HORRY GEORGETOWN TECHNICAL COLLEGE
DENTAL SCIENCES DEPARTMENT

EXPANDED DUTY DENTAL ASSISTING PROGRAM
STUDENT PROGRAM MANUAL

This program manual has been designed to provide the student with information regarding the Expanded Duty Dental Assisting Program at Horry Georgetown Technical College. Further information regarding the College may be found in the College Catalog. All students must possess a copy of both documents for reference during their academic stay at Horry-Georgetown Technical College.
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PROGRAM PHILOSOPHY AND GOALS

Philosophy

The Horry Georgetown Technical College Department of Dental Sciences believes that the dental assistant is an extremely important member of the dental health team who makes a significant contribution to the total health care of all people. It is believed that guided experiences in didactic and clinical aspects of dental assisting combined with general courses will prepare the student for her or his role as an effective Expanded Duty Dental Assistant as well as an enlightened and contributing citizen.

It is the aim of the Expanded Duty Dental Assistant program faculty to create a supportive environment in which the student will develop self-confidence, expertise in clinical skills, and the desire to learn to become an effective, dedicated health care provider. Through the use of problem solving, planned experiences, goal setting, and self-assessment, the graduate is expected to become a purposeful, thinking, self-directed member of the professional society able to make critical judgments in both personal and professional roles.

Goals

The goals and competencies of the Horry-Georgetown Technical College Expanded Duty Dental Assisting Program are to provide the dental profession with a knowledgeable expanded duty dental assistant who can assume responsibility for providing current dental assisting services within the scope of the South Carolina Dental Law. To achieve this purpose, the following are the stated program goals and competencies:

Goal 1: Graduates will demonstrate knowledge in radiation health and safety necessary for the ethical performance of current Expanded Duty Dental Assisting functions.

Competencies:
1.1 Demonstrate knowledge and ability to expose, process, mount, and interpret dental radiographs as permitted by South Carolina law

Measures of Assessment:
• Successful completion of the Dental Assisting National Board Radiation Health and Safety examination.
• Evaluation of students provided by course instructor of abilities to expose, process, mount, and interpret dental radiographs on patient simulators and patients
• Evaluation of students provided by rotational dental offices of abilities to expose, process and mount dental radiographs on patients

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Goal 2:  
Graduates will demonstrate knowledge in infection control procedures necessary for the ethical performance of current Expanded Duty Dental Assisting functions.

Competencies:
2.1 Demonstrate knowledge and ability to perform infection control procedures as prescribed by the American Dental Association, the Centers for Disease Control and the Occupational Safety and Health Administration.

Measures of Assessment:
• Successful completion of the Dental Assisting National Board Infection Control examination.

******************************************************************************

Goal 3:  
Graduates will demonstrate knowledge in the practice of dental chairside assisting necessary for the ethical performance of current Expanded Duty Dental Assisting functions.

Competencies:
3.1 Demonstrate knowledge and ability to perform the practice of dental chairside assisting procedures as permitted by South Carolina law and prescribed by the American Dental Association, the Centers for Disease Control and the Occupational Safety and Health Administration

Measurement of Assessments:
• Successful completion of the Dental Assisting National Board General Chairside examination.

******************************************************************************

GOAL 4.  
Faculty and students will promote lifelong learning attributes by attending local, state, regional, or national meetings to update clinical and academic knowledge for distribution to peers.

Competencies:
4.1 Continuously perform self-assessment for life-long learning and professional growth.
Measures of Assessment:
- Attendance forms/continuing education credits received
- Narrative summaries written by students attending seminars
- Discussion held in faculty meetings regarding topics of continuing education seminars attended that are subsequently recorded in meeting minutes
- Completion of professional development/continuing education credits for certification/licensure held by faculty members

GOAL 5: Faculty and students will participate in community service activities promoting oral health initiatives.

5.1 Advance the dental profession and dental hygiene through service activities and affiliations with professional organizations.

Measures of Assessment:
- Completion of six (6) formal dental health education programs within the community by each student.
- Participation in the annual Give Kids A Smile Day held in the College Dental Hygiene Clinic
- Completion of annual community service goal set by full-time faculty
STATEMENT OF COMMITMENT

As a professional dental assistant, I will promote the advancement of the careers of dental assistants and the dental assisting profession in matters of education, legislation, credentialing and professional activities which enhance the delivery of quality dental health care to the public.

CREED FOR DENTAL ASSISTANTS

To be loyal to my employer, my calling and myself.
To develop initiative – having the courage to assume responsibility and the imagination to create ideas and develop them.
To be prepared to visualize, take advantage of, and fulfill the opportunities of my calling.
To be a co-worker – creating a spirit of cooperation and friendliness rather than one of fault-finding and criticism.
To be enthusiastic – for therein lies the easiest way to accomplishment.
To be generous, not alone of my name but of my praise and my time.
To be tolerant with my associates, for at times I too make mistakes.
To be friendly, realizing that friendship bestows and receives happiness.
To be respectful of the other person’s viewpoint and condition.
To be systematic, believing that system makes for efficiency.
To know the value of time for both my employer and myself.
To safeguard my health, for good health is necessary for the achievement of a successful career.
To be tactful – always doing the right thing at the right time.
To be courteous – for this is the badge of good breeding.
To walk on the sunny side of the street, seeing the beautiful things in life rather than fearing the shadows.

To keep smiling always.

Juliette A. Southard
THE ALLIED HEALTH DIVISION of HGTC
&
THE EXPANDED DUTY DENTAL ASSISTING PROGRAM

The Division of Allied Health consists of the following healthcare programs:

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<th>Department</th>
<th>Degree</th>
<th>Program</th>
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<tr>
<td>Associated Health Sciences</td>
<td>Certificate</td>
<td>Cosmetology</td>
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<td>Esthetics Technician</td>
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<td>Massage Therapy</td>
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<td>Diploma</td>
<td>Medical Office Clerical Assistant</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Medical Record Coder</td>
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<td>Nail Technician</td>
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<td>Phlebotomy</td>
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<td>Spa Technician</td>
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<tr>
<td>Dental Sciences</td>
<td>Diploma</td>
<td>Pharmacy Technician</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Physical Therapist Assistant</td>
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<tr>
<td>Diagnostic Imaging Sciences</td>
<td>Certificate</td>
<td>Diagnostic Medical Sonography</td>
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<td></td>
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<td>Limited General Radiologic Technology</td>
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<td>Nuclear Medicine Technology</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Radiological Technology</td>
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<tr>
<td>Nursing, Surgical Technology and EMT</td>
<td>Certificate</td>
<td>Surgical Technology</td>
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<td>Emergency Medical Technician/Paramedic</td>
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<td>Diploma</td>
<td>Practical Nursing</td>
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<td></td>
<td>Associate in Applied Science</td>
<td>Nursing</td>
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<td>Emergency Medical Technician</td>
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The Expanded Duty Dental Assisting Program is designed to produce a dental assisting graduate with a diploma in Expanded Duty Dental Assisting who should be able to perform chairside dental assisting, expose and process radiographs, perform basic office procedures, manage asepsis, infection and hazard control protocols, perform expanded duty functions as outlined by South Carolina law, laboratory procedures, assist in the management of emergencies, provide oral health instruction and function as a member of the dental team.
Horry-Georgetown Technical College is accredited by the Southern Association of Colleges and Schools.

The Expanded Duty Dental Assisting Program was established August 1999. The Expanded Duty Dental Assisting Program has attained “Full Accreditation” status from the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the council on Post Secondary Accreditation and by the United States Department of Education. The primary goal of this agency is to maintain and improve the quality of dental assisting education.

The accrediting body requests that each program provide the students and the public with the opportunity to file complaints and/or give grievances with the Commission. The following is the policy:

“Each program accredited by the Commission on Dental Accreditation will review complaints that relate to a program’s quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.”

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653”
PROGRAM FACILITIES

The Expanded Duty Dental Assisting Program is located in Speir Dental Complex on the Grand Strand campus. Students receive their pre-clinical and clinical education in modern, state of the art laboratories and operative and dental hygiene clinics consisting of six operative/dental assisting dental chairs (which will also be utilized as a Community Dental Clinic), 15 dental hygiene dental chairs, each with their own computer with two monitors, seven digital radiographic units, two digital scanners for processing radiographs, an x-ray viewing room with six computers, and a fully equipped sterilizing room for the prevention of disease transmission. Preclinical learning for the Expanded Duty Dental Assisting students will take place in the modern 18 unit simulation laboratory and will receive clinical experience and training through rotations in the dental community clinic, dental hygiene clinic and private dental offices. A Dental Materials lab is adjacent to the simulation laboratory where students learn to take dental impressions, pour study models, manipulate various dental materials and fabricate whitening trays.
DENTAL SCIENCES DEPARTMENT
HONORS AND AWARDS

The Expanded Duty Dental Assisting and Dental Hygiene Programs have been fortunate to receive the following awards since our beginning in 1998.

Mary Clary Award
This award is given to the outstanding Dental Hygiene and Dental Assisting student within the State of South Carolina. Each school submits a candidate who then submits an extensive personal packet to the South Carolina Dental Association. The candidates are interviewed by members of the Association and a winner for Hygiene and Assisting is announced each year. Our Department has won the following:


Alpha Nu Sigma Service & Leadership Award
This award is presented at graduation and given by the College to a student or students for their dedication and service to the community. This award was given to the Expanded Duty Dental Assisting class of 2008 for their community service with regards to dental health education and the Dental Hygiene classes of 2002 and 2004.
# ADMINISTRATION AND FULL-TIME FACULTY

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<th>Title/Position</th>
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<tr>
<td>Neyle Wilson, MEd.</td>
<td>President</td>
<td>Building 100, Room 106</td>
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<tr>
<td>Marilyn Fore, PhD.</td>
<td>Senior Vice President for Academic Affairs</td>
<td>Building 200, Room 114</td>
</tr>
<tr>
<td>Gregory Thompson, MS</td>
<td>Vice President, Student Affairs Student Services Building, Bldg. 1100</td>
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</tr>
<tr>
<td>Phil Render, DMD</td>
<td>Associate Vice President for Academic Affairs, Dean, Health Science Technology</td>
<td>Building 1000, Room 1282J</td>
</tr>
<tr>
<td>Alice S. Derouen, RDH, MEd.</td>
<td>Chair, Dental Sciences Department Director/Professor, Dental Hygiene Program</td>
<td>Building 1000, Room 1282F</td>
</tr>
<tr>
<td>Jamie A. Sawyer, CDA, RDH, MEd.</td>
<td>Professor, Dental Sciences</td>
<td>Building 1000, Room 1282H</td>
</tr>
<tr>
<td>Pamela L. Moyers, CDA, BHS</td>
<td>Expanded Duty Dental Assisting Program Coordinator, Professor</td>
<td>Building 1000, Room 1282JG</td>
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ABOUT THE DENTAL SCIENCES FACULTY AND STAFF

Alice S. Derouen, RDH, MEd.
Full Time Dental Science Faculty
Chair, Dental Sciences Department
Director, Dental Hygiene Program

Mrs. Derouen was born and raised in Indianapolis, Indiana. She received her Associate of Science Degree in Dental Hygiene and her Bachelor of Science in Education at Indiana University. She received her Master’s Degree in Education from Loyola University, New Orleans. She has worked in private practice for five years and has been in dental hygiene education at four previous colleges and universities for over 20 years.

Mrs. Derouen moved to Myrtle Beach in 1997 to start the new dental hygiene Program at HGTC.

She resides in Conway, SC with her husband, Thom. In her “spare” time, she enjoys reading, gardening, and camping in their RV.

Pamela L. Moyers, CDA, BHS
Full Time Dental Science Faculty
Expanded Duty Dental Assisting Program Coordinator

Mrs. Moyers grew up in Summerville, South Carolina. She received her Dental Assisting certificate from the Medical University of South Carolina and her Associate Degree from Trident Technical College in Charleston, SC and her Bachelor in Health Science Degree from the Medical University of South Carolina in Charleston, SC. After graduation in 1974, she moved to Myrtle Beach. Mrs. Moyers had been a private practice dental assistant for 25 years until her employment at Horry-Georgetown Technical College to start the Expanded Duty Dental Assisting Program in 1999.

Mrs. Moyers resides in Socastee with her husband, Michael, and her four-legged children. She enjoys her time in the garden and trips to the west each summer.

Jamie Altman Sawyer, CDA, RDH, MEd.
Full Time Dental Science Faculty

Mrs. Sawyer was born in Conway. She’s been in dentistry since 1972. She began her dental career by getting her dental assisting education in Jacksonville, Florida where she grew up. She later attended Florence-Darlington Technical College and obtained her Associate in Science in Dental Hygiene. She then attended the Medical University of South Carolina where she earned her Bachelors Degree in Allied Health Sciences. She taught at the College of Dental Medicine at MUSC and worked in hospital medicine. Mrs. Sawyer later taught at Florence-Darlington Technical College for 20 years plus in dental hygiene. She then moved to Lawrenceville, GA where she was department chair at Athens Tech Hygiene Program. She joined faculty at HGTC in 2004.
Mrs. Sawyer is married to Tommy Sawyer, has 3 children, Bryan, Sarah & Thom. She enjoys boating and boat racing with her husband and spending time with family & friends.

Dr. Shawnna Collins  
Associate Dental Science Faculty  

Dr. Collins graduated from Wofford College with her BS in Biology and MUSC College of Dental Medicine with her DMD. She did her graduate residency program at Richland Memorial Hospital in Columbia, SC. She has been a practicing dentist for 15 years and has taught at Marquette University in Wisconsin for two years.

Ms. Dawnne Donovan, CDA, RDH, AS  
Associate Dental Science Faculty  

Ms. Donovan was born and raised in Florida. She received her Dental Assisting certificate from Concord Career Institutes in Florida and her Associate’s of Health Degree in Dental Hygiene from HGTC in 2001 and her Bachelors in Health Science degree from MUSC in 2011. Since graduation, she has worked in private practice and as well as a faculty member within our Department. 

She lives in Conway with her husband, Brian, and 3 sons, Will, Tim and Andy.

Dr. Ed Eckert, Jr.  
Associate Dental Science Faculty  

Dr. Ed Eckert grew up in Charleston, West Virginia. He received his BS Degree from Hampden-Sydney College, his DDS Degree from West Virginia University School of Dentistry, his internship at St. Agnes Hospital in Baltimore, Maryland, and his SC Oral Surgery Residency at MUSC, SC. 

Dr. Eckert was the first oral surgeons in Myrtle Beach and we are fortunate to have him teach our Oral Pathology course each year.

Dr. Thomas Kelly  
Associate Dental Science Faculty  

Dr. Kelly was born and raised in Spartanburg, SC. He received his BS Degree from Wofford College, his DDS Degree from Medical College of Virginia, and an MS Degree from the University of Missouri at Kansas City. He had his own private practice in Spartanburg and then became associated with the VA Medical Center in Fayetteville,
ABOUT THE DENTAL SCIENCES FACULTY/STAFF
(Continued ……)
NC where he was chief of Dental Services and then retired as Chief of Staff of the Medical Center in 1999.

Dr. Kelly has been with our program since January 2000. He has taught Radiology, Dental Materials, Oral Medicine/Oral Biology, Pharmacology, and supervises the dental hygiene clinic. We are very fortunate to have someone of Dr. Kelly’s caliber of teaching in our Department.

In his spare time he loves to rebuild old cars and tractors.

Dr. Danny Miller, Jr.
Associate Dental Science Faculty

Dr. Miller graduated from Mars Hill College with a BS degree and received his dental degree from the Medical University of South Carolina. He first practiced in Public Health for 2 years before setting up a full time practice in Dillon where he practiced dentistry for 15 years. For two of those years, his sister practiced dentistry in the same office. Thirteen years ago, Dr. Miller moved his practice to Surfside Beach where he, Dr. Phil Render and Dr. Dan Miller (Dr. Miller’s son) now have a full time general dentistry office. Dentistry must run in the Miller family as Dr. Miller’s grandfather was a dentist in Lenoir, NC.

Dr. Miller is married and has three children. He has been blessed with two granddaughters.

Dr. Miller enjoys golfing and hiking in the mountains. His most memorable times are teaching the Expanded Duty Dental Assisting students. He says he’s learned a lot from them.

Dr. Dan Miller, III
Associate Dental Science Faculty

Dr. Miller was born and raised in this area. He graduated from Waccamaw High School, received his BS degree from Wofford College and his Dental Degree from the Medical University of South Carolina. Dr. Miller is one of the supervising dentists for our dental hygiene clinic.

Dr. Miller maintains a general dentistry practice with his father in Surfside Beach.
Dr. Thomas Rollar
Associate Dental Science Faculty

Dr. Rollar graduated from McGill University in Montreal, Quebec with a BS Degree and received his dental degree from the New Jersey Dental School.

He is a practicing oral surgeon in this area and teaches the Head and Neck Anatomy course for the dental hygiene students.

Dr. Vance Shields
Associate Dental Science Faculty

Dr. Shields was born and raised in eastern North Carolina. He received his BS Degree from Hampden-Sydney College and his dental degree from Emory University. He is a pediatric dentist in Myrtle Beach treating the special dental needs of children. Dr. Shields is one of the supervising dentists for our dental hygiene clinic.

In his free time he enjoys golfing, fishing, snow skiing and softball

Ms. Ann Stalvey, RDH, CDA, BS
Associate Dental Science Faculty

Ms. Stalvey was born and raised in Conway, SC. She received her AS Degree from Coastal Carolina University and her BS Degree in Dental Hygiene from the Medical University of South Carolina. She was in full-time private practice for ten years and continues her work on a part-time basis while teaching in our programs. She joined our department in 2007 and is a clinical faculty member as well as teaching the Nutrition course for the Dental Hygiene students and Clinical Procedures I, Dental Materials, and Specialty Functions labs for the Expanded Duty Dental Assisting students.

Ms. Stalvey has two children, Ronald and Taylor. In her spare time she enjoys playing the piano and reading.

Mrs. Noelle Whittaker
Dental Sciences Department
Administrative Assistant

Ms. Whittaker joined our staff in 2005 and is the backbone of our department. She is responsible for numerous duties (too many to list) that assist the students, faculty and patients of our department. Noelle and her husband Al and their two children Zack and Trevor moved to Conway from New York in late 2005. She enjoys motorcycling, go-karting, roller derby and the great outdoors.
REQUIREMENTS FOR ACCEPTANCE, PROGRESSION, RE-ACCEPTANCE, & GRADUATION

INTRODUCTION

The Horry Georgetown Technical College (HGTC) Department of Dental Sciences believes that the dental assistant is an extremely important member of the dental health team who makes a significant contribution to the total health care of all people. It is believed that guided experiences in didactic and clinical aspects of dental assisting combined with general courses will prepare the student for her or his role as an effective Expanded Duty Dental Assistant as well as an enlightened and contributing citizen.

It is the aim of the Expanded Duty Dental Assistant (EDDA) program faculty to create a supportive environment in which the student will develop self-confidence, expertise in clinical skills, and the desire to learn to become an effective, dedicated health care provider. Through the use of problem solving, planned experiences, goal setting, and self-assessment, the graduate is expected to become a purposeful, thinking, self-directed member of the professional society able to make critical judgments in both personal and professional roles.

Students are ready at the end of each semester to take national board certification examinations. Upon successful completion of the three components of these examinations, the Expanded Duty Dental Assisting student will be certified and recognized as a Certified Dental Assistant.

Career opportunities are readily available in a private dental practice, public health departments, hospitals, industrial clinics, health insurance companies, research, marketing, and dental assisting education. The flexibility of working hours be it full time or part-time employment, allows the dental assistant to maintain a balance between career and other personal goals. Financial rewards are excellent and the work is challenging.

NOTE: Criminal background checks and drug testing are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for certification during and following completion the program. Please contact the Admissions Office for more information.

ACCPETNACE PROCEDURES AND REQUIREMENTS

An applicant wishing to enter the Expanded Duty Dental Assisting Program must fulfill the college’s general admission requirements. High school biology, chemistry, and algebra are highly recommended to prepare the student for the science-based field of
dental assisting. A student who has not taken the SAT or scored below 420 in the Verbal or 420 in the Math portions must take the College Placement Tests (CPTs) which tests the students’ abilities in the areas of reading, arithmetic and sentence skills.

The Expanded Duty Dental Assisting Program is limited in the number of students that can be admitted each year. Acceptance into the Dental Assisting Program is on a first-qualified, first-admitted basis. In order for an applicant to be considered for admission for the first semester (fall), a COMPLETED application must be submitted to the admissions office.

**Acceptance Requirements**

Applicants will be accepted to the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Acceptance will be in a two-stage process – “Preliminary and Final Acceptance.” Once the student has completed the requirements for a completed application, the student will be granted “Preliminary Acceptance” to the program. Following completion of the program requirements, the student will be granted “Final Acceptance” to the program. Applicants are considered to be qualified for acceptance to the next available class when they meet all College and program requirements.

**Requirements for “Preliminary Acceptance” to the Expanded Duty Dental Assisting Program**

Once students have completed the following requirements, they will be granted “Preliminary Acceptance” into the Expanded Duty Dental Assisting Program.

1. Admission application to the College and payment of the one-time non-refundable $25.00 application fee.
2. Minimum acceptable scores on one of the following tests:
   - SAT
   - ACT
   - COMPASS test (College Placement Test)
   
   NOTE: The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
3. Official copy of high school transcript including verification of high school diploma or high school equivalency diploma (GED)
4. Official copies of all college transcripts
5. Cumulative GPA of 2.0 or higher
6. Transfer student must meet the College transfer student admission requirements
7. Students having failed a general education course twice will not be granted admission into the Expanded Duty Dental Assisting program.
Requirements for “Final Acceptance” to the Expanded Duty Dental Assisting Program

Following “Preliminary Acceptance” to the program, the student will have a two-month period to complete the following requirements for “Final Acceptance.” Should the student not complete these requirements within the two-month time period, “Final Acceptance” will not be granted.

1. Payment of a non-refundable tuition deposit
2. Criminal Background Check and investigative Consumer Reports
3. Review and acknowledge the Technical Standards of the Dental Sciences Department. (see below)
4. Submit a completed Allied Health Division physical and dental examination record at the beginning of the curriculum.
5. Attend an orientation and information session with the Program Coordinator and obtain a signed statement verifying attendance
6. Complete at least 15 hours of observation in at least two private dental offices. Forms to be completed by the supervising dentist verifying this observation can be obtained from the Program Coordinator.
7. Completion of a criminal background check and a drug screening test. This will be completed once the student has been officially accepted into the program. There will be a short window of time for the student to complete the check and screening test. Dates and times will be on the student’s acceptance letter from admissions.
8. All applicants must be at least 18 years of age at the time of admission to the program.

OBSERVATION REQUIREMENTS
EXPANDED DUTY DENTAL ASSISTING PROGRAM

1. Call the dental office of your choice to arrange a time convenient for you to observe.
2. Wear clean tennis shoes, scrub uniforms or nice slacks (no shorts or jeans), a nice shirt (no t-shirts). Hair is to be up and away from the face. Some offices provide a cover jacket for the candidate to wear. However, disposable gowns or used scrubs are available for use. Ask the dental office which they prefer. Arrange with the program coordinator or department administrative assistant, Noelle Whittaker, prior to the date of observation if a disposable gown or set of scrubs is needed. The scrubs will need to be returned to the program coordinator or administrative assistant.
3. It is neither necessary nor possible to achieve all fifteen of the required observation hours in the same day in at least two general practice dental offices.
4. Be sure to observe in each dental office one hour in the business office, one hour with a hygienist and about five and a half hours with the dentist and dental assistant.
5. When observing the dentist and the dental assistant, pay particular attention to the interaction between them. Notice that the dental assistant will hand the dentist an instrument or type of material without having to be asked. The dental assistant anticipates the next step and is ready. When running on a schedule, you want to avoid wasted time such as when the dentist has to ask for something and then has to wait while the assistant retrieves it.

After the 15 hour requirement has been met, bring the documentation to the Admissions Office on the Conway Campus. You may mail it to: Horry-Georgetown Technical College, Admissions Office, 2050 Hwy. 501 East, Conway, SC 29526.

Applicants who are not selected and wish to be considered for the following year must submit a request to the admission office no later than the program application deadline date.

TECHNICAL STANDARDS OF THE DENTAL SCIENCES DEPARTMENT

The Dental Sciences Department is comprised of the Dental Hygiene and Expanded Duty Dental Assisting programs that require specific technical standards. These standards refer to all non-academic admissions criteria essential to participate in the program. In order to be considered, admitted, or retained in the program after admission, all applicants with or without accommodations must possess the following abilities:

ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS FOR ADMISSION AND PROGRESSION IN THE DENTAL SCIENCES DEPARTMENT

Applicants/students MUST be able to perform these essential functions. For those applicants requesting reasonable accommodations such as compensatory techniques and/or assistive devices, you MUST also be able to demonstrate the ability to become proficient in these essential functions.

If your ability to perform these essential functions depends on accommodations being provided, be advised that requests for accommodations must be presented to “Services for Students with Disabilities”, and must be accompanied by appropriate medical, psychological and/or psychiatric documentation to support this request. You may contact “Services for Students with Disabilities” at 349-5329.
<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>TECHNICAL STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Requirements</td>
<td>Must have use of both hands and dexterity in the fingers; body build must fit into dental operator’s stool; use of feet</td>
<td>Proper manipulation of dental instruments, materials, and dental handpieces; proper manipulation of foot pedals to activate handpieces and other dental equipment</td>
</tr>
<tr>
<td>Data Conception</td>
<td>Must have the ability to gather, classify, and interpret information regarding patients or things, must be able to carry out appropriate actions in relation to the data received.</td>
<td>Proper interpretation of data given in the medical history and coordination of patient treatment with regards to the data.</td>
</tr>
<tr>
<td>Color Discrimination</td>
<td>Must be able to differentiate various shades of colors in a limited environment and space in the oral cavity.</td>
<td>Recognition of changes in the oral cavity from normal to abnormal with regards to tissue color</td>
</tr>
<tr>
<td>Manual Dexterity/Motor Coordination</td>
<td>Must have excellent eye-hand coordination and manual dexterity</td>
<td>Manipulating dental instruments in a small area to discern changes in surface texture without causing tissue trauma, controlling pressure exerted by dental handpieces on dental tissue, dexterity required for instrument exchange</td>
</tr>
<tr>
<td>Physical Communication</td>
<td>Must be able to perceive sound</td>
<td>Talking to patients on the telephone, hearing commands through operator’s face mask, discerning blood pressure sounds through a stethoscope</td>
</tr>
<tr>
<td>Reasoning Development</td>
<td>Must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions</td>
<td>Interpreting knowledge that has been learned in the classroom towards patient treatment</td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>Must be able to see minute, detailed shapes from a 2 foot distance</td>
<td>Identification of working ends of dental instruments and other dental implements</td>
</tr>
<tr>
<td>Language Development</td>
<td>Must be able to read and comprehend complex information; able to communicate the same type of information through speech and in writing</td>
<td>Communication to patients of technical information in a clear concise manner at an understandable level</td>
</tr>
<tr>
<td>Numerical Ability</td>
<td>Must be able to determine percentages, convert fractions, ratio, and proportions as well as basic mathematical skills</td>
<td>Calculation of percentages with regards to plaque indices, counting of teeth, calculation of fees and percentages of those fees</td>
</tr>
<tr>
<td>Form/Spatial Ability</td>
<td>Must be able to view in 3-dimensional relationships, distinguish subtle changes from one form or shape to another, discriminate intricate measurements</td>
<td>Visualize tooth morphology during cavity preparation, documentation of probe readings during oral examination and periodontal charting</td>
</tr>
<tr>
<td>Personal Temperament</td>
<td>Must be able to maintain a professional attitude and appearance, deal with stress, adapt to change, and function and focus in an environment with multiple extraneous stimuli.</td>
<td>Progress through a rigorous, challenging curriculum that is stressful, while maintaining a professional attitude and appearance when treating patients in an open-bay clinic or dental office setting that will have some noise and interruption.</td>
</tr>
</tbody>
</table>

NOTE: Students with documented disabilities through the Student Disability Center of HGTC should inform their Course Professor at the
beginning of each course to allow for accommodations for testing, note taking, etc.

**PROGRESSION**

In order to progress in the Expanded Duty Dental Assisting curriculum, the student:

1. Must earn a grade of “C” or better in all general education and Dental Assisting courses.
2. Must maintain a minimum GPA of 2.0 or higher.
3. May fail and repeat the Expanded Duty Dental Assisting curriculum only once.
4. Must submit evidence of and maintain current CPR certification throughout the Expanded Duty Dental Assisting curriculum.
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course).

Any student who fails to meet the requirements for progression will be dropped from the program and must apply for readmission.

**RE-ACCEPTANCE POLICIES**

A student may not be reaccepted to the Expanded Duty Dental Assisting program more than once. Each candidate for re-acceptance to the Expanded Duty Dental Assisting program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in a curriculum course may request consideration for re-acceptance to the Expanded Duty Dental Assisting Program. Re-acceptance is not automatic. The following policies and procedure for re-acceptance must be followed.

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator.
2. Have a cumulative GPA of 2.0 or higher to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Expanded Duty Dental Assisting Program Coordinator and Dental Sciences Department Chair to discuss the student’s written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted.
6. Expanded Duty Dental Assisting courses may not be repeated more than once.
7. Expanded Duty Dental Assisting general education courses may not be repeated more than twice.
Decisions regarding re-acceptance of students to the Expanded Duty Dental Assisting program are made by the Department Chair in collaboration with the entire Dental Sciences faculty.

**TRANSFER**

Students seeking transfer of credit from Expanded Duty Dental Assisting Programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:

1. Submit a written request to the Dental Sciences Department Chair.
2. Meet all requirements for the completed application to the Expanded Duty Dental Assisting Program.
3. Meet all minimum requirements to the Expanded Duty Dental Assisting Program.
4. Have a GPA of 2.5 or better in the program from which the student is transferring. Dental Assisting courses older than one calendar year will not be accepted.
5. Not have repeated more than one Expanded Duty Dental Assisting course.
6. Not have repeated more than one Expanded Duty Dental Assisting support course.
7. Have earned a grade of “C” or better in all Expanded Duty Dental Assisting and support courses taken at the institution from which the student is seeking transfer.
8. Submit a letter of recommendation from the previous Expanded Duty Dental Assisting Program.
9. Complete at least the last two semesters in the Expanded Duty Dental Assisting Program at HGTC in order to receive an Expanded Duty Dental Assisting degree from HGTC.

**ADVANCE PLACEMENT**

The Expanded Duty Dental Assisting Program does not currently admit advanced placement students.

**GRADUATION POLICIES**

The following must be completed for the student to graduate from Horry Georgetown Technical College:

1. Successful completion of all Expanded Duty Dental Assisting and Expanded Duty Dental Assisting support courses with a grade of “C” or better.
2. Cumulative GPA of 2.0 or higher.
3. All fees and financial obligations due the College must be paid.
4. An “Application for Degree” must be filed with the Registrar one semester prior to graduation with a nonrefundable $25.00 fee as well as paying a gown rental fee for the May or June Commencement Ceremony.

5. A pinning and awards ceremony will take place at the end of the third (summer) semester.

Students interested in continuing their education towards and Associate Degree at this institution may elect to take the following courses:

1. ENG 101 and SPC 205 in lieu of ENG 155
2. PSY 201 in lieu of PSY 103
3. MAT 101 in lieu of MAT 155
Though not required it is strongly recommended that Expanded Duty Dental Assisting students take all of their general education courses prior to entering the program.

Note: Students interested in entering the Dental Hygiene program may elect to take the following courses: ENG 101 and SPC 205 in place of ENG 155; PSY 201 in place of PSY 103; MAT 101 in place of MAT 155.

**FIRST SEMESTER (Fall)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 113</td>
<td>Dental Materials</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DAT 118</td>
<td>Dental Morphology</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DAT 127</td>
<td>Dental Radiography</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DAT 154</td>
<td>Clinical Procedures I</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>13</strong></td>
<td><strong>12</strong></td>
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**SECOND SEMESTER (Spring)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 115</td>
<td>Ethics and Professionalism</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DAT 121</td>
<td>Dental Health Education</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>DAT 122</td>
<td>Dental Office Management</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DAT 123</td>
<td>Oral Medicine/Oral Biology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DAT 183</td>
<td>Expanded Function/Specialties</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>DAT 174</td>
<td>Office Rotations</td>
<td>1</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>ENG 155</td>
<td>Communications I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12</strong></td>
<td><strong>18</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER (Summer)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>C</th>
<th>L</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 177</td>
<td>Dental Office Experience</td>
<td>1</td>
<td>18</td>
<td>7</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Math</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>7</strong></td>
<td><strong>18</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS – 48**
FINANCIAL INFORMATION
Estimated expense statement for entering Expanded Duty Dental Assisting students

The following are the major expenses that a student can expect to incur during enrollment in the Expanded Duty Dental Assisting curriculum. Please keep in mind that these figures are only approximations and additional expenses may be incurred. Tuition is subject to change.

SUPPLIES AND FEES

Students will be responsible for items above and beyond tuition, such as uniforms, clinical supplies, and items needed for projects.

FALL SEMESTER

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Horry and Georgetown County Residents)</td>
<td>$1631.00</td>
</tr>
<tr>
<td>Enrollment fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Activity fee</td>
<td>24.00</td>
</tr>
<tr>
<td>Parking &amp; Security Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>350.00</td>
</tr>
<tr>
<td>Uniforms, lab jacket, safety glasses and shoes</td>
<td>250.00</td>
</tr>
<tr>
<td>Clinical supplies</td>
<td>200.00</td>
</tr>
<tr>
<td>Name tag (each)</td>
<td>8.00</td>
</tr>
<tr>
<td>Student dues to ADAA, SCDAA, insurance, and class dues</td>
<td>45.00</td>
</tr>
<tr>
<td>CPR Certification (must be kept current throughout entire curriculum. American Heart Assoc. certifies for 2 years)</td>
<td>45.00</td>
</tr>
<tr>
<td>RHS Certification Examination Fee</td>
<td>175.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2813.00</strong></td>
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SPRING SEMESTER

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Horry and Georgetown County residents)</td>
<td>$1631.00</td>
</tr>
<tr>
<td>Enrollment fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Activity fee</td>
<td>24.00</td>
</tr>
<tr>
<td>Parking &amp; Security Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>300.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Gown Rental</td>
<td>35.00</td>
</tr>
<tr>
<td>Class Projects (varies)</td>
<td>25.00</td>
</tr>
<tr>
<td>ICE Certification Examination Fee</td>
<td>175.00</td>
</tr>
<tr>
<td>Class Pictures (varies)</td>
<td>40.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2440.00</strong></td>
</tr>
</tbody>
</table>
SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Tuition Full-time (Horry and Georgetown County residents)</th>
<th>$1631.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time (Horry and Georgetown County residents) Per Credit Hour</td>
<td>(136.00)</td>
</tr>
<tr>
<td>Enrollment fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Activity fee</td>
<td>24.00</td>
</tr>
<tr>
<td>Parking &amp; Security Fee</td>
<td>35.00</td>
</tr>
<tr>
<td>Clinical supplies</td>
<td>75.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>100.00</td>
</tr>
<tr>
<td>DANB GC Certification Examination Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>Dental Assisting Pin</td>
<td>49.00–219.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1510.00– 2359.00</td>
</tr>
</tbody>
</table>

APPROXIMATE GRAND TOTAL: $6763.00 – 7612.00

ADDITIONAL COSTS

1. Stethoscope & sphygmomanometer                         Varies
2. Materials for projects                                 Varies
3. Transportation costs to clinical rotation sites        Varies
4. Expenses for state dental meeting                      Varies
5. Hepatitis B vaccine (remaining 2 doses must be completed before patient treatment which begins in January.) approximate cost $150.00

NEEDED PRIOR TO STARTING CLASSES: (FIRST SEMESTER)

1. Complete medical and dental examination (Forms provided by program)
2. Evidence of negative PPD (TB skin test) or negative chest x-ray (Must be repeated annually)

FINANCIAL AID

The student financial aid program at the college provides financial assistance to students who without such help would be unable to attend Horry Georgetown Technical College. Financial aid is awarded on the basis of financial need, academic ability and leadership, or a combination of these items.

Students wishing to apply for any type of assistance should apply for “financial aid” rather than for a specific scholarship, loan, or job. Application blanks may be secured by contacting the Director of Financial Aid. ALL STUDENTS SHOULD APPLY FOR FINANCIAL AID EVEN IF YOU FEEL THAT YOU DO NOT QUALIFY. SOME FORM OF ASSISTANCE MAY BE AVAILABLE THAT YOU ARE NOT AWARE OF. Scholarships may become available from various professional dental associations with some basing qualifications on financial need. To be eligible for any scholarships, the student must have completed and have on file in the Financial Aid Office a completed and current financial aid form. Students not having this completed will not be considered for scholarships or loans.
Lottery Tuition Assistance ("Lottery Money") is only available to persons who do not qualify for financial aid. In order to qualify for Lottery Tuition Assistance, you must FIRST apply and be denied for financial aid assistance.

**SEMESTER COURSE SCHEDULES**

Although the Expanded Duty Dental Assisting Program is essentially a day program, there may be some semesters that will have a required course scheduled during evening hours. Each student will be given a semester schedule during early registration so that plans can be made accordingly for part-time employment and/or family responsibilities.

**STUDENT ADVISING**

The Expanded Duty Dental Assisting faculty will be the advisors for all Expanded Duty Dental Assisting students with regards to semester course registration, which is now fully computerized. It is advisable for students to preplan a schedule prior to advance registration. This will assist the advisor in planning a schedule that the student is comfortable with. Information regarding advance registration for each semester will be announced in class.

Students are encouraged to maintain an open line of communication with their instructors. The faculty is here to guide students both academically and personally. Students in the Expanded Duty Dental Assisting program are free to select the faculty member with whom they feel most comfortable.
HORRY-GEORGETOWN TECHNICAL COLLEGE
REQUIRED BOOK LIST
EXPANDED DUTY DENTAL ASSISTING
(SUBJECT TO CHANGE)

FIRST SEMESTER

DAT 113  Dental Materials
Hatrick, Eakle, Bird Dental Materials Clinical Applications for Dental Assistants and Dental Hygienists, Current Edition, Saunders ElSevier

DAT 118  Dental Morphology

DAT 127  Dental Radiography
Haring & Lind, Dental Radiography Principles and Techniques, Current Edition, Saunders,

DAT 154  Clinical Procedures I
Dofka, Dental Terminology, Current Edition, Thomson

SECOND SEMESTER

DAT 115  Ethics & Professionalism

DAT 121  Dental Health Education
Sroda, Nutrition for a Healthy Mouth, Lippencott, Williams, & Wilkins

DAT 122  Dental Office Management
Finkbeiner & Finkbeiner, Practice Management for the Dental Team, Current Edition; Saunders

DAT 123  Oral Medicine/ Oral Biology

DAT 174  Office Rotations
Dietz, Safety Standards and Infection Control for Dental Assistants, Current Edition Delmar
The Expanded Duty Dental Assisting Program may have a stricter grading scale than other departments in the college community. This is due to the fact that both the Dental Assisting National Board Examination and most State Board Examinations set 75% as their passing rate. To keep in line with these guidelines and to better prepare our students for these examinations, the program utilizes the following grading scales:

<table>
<thead>
<tr>
<th>Didactic Scale</th>
<th>A = 93 – 100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B = 85 – 92</td>
</tr>
<tr>
<td></td>
<td>C = 77 – 84</td>
</tr>
<tr>
<td></td>
<td>D = 69 – 76</td>
</tr>
<tr>
<td></td>
<td>F = 0 – 68</td>
</tr>
</tbody>
</table>
CERTIFICATION EXAMINATIONS

Dental Assistants are certified through Dental Assisting National Board. As stated in the 2009 DANB application booklet, “DANB is the nationally recognized premier certification and credentialing agency for dental assistants. Since 1948, the Dental Assisting National Board, Inc. (DANB), a nonprofit organization, has played a vital role in the oral healthcare community. Recognized by the American Dental Association (ADA) as the national credentialing agency for dental assistants, DANB serves the public good by providing a means of identifying qualified and competent dental assistants and by measuring and promoting excellence in oral healthcare delivery. DANB exam programs are accredited by the National Commission for Certifying Agencies (NCCA).”

Even though this certification is not required for employment as a Dental Assistant in South Carolina, in many states it is. It is offered in this state and is recognized. The Expanded Duty Dental Assisting Program of Horry Georgetown Technical College endorses the taking and passing of this series of examinations. It is offered in the Testing Center on the Conway campus of HGTC in a computerized format. The class will take the three different sections as outlined below. Passing the DANB examination is required and accounts for a portion of final grade for the particular course it represents.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>SECTION OF DANB</th>
<th>REPRESENTED COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Radiation Health &amp; Safety</td>
<td>DAT 127 Radiology</td>
</tr>
<tr>
<td>May</td>
<td>Infection Control Examination</td>
<td>DAT 174 Office Rotations</td>
</tr>
<tr>
<td>August</td>
<td>General Chairside Examination</td>
<td>DAT 177 Dental Office Experience</td>
</tr>
</tbody>
</table>

The fees for these examinations are as follows (subject to change by DANB):

- Radiation Health & Safety $175.00
- Infection Control Examination $175.00
- General Chairside Examination $200.00

Candidates must make application for these examinations. The process can take up to 8 weeks so you must plan ahead. After DANB has accepted your application, the program coordinator will arrange an appointment time to take the examination. The entire class must take the examination together, which takes place at the Testing Center on the Conway Campus of HGTC. The applications will be sent together and a group testing date will be arranged. If this is impossible, at least 5 students must take the examination at the same time.

COURSE COMPLETION

Several of the Expanded Duty Dental Assisting courses are lecture and laboratory/clinical. For these courses, the student MUST pass both the laboratory/clinical and lecture sections of the course with a grade of “C” or better. If either of the sections is below the required “C” grade, the student will not be allowed to progress in the Expanded Duty Dental Assisting curriculum and must reapply for admission to the next class.
INCOMPLETE POLICY

Incompletes will be given for courses usually when a student has had extenuating circumstances. If this occurs, the student will receive a grade of "I". The incomplete must be made up by the end of the next semester or the grade will automatically turn to an "F".

A STUDENT WILL BE ALLOWED ONLY 1 INCOMPLETE DURING THE EXPANDED DUTY DENTAL ASSISTING CURRICULUM. THE STUDENT WILL NOT BE CARRIED IN THE PROGRAM SEMESTER TO SEMESTER FOR INCOMPLETE COURSE REQUIREMENTS.

REMEDIATION POLICY

Faculty is available to students for remediation during the semester. At times, the student will be requested to spend additional hours outside class time to work on laboratory/clinical skills, etc. for improvement. It is recommended that the student seek help early in the semester so there will be enough time to improve the grade. STUDENTS WHO DO NOT MEET THE MINIMUM STANDARDS FOR THE COURSE WILL NOT BE ALLOWED TO PROGRESS IN THE EXPANDED DUTY DENTAL ASSISTING PROGRAM.

- Students not achieving a 77% or higher on their exams will be required to meet with their course instructor(s) to explore alternative methods to improve their academic performance. This may include attending sessions at the HGTC Student Success and Technology Center on test taking skills, study skills, etc.

- Records of all remediation/enrichment sessions will be kept in the student’s file.
WITHDRAWALS

Any student in good standing who wishes to withdraw from the College/course for sufficient reason should first consult with the course professor and the department chair. Students who withdraw after the “DROP/ADD” period must complete a “Withdrawal Form”.

In order to withdraw from the program or an individual course without penalty, the following procedures MUST be completed:

1. Login to WaveNet.
2. Select the “Student Services” tab.
3. Select the link “Click here to” in the “Academic Services” channel.
4. Select the link in the “Administrative Services” channel.
5. Select “Student and financial Aid” from the menu.
6. Select “Registration” from this menu.
7. Select the “Add or Drop Classes” link.
8. If you are dropping during the Add/Drop period, go to the Action Bar under your class schedule and select Web Drop. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action.
9. If you are withdrawing after the Add/Drop period, go to the Action Bar under your class schedule and select Withdrew. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action. This will be the only option available to you after the add/drop period.
10. If you are withdrawing after the two-thirds point of the semester, you need to contact your course instructor to initiate the withdrawal process. The instructor will withdraw you from the course and assign the earned grade. For total withdrawals after the two-thirds point, contact all of your course instructors. Web withdrawals will not be available after the two-thirds point of the semester.
11. If you are totally withdrawing for the semester, contact the instructor of the last course for which you are enrolled to complete the withdrawal process. You may drop all except your last course via the Web. The course instructor for the last class will assign the grade of W or WF depending on your course status and the time of the withdrawal.
NOTE 1: If this procedure is not followed exactly, the student's name will still be in the class roster. A grade of "WF" will be recorded if the student is not present for classes and examinations, which will automatically change to an "F" at the end of the semester. This is a permanent grade, which will remain in the student's college records, and will drastically lower the GPA.

NOTE 2: If the student is withdrawing entirely from the college, a partial refund of tuition will be given depending on the date of withdrawal. For the exact percentage of the refund and the dates, refer to the college Course Schedule Book for the appropriate dates and amounts.

NOTE 3: If an Expanded Duty Dental Assisting student elects to drop any of the Expanded Duty Dental Assisting courses, the student will automatically be dropped from the Expanded Duty Dental Assisting curriculum. Due to courses being in a sequential order, the next time the course will be offered is one year from the time the student withdrew. The student may remain at the college to take general education courses required in the Expanded Duty Dental Assisting curriculum; however, the student must re-apply for admission to the program the next Fall Semester. Readmission will be on a space available basis. (Refer to Readmission Policies) If a student decides to withdraw from the program, it must be done officially by notifying the Department Chair and the Registrar's office. The proper paperwork must be completed; otherwise, the student will receive a grade of "F" for each course in which he/she was enrolled. These grades will not be erased from the student's records and the resulting GPA will be very difficult to raise.

ATTENDANCE AND TESTING POLICY

1. REGULAR ATTENDANCE IN ALL LECTURES, LABORATORIES AND CLINIC SESSIONS IS A STUDENT OBLIGATION AND IS MANDATORY.

2. Attendance will be taken when the class is scheduled to begin. If the student is not present when roll is taken, an absence will be recorded. The student will be withdrawn from the course for “Excessive Absences” once the total number of hours for absence has been recorded.

3. Students should call the Faculty member and notify him/her if they are going to be late or absent from class. Upon the student's return to campus, a written excuse must be personally presented to the course instructor.

4. Students are expected to be present for all tests. No student has a right to a make-up test. Make-up tests will be provided only in those exceptional cases where the student is able to provide clear and convincing evidence of a severe illness or emergency. The burden of proof rests with the student requesting the
make-up test. If you have an exceptional circumstance and are going to miss an exam, you must call the instructor before the class meets. The final decision on whether or not to allow a make-up test is at the instructor's discretion. If make-up examinations are given the highest obtainable score will be a 92%.

5. If a student has a test in the afternoon, is absent in the morning, and shows up for the afternoon test, the student will still be considered absent for the entire day and the grade will be based on the 92%.

6. Students will not be allowed to take tests early.

7. If the instructor is not present at the time the class or lab is due to begin, the students will remain in the room until instructed to leave by the program director or another instructor - “walking” a class is not allowed.

8. If the student fails to report a clinical absence, points will be deducted from the FINAL grade for EACH appointment/session missed. This includes when students are rotating through the private dental office. YOU MUST CALL YOUR INSTRUCTOR AND DENTAL OFFICE IF YOU ARE GOING TO BE LATE OR ABSENT.

9. A student will be withdrawn from the program if she/he is tardy for any pre-clinical or clinical rotation assignment more than three (3) times. A student is considered tardy if she/he arrives for a pre-clinical on campus lab or clinical off-campus clinical rotation after the scheduled start time. If the student is to report at 9:00 a.m. and they arrive at 9:01 a.m., the student is considered to be tardy.

10. Further information about attendance policies for each course will be found in the course syllabi for each course.

11. Personal, medical, and dental appointments, except emergencies, MUST NOT be made during scheduled lecture or clinic sessions.

**CLINICAL TRAVEL REQUIREMENTS**

1. As part of the courses DAT 174 Office Rotations and DAT 177 Dental Office Experience, the student will be required to travel to various dental offices. There will be several dental offices assigned to them during the spring and summer semesters. DAT 121 Dental Health Education will also require some travel.

2. Students are expected to provide their own transportation to their assigned dental office/DHE school. It is imperative the transportation be extremely reliable.

3. The course instructor will make every effort possible to keep travel to dental offices/DHE schools to a minimum however, because some students live some
distance from the dental offices that are participating in the rotation schedule, travel is inherent.

4. In the effort to provide a well rounded education, students will be scheduled to rotate through certain specialty dental offices. Because of the location of these offices, students may be required to travel further than normally asked of the student. It is expected that the student will accept these assignments with an open mind and an academic excellence.

GUIDELINES FOR CLASSROOM DECORUM

- **Students must have the understanding that all course material **CANNOT** be covered during lecture/laboratory time.**
  - Students **MUST** be responsible for self-directed learning of the material outside of class time
  - Students **MUST** be responsible to read and understand course assignments.
  - Students **MUST** be willing to enhance course material with additional student-initiated research as appropriate.

- **Show respect for others.**
  - Give complete attention and listen while others are talking
  - Avoid arguing with instructor and classmates
  - Avoid confrontations with others during classroom discussions
  - Respect the opinions of others
  - Keep conversations and questions focused on relevant course issues
  - Avoid threatening behavior toward students and professors
  - Use appropriate language
  - TURN OFF ELECTRONIC DEVICES SUCH AS CELL PHONES AND PAGERS WHILE IN CLASS.

- **Engage in classroom activities.**
  - Avoid sleeping
  - Actively participate
  - Avoid doing personal work or other class assignments
  - Exhibit a positive attitude and interest in the class
  - Use personal computers for note-taking only

- **Exhibit respect for college property.**
  - Use equipment with care
Avoid eating and drinking in classrooms where prohibited
Keep desk areas neat and clean
Be in the classroom at the start of class and stay until class is over

- Show respect for authority.
  - Exhibit cooperation with the professor
  - Avoid comments that show disrespect for the professor and their knowledge
  - Select appropriate times to inquire about academic performance which may be outside the classroom
  - Address professors as “Professor”, Dr., Mr., Mrs. or Ms. and not by their first or last name

CLASSROOM POLICIES

1. Students are responsible for reading assignments PRIOR to the lecture. Since the courses have an extensive amount of material that needs to be covered, you, the student, must cooperate with the instructor by reading the material and familiarizing yourself with the terms. You will be responsible for taking notes in class. Repeated and excessive delays in lecture cannot be tolerated; as there is a significant amount of material that needs to be delivered so that you will be knowledgeable for your profession and the national boards. If you are unable to keep up with the pace of taking notes in class as they are delivered, you will need to get together with one of your classmates after class and complete your notes.

2. Instructors are willing to assist students in reviewing some information that was not obtained in lecture, but they cannot repeat the entire lecture for a second time during office hours.

3. Laughing and talking among yourselves while lecture is going on will not be tolerated and you will be asked to leave with an absence marked against your record. Obviously this type of behavior is distracting to those students who are trying to listen and learn.

4. No questions will be allowed while you are taking your test except about a mistyped word or something pertaining to test format but not individual explanations of test questions. National Boards do not allow ANY questions.

5. Classes will begin and end as stated in the college Course Schedule Book.

6. No phones or pagers allowed in classroom, clinic or laboratory sessions (See Cell Phone Policy).
7. No children allowed in lecture, lab sessions or clinic (unless they are patients).

8. Faculty office hours are to be respected and adhered to. If you cannot meet with a faculty member during the posted times, you must schedule an appointment with the instructor.

9. Limit personal calls to the student appointment desk phone number to emergencies only. There is a student phone in the break room in the clinic.

There are lockers provided for you. Because they are in the classroom/lab, you will need to plan ahead. When another class occupies that classroom, you will not have access to your locker.

**ACADEMIC HONESTY**

The faculty believes that Expanded Duty Dental Assistants must maintain a high level of integrity. Honesty, fairness, respect, and trust-worthiness demonstrate integrity. Deception for personal gain would demonstrate a lack of integrity, and is against the standards established in dental assisting. Deception for personal gain includes, but is not limited to, cheating, plagiarism, and misrepresentation.

Cheating is defined as the giving or taking of information during a test, using crib sheets or any other type of illegal information during a test, or altering or fabricating any course work (examinations, written reports, care plans, patient records, etc.) for self gain or for the benefit of others. Homework should be the original work of each student. Copying of homework will not be allowed. Points will come off all parties if this is detected.

Plagiarism is defined as the act of copying, stealing, or using another person’s ideas or words as one’s own without giving credit to the source.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. This includes copying of homework. **Each student is expected to complete her/his own homework.**

Any violation of academic honesty may result in dismissal from the Expanded Duty Dental Assisting Program.

**CELL PHONE POLICY**

1. Conversations/talking among students and cell phone use/texting* of any description during lecture will not be tolerated in any of the lecture classes. In addition, students will not be allowed any type of cell phone use*, including earpiece for cell phone, in a lab situation. If a student has a question about lecture, note taking, etc., the question should be directed to the instructor. All
persons involved in the conversation will be **asked to leave the class immediately, regardless of the reason.** Those persons will be marked absent from the class they were asked to leave. When a student has been absent for 10% of the total contact hours, no matter the reason of the absence, the student will be withdrawn from the curriculum.

(*See #2 and #3 below regarding cell phones)

2. All cell phones are to be **powered off** when in lecture or lab. Placing the phone on “vibrate only”, “ring off”, or “no ring” is not acceptable. If the phone is NOT turned off during lecture or lab and rings/vibrates, the student will be asked to leave the class immediately. Those persons will be marked absent from the class they were asked to leave. When a student has been absent for 10% of the total contact hours, no matter the reason of the absence, the student will be withdrawn from the curriculum. **The cell phone should be out of sight! PERIOD!**

3. Text messaging on the cell phone is **strictly forbidden** when in lecture or lab. Students who are caught text messaging during lecture or lab will be **asked to leave the class immediately.** Again, those persons will be marked absent from the class they were asked to leave. When a student has been absent for 10% of the total contact hours, no matter the reason of the absence, the student will be withdrawn from the curriculum.

4. In the event of a **true** family emergency, the student must request to have their cell phone on vibrate/flash, prior to the beginning of class and/or lab. If deemed a **true emergency** by the instructor, the student will be allowed to have the cell phone within sight and on vibrate/flash for the class/lab period. The student MUST realize this request should be made “PRIOR” to class/lab and not as the instructor walks in the door to begin the learning session.

**STUDENT PREGNANCY**

As soon as a student is aware of the pregnancy, she must notify the Expanded Duty Dental Assisting Program Coordinator. To provide for optimum prenatal care, the student must consult with her physician regarding class attendance during this time. A written clearance from the physician is required which should address whether or not the student may participate in clinic or laboratory sessions. Precautions regarding the exposure to dental radiation should also be addressed. The student is encouraged to schedule make-up sessions in advance to preclude complications that may arise during the pregnancy. Failure to adhere to this policy could result in the dismissal of the student from the program.
PROGRAM ACTIVITIES

STUDENT ORIENTATION

Prior to classes starting each Fall Semester, the Expanded Duty Dental Assisting and Dental Hygiene programs schedule a new student orientation to acquaint the students with the rules and regulations of the program. At this time, students have the opportunity to meet and talk with their classmates and faculty.

HGTC STUDENT ENGAGEMENT HOURS

The HGTC Student Activities Fee Allocation Committee (SAFAC) allocates funding for 15 clubs and special programming on all three campuses of Horry-Georgetown Technical College. These funds are used by the various organizations for conferences, symposiums, elementary school presentations, and orientations and other activities that are beneficial for the students in each club. Students of the Expanded Duty Dental Assisting Program are automatically members of the Dental Assisting Club of HGTC upon enrollment into the program. Because the Dental Assisting Club of HGTC receives SAFAC funding, they are expected to participate in two activities involving a Student Activity or Student Engagement Hour on the Conway Campus. Failure to do so will result in the funding for that current year to be reduced by 25%. This may prevent the students of the Expanded Duty Dental Assisting Program from attending one or more of the meetings/symposiums that are planned each year. Students who do not participate in these events while other class members do participate will realize a grade penalty in the final grade on one of their courses in the spring semester.

COMMUNITY INVOLVEMENT

Students in the Dental Science Department are expected to be involved in projects and fundraisers that benefit others in their community. Expanded Duty Dental Assisting students organize fundraisers for the American Heart Fund and participate in the Heart Fund Walk in Market Commons in the fall semester. There have also been opportunities for students to collect food and/or Christmas presents for a family in economically challenged situations prior to the winter break. The Dental Science Department also organizes fundraising events for Smile Train, a non-profit organization dedicated to providing free cleft lip and palate surgery for millions of children in undeveloped countries.

ADAA & SCDAA

The students of the Expanded Duty Dental Assisting program of Horry-Georgetown Technical College will be student members of the American Dental Assisting Association (ADAA) and the South Carolina Dental Assisting Association (SCDAA) upon paying the class dues (see page 15). As members of these organizations, the student will be provided the opportunity to be part of an active group of professionals
who are united in the cause of promoting the profession of dental assisting and educating the public on health care. The student is also prepared to assume roles in their professional organization following graduation. As a member of the ADAA and SCDA, students will receive periodical publications which may contain required reading. Members of the student group work together to raise funds to attend dental conferences, defray the cost of national board examinations and other various functions.

Students will also be a member of the local organization at HGTC called HGTC Dental Assisting Club. The primary purpose of this organization is to promote relationships among dental assisting students that should continue after each student has gone out into the field of dental healthcare.

**HONORS AND AWARDS CEREMONY**

At the end of the summer semester, the graduating students will be honored at a Pinning and Awards Ceremony.

At this ceremony, awards from the College and dental companies will be presented to students along with their graduation pins.

The following awards are presented at this ceremony:

- **Olis B. Jayroe Scholastic Achievement Award** - goes to that student who has maintained the highest GPA throughout the entire curriculum. Given in honor of Olis Jayroe, former Dean for Allied Sciences, who was instrumental in the upstart of the Expanded Duty Dental Assisting Program.

- **Dr. Raymond Cleary Leadership Award** – goes to the student who has demonstrated effective and quality leadership within the classroom as well as in the community. Given in honor of Dr. Raymond Cleary who has clearly illustrated his leadership qualities. Dr. Cleary has a general practice in Surfside Beach, SC. Dr. Cleary is the Senator for District 34 Charleston, Georgetown and Horry Counties and has served on the Dental Sciences Department Advisory Board at HGTC.

- **Dr. Danny Miller Clinical Excellence Award** – goes to the students who has demonstrated excellent clinical assisting skills by receiving superior scores on her clinical and lab competencies and have receive high marks from the dental office in which she has taken her externship rotations. Given in honor of Dr. Danny Miller who has his dental practice in Surfside Beach, SC. Dr. Miller teaches for the Expanded Duty Dental Assisting Program and is on the Dental Sciences Department Advisory Board as well as being an externship rotation site for the Expanded Duty Dental Assisting Program at HGTC.
• **Program Director’s Award** – goes to the student who has demonstrated exceptional behavior above and beyond what is required throughout the curriculum.

• **HGTC STAR Award (Student Total Achievement Recognition)** - goes to the Expanded Duty Dental Assisting student who shows compassion in patient care, enthusiasm for community service and dedication to and enjoyment of the profession of Expanded Duty Dental Assisting.

• **Mary Clary Memorial Award**

Every year the South Carolina Dental Association takes one nomination from the program directors/coordinators of each expanded duty dental assisting and dental hygiene program for the Mary Clary Memorial Award. The recipient is recognized as the South Carolina Expanded Duty Dental Assisting or Dental Hygienist of the year. To be nominated, the student must be an active student in a SC expanded duty dental assisting or dental hygiene program, be a resident of South Carolina, exhibit leadership abilities, integrity, maturity, willingness to help classmates, involvement in professional organizations and show community dentistry activities. The nominee must submit an essay and present themselves for an interview with the SC State Dental Board in Columbia, SC.
CLINICAL DRESS GUIDELINES

ALL STUDENTS WILL BE EXPECTED TO FOLLOW THE STATED PROGRAM GUIDELINES FOR CLINICAL DRESS. The dress regulations for the dental hygiene clinic have been established to promote maximum infection control for all clinical operations and present the most professional appearance for the dental hygiene student. Student and faculty adherence is expected. Anyone not adhering to the following guidelines will be asked to leave the clinic area and remedy the problem with a deduction points corresponding to the appropriate section on the grade sheet. If the problem cannot be resolved, the student will receive one unexcused absence for the infraction. THESE GUIDELINES APPLY WHENEVER THE STUDENT IS WEARING A UNIFORM, EVEN IF IT IS DURING CLASS TIME!

1. The designated clinic uniform must be a cotton/poly blend and will meet the following guidelines: Uniforms must be clean, neatly pressed, and of proper fit with the appropriate undergarments. Scrub tops will be pull-over style. NO T-SHIRTS OR SHIRTS OF ANY KIND SHOULD BE WORN UNDER THE SCRUB TOP.

- **Scrub Top**: Pull-Over (no button or snap front tops)
  - ✓ Camisole or tank top can be worn for warmth as long as it cannot be seen at neck and sleeves.
  - ✓ Must be long enough to cover the top of the uniform pants when seated

- **Scrub Jacket**: Round neck with long sleeves that are cuffed
  - ✓ This will be worn to and from school over the uniform or when giving professional presentations.

- **Scrub pants**:
  - ✓ Hemmed to proper length so they will not touch the floor
  - ✓ Pant legs cannot be rolled up
  - ✓ No sweat or stretch pants
  - ✓ No ribbed band on the cuff
  - ✓ Print pants are not permitted.

- **Clinic jacket/overjacket**: (Will be ordered through the school)
  - ✓ **Will be worn during patient treatment only**
  - ✓ **MUST** meet OSHA requirements with long sleeves that are cuffed, round necks and knee length
  - ✓ **MUST** be fluid resistant
  - ✓ **MUST** be laundered and kept at school.
  - ✓ **MUST NOT** be worn outside of the clinical facility.
2. The class will choose one color of uniform to be the class uniform for pictures and certain public service activities.

3. White clinic shoes or leather tennis shoes are to be worn with uniforms. Shoes must be cleaned and polished including the heels and side of soles. White leather clogs are acceptable. A minimal amount of color is allowed (subject to professor approval). Neon or bright colors are not allowed. Shoelaces must be clean.

4. Hair must be off the collar and away from the face. Bangs **MUST NOT** fall into the eyes and obscure vision. Long hair must be put up in a neat manner or worn in a **washable** lace net. Barrettes or headbands matching hair color may be worn. Ponytails **MUST** be secured and not allowed to hang down. Scrunchies the color of the hair or matching the uniform may be worn around the secured bun. Extreme hair colors and hairstyles will not be allowed. If hair does not meet the regulations, the student **MUST** wear a clinical hair covering. **NO OTHER HAIR COVERING WILL BE ALLOWED. This applies even if the students are working on the patient simulator.**

5. White socks or hose are to be worn with uniform. Socks must cover the student’s leg so that when that student sits, the leg **does not** show. **DO NOT** wear colored or printed socks. Points will come off your grade.

6. Nails **MUST** be clean, short (when your hand is held up toward the light with palm toward you, the nails should not extend beyond the end of the fingers), and polish free. False nails must not be worn. Even though gloves are being worn, micro-pores do exist in the gloves and bacteria could penetrate and cause a serious infection or fungus around the false nails. This can also happen if there are any cuts on the cuticle or hand area.

7. Jewelry

   a. **SMALL** single, solid design stud earrings in gold, silver, or pearl may be worn. Gemstone settings will collect and harbor microbes during aerosol production. **(ONLY 1 EARRING PER EARLOBE IS ALLOWED).**
   **HOOP EARRINGS OF ANY STYLE/SIZE ARE NOT ALLOWED.**

   b. **NO OTHER PIERCINGS OF ANY KIND ARE TO BE WORN IN THE CLINICAL AREA. THIS INCLUDES PIERCINGS IN THE NOSE, TONGUE, EYEBROW, etc.**

   b. Gem rings must not be worn. A metal wedding band is permitted as long it is smooth and will not puncture gloves.

   c. Watches can be worn if they are completely covered by gloves. Waterproof watches are recommended.

8. Name tags will be worn at all times. If lost, contact Program Chair.
9. When not in uniform, the clinic jacket/coat must be worn during all laboratory and clinic sessions. **If a student needs to enter the clinic when patients are being seen, this jacket must be worn over street clothes. This rule also applies when taking x-rays during non-clinic times.**

10. Perfume, scented lotions and sprays should **NOT** be worn during clinic sessions. The fragrance may be pleasant to you, but may not be pleasing to the patient. Also, some patients are highly allergic to fragrances.

11. Students with tattoos must have them covered during clinical experiences.

12. Chewing gum and/or tobacco products are not allowed during clinical/laboratory experiences. A uniform that smells of smoke is offensive to patients – remember, you are a dental healthcare professional and should be a setting an example. Students will be asked to change uniforms or leave the clinic with an unexcused absence if tobacco odor is noticed.

13. Make-up should be in moderation for clinic sessions.

14. No sweaters/sweatshirts are to be worn over uniforms in clinic. Scrub jackets are for this purpose.

1. **SAFETY GLASSES WITH SIDE PROTECTION OR FACE SHIELDS ARE TO BE CONSIDERED PART OF THE CLINICIAN'S UNIFORM AND MUST BE WORN DURING ALL LABORATORY AND CLINICAL SESSIONS.**

16. If you are assisting a classmate while working on a patient (simulator or actual), you **must** adhere to all clinical guidelines.

17. After patient treatment, if not sooner, clean safety glasses to remove any debris then spray or wipe with disinfectant. Allow to set for 10 minutes then rinse and dry.

18. Students are responsible for the purchase of their personal clinical supplies. This includes face masks, gloves, and safety glasses.

19. Face masks **MUST** be worn at all times when working on patients.

20. Face masks **MUST** be changed if they become moist. A moist face mask will transmit bacteria to the student’s respiratory system.

21. Face masks **MUST** be removed by handling the elastic or cloth strings. DO NOT TOUCH THE MASK AT ANY TIME!

22. Gloves are for the student’s protection as well as the protection of the patient. They must be long enough to cover the jacket cuff.
23. Gloves are to be worn in the **operatory area** only.

24. When the student leaves the operatory for any reason when involved in actual patient care, the gloves will be removed and discarded. Hands will then be washed before leaving the operatory area.

25. When returning to the operatory, wash and dry hands thoroughly before putting on another pair of gloves.

26. When gloves are on your hands, practice scrupulous aseptic technique. Do not touch anything other than instruments and devices used in treatment. This includes your facemask, safety glasses and pushing your hair out of your face.

27. Should gloves become torn for any reason, immediately stop what you’re doing, remove gloves, get a new pair and thoroughly wash hands before regloving.

28. When wearing gloves, **DO NOT**
   a. Leave the operatory
   b. Shake hands with anyone
   c. Adjust your glasses
   d. Touch an environment surface such as door knobs, telephone, drawers, etc that does not have a barrier
   e. Pick up anything from the floor
   f. Touch an uncovered light
   g. Touch your face mask
   h. Touch your hair

**PERSONAL APPEARANCE AND MANNER**

1. When working on actual patients or each other, be aware that breakfast, lunch or even dinner from the night before may have been wonderful for you, but someone else won’t enjoy it on your breath.

2. When in clinic working on actual patients, students will use a low and professional tone of voice. No personal conversations will be allowed. Patients don’t want to know what you did the night before. This applies even if you are talking in the aisle. Patients hear more than you think.
INFECTION CONTROL GUIDELINES FOR AUXILIARY FUNCTIONS

WHEN INVOLVED IN PATIENT CARE

1. All infection control guidelines will be followed when there is an actual patient in the chair – even if this is a classmate.

2. Barriers will be placed on all areas anticipated to be touched by contaminated instruments or hands.

3. Hair will be up and off the collar (pony tails are NOT acceptable) and away from the face.

4. You will wear scrubs and an overjacket.

5. The overjacket will be snapped or buttoned completely.

6. You will wear facemask, safety glasses or face shield and gloves.

IMPRESSIONS

1. After taking impressions, rinse impression with running water in sink

2. Spray with disinfectant.

3. Place wet paper towel around impression and place in zip lock bag. Allow to stand at least 10 minutes before pouring up.

4. Rinse, shake excess water out and pour up.

5. Bowl and spatula used for impression should be wiped with disinfectant wipe.

   NEVER PLACE THESE ITEMS IN THE SINK!

6. Impression trays that were not used can be placed in the cold sterilization if still in good shape; if not, discard.
7. When tray is separated from cast, remove all of the impression material, place in ultrasonic for 10 minutes, scrub as needed and place in cold sterilization.

**SEALANTS**

1. Because we are in a learning environment, some procedures must be performed to laboratory and clinical competency. For laboratory competency, simulated teeth are used to ensure students are able to place sealants properly. For clinical competency, students will be required to place sealants on each other. Sealants will only be placed on teeth that have no restorations and have been radiographed and examined by a licensed dentist. If a student refuses to allow a classmate to place sealants on them, they will not be allowed to place sealants on another student and will therefore fail this competency.

2. Remove only the items and materials that will be needed from the box and place on the tray with tray cover. (Instructor will dispense the sealant and etchant materials when working on actual patients).

3. Most of the items used in this procedure are disposable.

**HANDLING OF SHARPS**

1. Needles utilized for injections or sub-gingival irrigation MUST be handled carefully to prevent injury.

2. When recapping needles, lay the cap on the bracket tray and guide the needle into the cap. Once the needle is inside the cap, use a scooping motion to lift cap. Once
syringe is vertical, use other hand to snap or secure the cap on the needle. OR and recapping device may be used.

3. When finished, keep the cap on and remove the needle from the syringe and place the needle and the anesthetic cartridge in the **RED SHARPS DISPOSAL CONTAINER located** in the unit.

4. **DO NOT BEND OR CUT NEEDLES!!**
RADIATION SAFETY GUIDELINES

The following procedures will be followed by all radiographic operators at all times.

1. When exposing radiographs on a patient, only the patient and operator are to be in the radiographic operatory. If the patient is a child, the patient is to remain outside the radiographic operatory.

2. The apron with attached thyroid collar will be used on each patient when exposing all intra-oral radiographs regardless of age. The aprons come in adult and child sizes.

3. The double-sided apron without attached thyroid collar will be used on each patient when exposing all panoramic radiographs regardless of age. In a situation when there is only a one-sided apron available for patient protection, the apron is to be draped across the patient’s shoulders with the bulk of the apron covering the patient's back.

4. Operator will remain behind the designated barrier during activation of the ionizing radiation and watch the patient through the window in the door during exposure.

5. Under NO circumstance is the operator to hold a film in the patient’s mouth during exposure.

6. Under NO circumstances is the operator to stabilize the tube head during exposure. If there is a mechanical problem with the equipment, inform the instructor and move to another x-ray operatory to complete the radiographs.

7. Operators will not remain the direct line of the central ray during exposure.

8. Doors to each x-ray operatory are to be closed during exposure.

9. When a student is pregnant, she will be required to wear a double-sided apron when exposing ALL radiographs, whether on campus or on rotations.

10. When working in pairs and exposing radiographs, both members of the pair are to remain outside the operatory during exposure.
EMERGENCY POLICY
DENTAL MATERIALS LAB AND
CLINICAL PROCEDURES

THE STUDENT FIRST OBSERVING THE EMERGENCY MUST:

1. REMAIN WITH THE PERSON EXPERIENCING THE EMERGENCY
2. ALERT THE NEAREST SUPERVISING FACULTY VERBALLY.
3. DESIGNATE AN “EMERGENCY RUNNER” TO GO TO THE NEAREST TELEPHONE AND DIAL “911” IF ASSISTANCE IS NEEDED.
4. THAT SAME “EMERGENCY RUNNER” WILL GO OUTSIDE, WAIT FOR THE AMBULANCE AND LEAD THEM TO THE PLACE OF THE EMERGENCY.
5. ASSIST WITH LABORATORY EMERGENCIES AS FOLLOWS:
   A. FOR CUTS, MINOR BURNS, ETC., RETRIEVE THE FIRST AID BANDAGES FRO LABORATORY FIRST AID KIT AND APPLY TO INJURY AFTER WASHING AND APPLYING DISINFECTANT.
   B. FOR EYE INJURIES, (SPLASH OR FOREIGN BODY), LEAD THE STUDENT TO THE EYEWASH STATION AND FLUSH PROFUSELY FOR FIVE (5) MINUTES TWICE. SUGGEST THE STUDENT SEE THEIR PHYSICIAN FOR INJURIES.
   C. IN THE EVENT A FIRE SHOULD OCCUR, A FIRE EXTINGUISHER IS LOCATED IN THE LAB
   D. ASSIST WITH MEDICAL EMERGENCIES RESULTING FROM A FELLOW STUDENT'S HEALTH CONDITION ACCORDING TO THE MEDICAL EMERGENCIES PROTOCOL FOR CLINIC.

ONCE THE VICTIM IS STABILIZED, THE SUPERVISING FACULTY WILL ASSIST IN COMPLETION OF NECESSARY DOCUMENTATION.
LABORATORY SAFETY RULES

1. No food or drinks are allowed in the lab areas.

2. Closed toed shoes must be worn during labs.

3. An overjacket, old shirt or lab coat must be worn over clothing or uniforms.

4. Hair **MUST** be pulled back and away from your face.

5. Jewelry worn in lab must follow clinic guidelines.

6. **SAFETY GLASSES** with side shield **MUST** be worn at all times.

7. **FACE MASKS MUST** be worn when performing procedures that create dust, aerosol or fumes.

8. When working on student partners, all clinic requirements must be met for infection control.

9. The lab area **MUST** be cleaned up by everyone or points will be deducted from everyone's final grade!!!!!!!

10. When using the model trimmer:
   
   a. A Dental Science Department faculty member must be made aware of your activity before you start.
   b. Glasses and face masks must be worn at all times.
   c. Be careful – the wheel is sharp and will grind your fingers as well as the model.

11. When taking an impression on each other:
    a. A Dental Science Department faculty member must be made aware of your activity before you start.
    b. All clinic infection guidelines must be followed.

12. MSDS (Material Safety Data Sheets) on all materials used in the lab are available for students to review the spill clean up protocol and hazards associated with different materials.
STATEMENT OF UNDERSTANDING AND COMPLIANCE
STUDENT COPY – TO STAY IN PROGRAM MANUAL

I, ________________________________________________, HAVE READ THE
LABORATORY SAFETY RULES AND CLINICAL GUIDELINES. BY MY
SIGNATURE, I SIGNIFY THAT I UNDERSTAND THE LABORATORY SAFETY
RULES AND CLINICAL GUIDELINES AND AGREE TO OPERATE UNDER THESE
RULES WHEN EVER I AM PERFORMING ANY LAB PROJECTS OR
PARTICIPATING IN ANY ACTIVITY INVOLVING PATIENT CARE WHETHER
THEY ARE ON THE CONWAY CAMPUS OF HORY-GEORGETOWN TECHNICAL
COLLEGE OR OFF-CAMPUS DURING THE OFF-CAMPUS CLINICAL EXTERNSHIP
PORTION OF THE CURRICULUM OF THE EXPANDED DUTY DENTAL ASSISTING
PROGRAM.

________________________________________
NAME PRINTED

________________________________________
SIGNATURE

________________________________________
DATE
TIPS FOR SUCCESS

NOTE TAKING, READING, AND STUDYING

The Expanded Duty Dental Assisting curriculum is very extensive and there are several requirements for each course taken. Students must develop their own personal program for study at the onset of the program. This will enable the student to conquer each and every assigned task as program requirements increase throughout the curriculum.

Note Taking

Lectures may be recorded; however, it is the responsibility of the student to ask permission from the course professor prior to recording any lecture. When recording a lecture, try to take as many notes as possible during the lecture and then use the tape to supplement any gaps that may have occurred in the note-taking process. Some students have indicated that re-writing notes helps in the learning process.

Reading Assignments

Reading assignments, both in texts and professional journals, should be completed prior to lectures. This will enable the student to be more familiar with the topic as well as facilitating note taking and participation in class discussions.

Studying

Some students prefer study groups and others prefer to study individually. Whatever the method of studying may be, it is suggested that successful methods should not be altered.

Time-Management

Being an Expanded Duty Dental Assisting student will require making good use of each and every minute since the curriculum is very demanding. This is very true for students that are married, have children, and may have a job. The family unit must be able to understand the demands being placed upon the student and be able to cope with the lifestyle change that will occur. The student will need as much support as possible from family members, since he/she will be trying to manage family as well as academic responsibilities.

Dental Assisting and your studies must become a priority; and it will take careful time management to not neglect the family unit while progressing through the curriculum.
COLLEGE SUPPORT SERVICES

COUNSELING CENTER

The Counseling Center in Building 1100 on the Conway campus encourages early intervention and the seeking of assistance on a voluntary basis. All on-campus services are free to students, faculty and staff. Confidentiality is maintained consistent with professional standards. Assessment and referrals to appropriate community resources are facilitated as needed. Educational outreach programs are offered regularly on a variety of topics.

CAREER RESOURCE CENTER

This center exists to meet the needs of students and alumni as they prepare to enter the workforce, as well as the needs of employers who seek to fill positions. The center offers mock interviews, resume/cov er letter development, computer access, counseling, printing services for resume production, salary databases, an online job board, resume software, on-campus recruitment and interview facilities, career fairs, and a full career library. There is no charge to employers, students, or alumni for any of these services.

SERVICES FOR STUDENTS WITH DISABILITIES

HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities, a function of Counseling Services and the Deans of Students Affairs, is to improve the educational development of students with disabilities through the understanding and support of the campus environment. This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis.

The Coordinator of the Service will review the documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Students with documented disabilities must notify their course instructor at the beginning of each course for accommodations that have been approved by the Student Affairs office.
THE STUDENT SUCCESS AND TECHNOLOGY CENTER

The SSTC is an excellent place for you to go if you start experiencing any trouble with your assignments in any course. The SSTC offers to all students the following free resources:

1. Student and professional tutors (appointment preferred)
2. Student success, academic, and technology support resources
   - Reading comprehension
   - Study skills and test taking strategies
   - Writing skills
   - Microsoft office 2007 skills
   - And more…….
3. Workshops on student success skills, technology and D2L for online courses
4. General technology assistance

The SSTC wants you to have the opportunity to use the free resources that they offer to students in house and online on their website: www.hgtc.edu/sstc. To schedule a tutoring session or appointment with staff, please call one of the following locations: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations are posted on the SSTC website.
PERSONAL ITEMS

PERSONAL HEALTH

Students will be treating patients, and these patients will be looking to their student dental assistants as role models for oral health as well as good physical health. It is imperative that dental assisting students practice optimum oral hygiene as well as immaculate personal hygiene.

Due to the demanding curriculum, it is also imperative that the dental assisting student maintains a balanced, nutritious diet to keep physically fit. Students cannot afford to become ill and miss several lectures and/or lab sessions.

Regular eye exams as well as medical exams should also be a part of the students' physical well being.

STUDENT HEALTH STATUS DISCLOSURE

If a student's health status changes during the one-year curriculum, it is the responsibility of the student to immediately inform the Program Director of this change. In some instances, clinical/patient treatment may be affected. All disclosures will be kept in strict confidence.

STUDENT PREGNANCY

As soon as a student is aware of the pregnancy, she must notify the Director of the Expanded Duty Dental Assisting Program. To provide for optimum prenatal care, the student must consult with her physician regarding class attendance during this time. A written clearance from the physician is required which should address the following:

- Whether or not the student may participate in clinic and/or laboratory sessions.
- Precautions regarding the exposure to dental radiation should be addressed
- How long the student will be out following delivery

The student is encouraged to schedule make-up sessions in advance to preclude complications that may arise during the pregnancy. If the student faces complications during the pregnancy, the student may have to withdraw from the curriculum and re-enter the following year. The program will make every attempt to work with the student to accomplish all stated goals in a timely manner.

DRUG AND ALCOHOL USE AND ABUSE

As health care providers, dental assistants have a responsibility to maintain a healthy body and not abuse one’s self with alcohol and drugs. The Program maintains an added responsibility to safeguard the health of all patients by not allowing a student to provide clinical treatment to a patient when the student’s ability is impaired or compromised.
A student who is suspected, by appearance, actions, and/or breath or body odors, of using drugs and/or alcohol (during scheduled school hours and/or school functions) will be removed from the class, laboratory or clinical session for a conference with faculty. The student will be advised to refrain from using the substance during school hours, or if more serious use is suspected, the student will be advised to seek assistance from community services.

Should the problem continue, the student will be withdrawn from the professional curriculum and may seek re-entry into the curriculum at the appropriate point, if eligible, following professional treatment. Each case will be handled on an individual basis.

**Employment**

It is strongly recommended that employment be limited to a maximum of twenty (20) hours per week. Should grades suffer because of employment, the student may be advised to cease working. However, each situation will be discussed and handled on an individual basis.

**Personal Data**

In order to keep academic/personal records current, any change in name, address, or telephone number is to be reported to the Program Secretary and the Registrar. A change in marital status should also be reported to the Registrar with appropriate documentation.
RISKS OF A DENTAL HEALTHCARE PROFESSIONAL

Although there are no documented cases of the occupational spread of HIV to dental healthcare workers, students enrolled in the Expanded Duty Dental Assisting Program are at a slight risk of exposure to bleed and body fluids and the potential does exist for transmission of bloodborne and other infectious diseases, such as Hepatitis B and HIV/AIDS, during patient treatment. The risk of HIV disease transmission from dental patients to members of the dental team is very low. However, there is some small potential for this to occur. The Americans with Disabilities Act forbids discrimination against patients with HIV; therefore students are required to treat all patients assigned, regardless of the disease state of the patient. The risk for Hepatitis B is much higher and students are required to have the vaccine series prior to patient/student treatment or sign a declination for not taking the vaccine.

All students will receive appropriate education on the Bloodborne Standards and Infection Control (per OSHA and CDC guidelines) utilized in the treatment of dental patients. Students will be tested on this material and must demonstrate competency prior to student/patient treatment.

Students will be expected to provide services for patients with bloodborne/infectious diseases and part of the routine clinical experience.
STUDENT INFORMATION DATA SHEET
HEPATITIS B VIRUS VACCINE

ADVANTAGE
Hepatitis B is a serious disease. Although most people who acquire the disease recover completely, 5 - 10% become chronic carriers, 1- 3% develop hepatitis and cirrhosis, 1 - 2% die, and some may develop liver cancer. This vaccine induces immunity against the Hepatitis B virus in 90 - 95% of those who take the vaccine.

POSSIBLE SIDE EFFECTS
The incidence of side effects is very low and consists mainly of tenderness at the site of injection. Other less common local reactions include erythema, swelling, warmth, induration, and low grade fever which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported. Neurological disorders have been rarely reported in temporal association with the administration of the vaccine although no cause and effect relationship has been established.

CONTRAINDICATIONS AND WARNINGS
Hypersensitivity to yeast/mold.

Persons with immuno-deficiency or those receiving immunosuppressive therapy require larger vaccine doses and respond less well to the vaccine. (Consult your physician).

Because of the long incubation period of Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and the vaccine may not prevent the disease in these persons.

PRECAUTIONS
Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk.

Caution should be exercised in administering the vaccine to persons with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk.

Since there are no well-controlled studies in pregnant women, the vaccine should be given to pregnant women only if clearly needed. (Consult your physician).

If you have any medical problems you are unsure of, consult your physician before taking the vaccine.

If you have any medical problems you are unsure of, consult your physician before taking the vaccine.
HORY-GEORGETOWN TECHNICAL COLLEGE
DENTAL SCIENCES DEPARTMENT

INFORMED CONSENT FOR
HEPATITIS B VACCINE

SIGN BOTH COPIES OF THE INFORMED
CONSENT
STUDENT COPY – TO REMAIN IN STUDENT MANUAL

I understand that I am considered to be at risk of developing Hepatitis B because I may be exposed to blood or other infectious materials in the context of my clinical duties. I also understand that the administration of this vaccine does not absolutely preclude contracting Hepatitis B.

By signing this form, I acknowledge that I have read the information on the attached sheet and have been advised of the alternatives to vaccination, the advantages of the vaccine as well as the possible side effects.

_____________________________________  ______________________
Student Signature       Date

OR

If you have previously received the completed Hepatitis B vaccine program, please complete.

_____________________________________  ______________________
Date Completed                                                                         Location

_____________________________________  ______________________
Student Signature                                                                     Date
I understand that I am considered to be an at-risk clinical student of developing Hepatitis B because I may be exposed to blood or other infectious materials in the context of my clinical experience. I also understand that the administration of this vaccine does not absolutely preclude contracting Hepatitis B.

By signing this form, I acknowledge that I have read the information on the attached sheet and have been advised of the alternatives to vaccination, the advantages of the vaccine as well as the possible side effects. I CHOOSE NOT TO receive the Hepatitis B vaccine. I understand that I may change my mind at any future time and elect to receive the vaccine by signing the consent form.

_______________________________________ _________________
Student Signature                  Date
EXPECTATIONS OF EXPANDED DUTY DENTAL ASSISTING STUDENTS

A. Listen and understand instruction when they are given to you by any instructor.

B. Take your own notes.

C. Do your own homework

D. Be prepared for pop quizzes at any time

E. Be on time for class. If you are late, sit at the back of the class until we take a break.

F. Raise your hand when you have a question or comment

G. If you talk with another student during lecture, I will call you down one time. If I have to call you down again, all students involved will be dismissed from class for the rest of the class time and marked absent for that day in that class.

H. Drinks are allowed during class but not food.

I. Have your books in class. If you forget your book or have lost it, you will receive one point off your final grade in that class for each class session you do not have it.

J. When you are in uniform, you will abide by all rules of clinic attire: hair, jewelry, make-up, perfume, gum, smoking, etc. Points will come off your final grade in DAT 154, DAT 174 or DAT 177 if not adhered to...even if you are not seeing patients. If this happens during actual patient care, you will be asked to remove yourself from the clinic floor/dental office until the problem is corrected. If this involves the student being removed from patient care more than 2 hours, the student will be marked absent for the entire lab/lecture that is missed because of the violation.

K. If a classmate has been absent, please help her or him out by updating them on the material that was covered the day they were out. Also, be sure and keep each other informed on homework and if a handout was distributed. I will have one for the absent student but it is that student's responsibility to come to me for it.
L. **All cell phones and beepers are to be turned off and out of sight.** Each time I see one or hear one go off, a point will be deducted from your final grade.

M. If you have a problem, don’t hesitate to come to me with it.

N. Don’t miss tests

O. Don’t pack up early. The class is over when we’ve covered all the material for that day.

P. Have clinical supplies in your locker and in stock.
THINGS I DO NOT WANT TO HEAR:

A. IS OUR ______ GRADED YET?
B. MY ALARM CLOCK DIDN'T GO OFF.
C. I FORGOT TO SET MY ALARM CLOCK.
D. I DIDN'T HEAR MY ALARM CLOCK WHEN IT WENT OFF.
E. MY COMPUTER BROKE.
F. MY PRINTER RAN OUT OF INK/PAPER.
G. WE HAD A TEST IN ANOTHER SUBJECT SO I DIDN'T GET TO MY OTHER ASSIGNMENTS.
H. I DIDN'T UNDERSTAND THE ASSIGNMENT.
I. I WASN'T HERE THE LAST TIME AND DIDN'T KNOW WE HAVE TO DO THIS ...OR THIS WAS DUE.
J. I WAS OUT OF TOWN AND COULDN'T DO MY HOMEWORK.
K. IT'S NOT MY FAULT.
L. I HAD COMPANY AND COULDN'T DO MY HOMEWORK.
M. I LOST MY BOOK.
N. I COULDN'T AFFORD TO BUY MY BOOK.
O. I HAVE TO BE AT WORK AT _______ SO I HAVE TO LEAVE CLASS EARLY.
P. SORRY. I FORGOT TO TURN OFF MY PHONE/BEEPER
Q. I DIDN'T GET THAT HANDOUT.
R. I LOST MY NAME TAG.
S. I DON'T HAVE ANY GLOVES/FACEMASKS.
T. I LEFT MY SAFETY GLASSES AT ...
U. I'VE LOST MY SAFETY GLASSES.
V. I LEFT IT IN MY CAR.
HORRY GEORGETOWN TECHNICAL COLLEGE
EXPANDED DUTY DENTAL ASSISTING PROGRAM
FALL SEMESTER 2011
STATEMENT OF UNDERSTANDING
(Student Copy)

I have received and read the Horry-Georgetown Technical College Expanded Duty Dental Assisting Program Manual. The following areas have been thoroughly explained and I fully understand these policies and procedures.

➢ Accreditation Complaint Procedure
➢ Requirements for Admission, Progression, Graduation, and Re-Entry
➢ Essential Functions Required of Students (Technical Standards)
➢ Financial Information
➢ Immunization Policy/Health Risks
➢ Student Advising
➢ Academic Policies
➢ Attendance Policies
➢ Student Responsibility
➢ Certification Examinations
➢ Health Disclosure Policy
➢ Substance Abuse Policy

By my signature, I hereby agree to abide by all such policies and procedures.

__________________________
Print Your Name

__________________________  _____________
Student Signature                Date

2013-2014