaccine series completed:

Was an incident report completed at another facility? Yes / No If yes, where?

Signature: _____ Date:

Appendix F. Change in Health Status

Illinois Valley Community College
Dental Assisting Program
Change in Health Status

Student's Name

Student ID

This above-mentioned student is presently enrolled in the Dental Assisting program at Illinois Valley Community College. The role of the Dental Assistant in the various healthcare settings requires academic, physical, mental and environmental work/demands.

Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations.

In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis _____

(2) Date of Onset _____

(3) Present Health Status _____

(4) Do you recommend him/her continuation in the enrolled program? ____ Yes ____ No

(5) Recommended date Clinical Education may resume: _____

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:

(7) Do you recommend any limitation to regular duties? ____ Yes ____ No

If yes, please explain.

Physician's Signature

Date

DENTAL ASSISTING STUDENT HANDBOOK AGREEMENT

Illinois Valley Community College's Dental Assisting Student Handbook provides information regarding the policies and procedures in effect for the dental assisting program. Students will be fully informed of any changes to this document. Students must indicate agreement with each of the following statements by initialing on the lines below.

____ I have received a copy of the Dental Assisting student handbook.

____ I understand that failure to follow any of the policies in the dental assisting student handbook may result in my dismissal from the dental assisting program.

____ I understand that DLAL 1201, DLAL 1203, DLAL 1204, DLA 1205, DLA 1202, DLAL 2205, DLAL 1208, DLAL 2201, DLA L2203, DLAL 2204 have labs associated with them that are mandatory and meet face to face in the fall and spring semesters.

____ I understand DLA 1200, DLA 1210, DLA 2200, DLA 2210, DLA 2220, DLA 1201, DLA 2201, DLA 1203, DLA 2203, DLA 1204, DLA 2204, 1206 and DLA 1226 are face-to-face classes.

____ DLA 1209, DLA 1229, and DLA 1216 are asynchronous online courses.

____ I understand that all fall classes must be successfully completed to move on to the subsequent spring semester classes. (i.e. DLA 1201 must be completed with a C or better before you can take DLA 2201.)

____ I understand that if campus closes due to COVID-19 at any time during the program, skills in these labs must be made up when it is safe to return to campus.

____ I understand that I cannot receive my Expanded Functions certificate until the entire program has been completed successfully.

____ I understand that the summer semester has two courses that must be successfully completed to receive my diploma.

____ I understand that the summer externship (DLA 2202) is a 10-week course in which I will spend 25-35 hours a week working in a dental office without pay. Even if you have obtained the required 300 hours, you must finish both 5-week rotations.

____ I understand that I may be required to drive up to 60 miles one way for an externship experience.

____ I understand that I will be considered at Expanded Function Dental Assistant if I complete all required courses for the Dental Assisting Program. (IVCC graduates are currently the only EFDA's in Illinois)

____ I understand that I must take and pass the Dental Assisting National Board exam in August to become a Certified Dental Assistant as part of this program. (lab fees for all DLA courses will cover the cost of the exam's first attempt, any additional attempts are at the expense of the student.)

Student Name (Print): _____ Date: _____

Student Signature: _____ Date: _____

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Dental Assisting Program Coordinator when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Dental Assisting Program Director.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the purpose of identification of my status as a student enrolled in IVCC's Dental Assisting program to the affiliated clinical facilities where I will be assigned, as well as any social media campaigns that may be presented.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Dental Assisting Program's assessment and accreditation process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goal.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____