

SF: SANTA FE COLLEGE

DENTAL PROGRAMS
STUDENT HANDBOOK
2019

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FOREWORD

Welcome to Dentistry. You are entering a field of health care that demands special attention when working with patients. The public at large has specific expectations for the dress, behaviors, and attitudes of those who deliver healthcare services. As a health care provider, you must be cordial and respectful to patients, without being impersonal, maintain the confidentiality of the intimate information you obtain from them and treat them without discrimination or harm, following the highest standards of knowledge, judgment, skill and ethical conduct.

For these reasons, standards for appearance and behavior during the educational process must be maintained. The guidelines and regulations contained in this manual pertain to academic progress and clinical protocols. Each student in the Dental Programs is expected to adhere to these guidelines and regulations. You are preparing for responsibilities as a health care provider. These guidelines and regulations are realistic, with high expectations of your ability to follow them. Endeavoring to adhere to the guidelines and regulations in this manual will help you successfully perform your professional duties both in this program and your future employment.

Violation of any of the guidelines and regulations included in this manual will be handled at the discretion of the supervising faculty and/or director. Violation could result in dismissal from a classroom or clinical experience with a subsequent loss of credit, or dismissal from the program in the event of critical infractions. Please remember that these guidelines and regulations are not arbitrary and have a function in your academic and clinical experiences. Your cooperation and compliance with these policies are considered essential to the completion of your program of study. Students unable to comply with these guidelines and regulations will be dismissed from the program, as they would be unable to succeed in a professional employment situation. If you have any questions regarding these regulations, please consult any faculty member or the director.

Santa Fe College Dental Programs have two primary goals. The first is to produce qualified dental personnel to meet the dental needs of our community and beyond. The second is to ensure that patients treated at the Santa Fe College Dental Clinic and external rotation sites receive the best possible dental health care within a reasonable period of time. In order to meet these two primary goals, patients, students, and faculty must accept the concept of comprehensive patient care and implement this concept in the programs' clinical facilities. Students should recognize and appreciate the contributions of their patients to the educational process. When treating patients, every effort should be directed to make patients feel they have the provider's undivided attention and that this responsibility is taken very seriously. Conversely, patients should be informed that they must act responsibly due to the critical role they play in your education as a dental professional.

It is the responsibility of the college to provide instruction and to counsel students on program requirements, graduation, and eligibility requirements to sit for certification and licensure examinations. It is the student's responsibility to see that these requirements are met. Failure to meet these requirements may result in termination of a student from the program or delay of graduation and eligibility to take the credentialing examination.

Program policies must meet the requirements for accreditation at the professional, state, and institutional levels, and the rights of students and faculty, individually and collectively, must be respected.

Policies in the handbook are subject to change. Should there be a change in policy, students will be provided written notification and a signed acknowledgment from all students will be collected.

Mission/Vision

Adding value to the lives of our students, as well as improving and enriching the health of our community.

Dental Programs Goals and Initiatives

OUTREACH & ACCESS

Identify, assess, and meet community needs to promote accessibility to the Dental Programs.

- ❖ Serving communities in Alachua and Bradford counties.
- ❖ Aligning educational offerings with area high schools.
- ❖ Maintaining accessibility for qualified students.
- ❖ Playing a significant role in social services.
- ❖ Assessing dental programs in light of community needs.
- ❖ Promoting awareness of the dental programs.
- ❖ Providing support services to ensure student success.

DELIVERY ALTERNATIVES

Assess student needs and outcomes and create innovative and flexible learning opportunities.

- ❖ Rethinking teaching and learning processes in the light of information technology.
- ❖ Partnering with other learning institutions for mutual benefit.
- ❖ Increasing learning options that are consistent with quality education.
- ❖ Scheduling to meet the needs of students.

EDUCATIONAL PROGRAMS

Provide learning opportunities to ensure the highest levels of academic and clinical performance.

- ❖ Evaluating the education core for the learning needs of the students.
- ❖ Improving performance and results in all program areas including student retention and completion.
- ❖ Assessing programs to encourage academic and clinical excellence.
- ❖ Improving the licensure/certification rates for program graduates.
- ❖ Aligning curriculum content with current research and evidence-based findings of the dental profession.

WORKFORCE DEVELOPMENT

Provide student-centered workforce programs in collaboration with local employers and economic development agencies.

- ❖ Assessing the programs in light of workforce needs to determine program emphases.
- ❖ Promoting interest in dental programs.
- ❖ Exploring creative partnerships with the community.
- ❖ Adapting to and promoting positive professional regulatory changes.
- ❖ Playing a significant role in employment opportunity and placement.

HUMAN RESOURCES

Recruit, develop, assess, and retain quality full and part-time faculty and staff.

- ❖ Ensuring the recruitment of high-caliber faculty and staff as current faculty and staff retire.
- ❖ Encouraging leadership abilities.
- ❖ Determining and implementing a targeted mix of part-time and full-time faculty.
- ❖ Providing continuous training and development for faculty and staff development to take full advantage of information technology and other professional development opportunities.
- ❖ Improve working conditions, pay and professional development for part-time faculty.

TECHNOLOGY

Use information technology systems and infrastructure to support the Dental Programs.

- ❖ Align program facility and curriculum with advancements in technology.
- ❖ Providing access to faculty, students, and program information for planning and assessment.

RESOURCES

Support the college's efforts to develop, obtain, and allocate the necessary resources to implement its mission.

- ❖ Securing legislative and college support and funding for the Dental Program's mission and vision.
- ❖ Raising private funds to support the program's mission and vision.
- ❖ Encouraging the college to provide facilities that keep pace with changes in programs and technology.
- ❖ Assessing potential grants for financial viability and alignment with the program's mission and vision.

SF DENTAL PROGRAMS' POLICIES

The student is responsible for reading and following all clinical protocols/policies and academic rules in this manual. Additionally, the student must be cognizant of any updates that are published during his/her duration as a student in the Dental Programs. Dated addenda to this student manual are issued on an 'as needed' basis and each current addendum supersedes the previous one.

Dental Programs Standards for Teaching and Evaluation

To facilitate student learning, both students and faculty/staff have joint responsibilities in teaching and evaluation. Some of these are addressed by the policies and procedures listed in other sections of this manual, but others are of particular note and discussed in the following paragraphs.

In the classroom, students and faculty/staff should strive to maintain the learning environment. Students who are unable to comply with classroom decorum will be asked to leave the classroom by the instructor. Disruptive activities that interfere with the learning of students and the instructor's presentation including but not limited to talking to other students in class, reading other written materials instead of course materials, accessing/responding to internet, email, and/or social media sites instead of course materials, working on assignments for other classes, talking on cell phones and texting should be avoided.

Faculty/staff will provide students with complete, accurate course syllabi, including readings, assignments, and evaluation/testing dates and procedures. Course objectives and handouts are provided on a timely basis. Any updates and changes in the course materials, presentations and evaluation/testing will be provided to students. Instructors will attend most of their classes. Short breaks will be scheduled in classes over 60 minutes in length to maintain student attention. Instructors will attempt to utilize case-based learning activities in their classes as much as possible. They will also periodically evaluate their courses to update educational content and learning activities.

For testing and evaluation in lecture, lab and clinical courses, students will abide by and report any violations of the Student Honor Code, protect their own work and conduct themselves in a manner that does not raise suspicion of any cheating or other plagiarism during examinations. Personal belongings, including inactivated cell phones, should be placed inside book bags and book bags placed on the floor or locker, with no items except pen, pencil, eraser, cover sheet and scantron sheet(s) on the desk as requested by the instructor. During exams, students should attempt to space themselves in the room so that they are not directly adjacent to each other.

Faculty will attempt to develop valid and reliable test banks for course materials and assemble the questions in alternative formats every term the course is offered. Cumulative exams may be utilized in courses. The final exam schedule for the term will be determined up to two weeks before the final exam period and posted in the student locker area. Scheduling final exams is usually based on the time the class normally meets during the week. The instructor or designated staff member will proctor the exam. Students may ask questions during the exam regarding technical issues, but the proctor cannot provide exam question answers. Students who talk during the exam may be asked to leave and will not be allowed to complete the exam; students who arrive late may not be allowed to take the exam.

Instructors will grade exams and return grades to students within a timely manner. Instructors should utilize item-analysis of exam questions in an effort to provide relevant, well-constructed test items. Students should be afforded an opportunity to review and provide feedback of the exam and other evaluation practices. Make-up exams will be scheduled at the discretion of the instructor. Students must arrange any make-up exams within one week after returning to school.

Faculty will observe office hours as posted outside their office doors or at other times as arranged with students. Faculty will also check their Santa Fe College e-mail account and learning management system (CANVAS) e-mail daily during the week; they may also check college e-mail on the weekends, but this is not required. CANVAS can be set up to notify faculty of e-mails from students in their SF e-mail accounts.

Dental Programs Standards of Academic Progress

1. Students must satisfy all assignments by the end of a given term to receive a complete grade, whether these assignments are specified attendance in class, laboratory projects, or patient-completion and/or other classroom, lab or clinical activities. An incomplete (I) or failing (F) grade will be recorded until all clinical assignments are satisfactorily completed.

2. Decisions on progress will be made by the responsible faculty person, and all the previous and following guidelines will apply.
3. Clinical requirements for students in the Dental Programs will include satisfactory completion of specified numbers of patients and/or clinical activities per term. Failure to complete the required number of patients and specified clinical activities may result in a failing grade. Students are advised to make certain that patients are/have been scheduled and to confirm appointments, if necessary.
4. If a student is given an "I" in clinic or lab because of failure to complete a clinical/lab requirement or clinic/lab in a satisfactory manner, the highest grade that may be achieved upon completion of the course is a "C".
 - a) "I" grades are only given in extreme circumstances. They are not routinely given for failure to accomplish the criteria set for clinic/seminar/lab. Reasonable requirements are set for each clinic/lab and are based upon the total number of available clinical/lab sessions.
 - b) The circumstances appropriate for an "I" are determined by the responsible faculty member and the Program Director.
 - c) An incomplete (I) in any program course must be made up during the time interval specified by the instructor. Incompletes not concluded within the specified time automatically roll to an "F" grade.
 - d) Students must assume responsibility to meet clinic/lab requirements through appropriate time management and active involvement in sequencing and scheduling activities.
5. Subjective evaluations of whether a student's skills are progressing at the rate acceptable for providing patient care are made on a continuing basis during clinics by the clinical instructors, based on their clinical judgment and expertise. These evaluations contribute to the daily clinical grade and/or daily grades for Professionalism and/or Infection Control.
6. **If the student is unable to put "theory into practice" in the clinical setting as demonstrated by clinical, Professionalism and/or Infection Control grades, he/she may be required to remediate, or be dismissed from the clinical rotation or course.** Immediate removal of the student from the clinical rotation or course will occur if a patient's health and/or well-being are put at risk at any time by a student's behavior, lack of appropriate skills, inability to practice appropriate infection control, or violation of CDC and/or OSHA standards. Removal or dismissal from clinic may result in a failing grade for the course and/or dismissal from the program.
7. Students must successfully complete all program courses to remain in the program. Clinical and professional grades lower than a "C" are unacceptable and deemed an unsuccessful attempt. Successful completion of a course is determined by a final grade of C or better. In the event a student does not successfully complete a course, the student may repeat the course the next time it is offered, pending space available. A withdrawal is deemed a failed attempt. Students must follow the Program course sequence and may not advance unless all courses within the term are successfully completed.
 WHEN A STUDENT FAILS A COURSE, THE FACULTY MEMBER AND PROGRAM DIRECTOR WILL REQUEST A CONFERENCE WITH THE STUDENT AS NEEDED TO DISCUSS AVAILABLE OPTIONS AND RECOMMENDATIONS. A WRITTEN STATEMENT INDICATING THE COURSE OF ACTION DECIDED UPON WILL BE SIGNED BY THE STUDENT, FACULTY MEMBER AND PROGRAM DIRECTOR, AND MAINTAINED IN THE STUDENT'S RECORDS.
8. A student has two course and/or program attempts. If a student fails any two professional program courses, or fails one course twice times, the student will not be readmitted to the Program. A student may be readmitted to the Program as a returning student only once. Readmission is based on space available and is not guaranteed.
8. Students repeating any dental course must satisfactorily complete all course requirements.

9. All classes are in a specific sequence and the student may not be able to continue in the curriculum if the failed course is a formal or informal prerequisite to future classes. If the course will be repeated, the student's class schedule may need to be modified to complete the program and graduation will likely be delayed.
10. If a student fails or drops a course, no more than one year may elapse before attempting the course again. If more than one year elapses, reapplication to the Dental Programs is necessary. Students are readmitted to Dental Programs on a "space available" basis.
11. After a period of two years, a student who has failed two program attempts (described above) may reapply to the same program. If the student is selected as a program candidate, a re-admission committee will review the student's application and determine whether or not they can be re-admitted as a new student into the same program.

If the student is re-admitted as a new student into the same program, and experiences two program or course failures and exited from the program, they will not be allowed to apply to the same program after any period of time.

Please Note

If the student feels she or he is having difficulty in any class, clinic, or lab, **immediate consultation with the instructor is strongly encouraged**. Seeking help is nothing to be embarrassed about and may make the difference between passing and failing a course. Resources are available for students requiring help through the college and programs within the Health Sciences Programs.

[Dental Programs Guidelines for Human Subject Participation and Instructional Contact](#)

Students enrolled in the Dental Programs practice patient care skills specific to dental assisting and/or dental hygiene on fellow students during supervised laboratory class sessions. Specific responsibilities necessitated by the student acting as a human subject and demonstrating/practicing patient care skills on a fellow student are described on in the 'GUIDELINES FOR HUMAN SUBJECT PARTICIPATION and INSTRUCTIONAL CONTACT'. In addition, instructors may need to physically contact students during laboratory and clinical instruction to demonstrate, reinforce, or correct student posture, positioning, instrumentation and other skills required during patient treatment. Such contact shall occur in a manner considered appropriate by both the student and instructor and consistent with Rule 2.8 in the SF Rules Manual. Students have the right to inform instructors and the Director of the Dental Programs of any concerns regarding the types of instructional contact that may or have occurred. Students are required to sign a copy of the form indicating their consent to act as human subjects during laboratory instruction and their knowledge and understanding of the possible need for instructors to physically contact them during laboratory and clinical instruction, the standard for such physical contact and their right to inform instructors and the Director of the Dental Programs of any concerns they have with the types of instructional contact that may or have occurred.

[Student Computer and Email Requirements](#)

All students must have access to a PC or Mac computer operating systems in 2007 versions or newer, with software installed to perform word processing and to prepare PDF documents, spread sheets and presentations, including Microsoft Word, Excel and PowerPoint. Internet access via Internet Explorer, Chrome or Firefox is also required for the SF learning management system (CANVAS) and other websites used by the Dental Programs for students to use when researching assignments.

Students are expected to set-up e-mail accounts through e-Santa Fe and to be able to access their learning management system (CANVAS) e-mail. Students should not use personal email for academic communications.

SF faculty, administration and staff are prohibited to correspond to students via personal email. School e-mail accounts, including CANVAS, should be checked daily. CANVAS can be set up to notify students of e-mails from faculty in their SF and personal e-mail accounts. Students and instructors may only use Canvas and/or their SF email account for academic communication. Personal email communication is not permitted.

Students may e-mail instructors with questions and problems that arise. E-mail is the surest way to contact your instructors. Simple issues can be handled by phone or e-mail, but for more complex problems or detailed questions, set up an appointment with your instructor during office hours or as arranged.

[SANTA FE COLLEGE CONSULTATION AND REFERRAL RESOURCES ON STUDENT ISSUES](#)

Contact Information

Provost and Vice-President Academic Affairs

Ed Bonahue F-255 381-3822

Vice-President Student Affairs

Naima Brown R-211 395-5648

Associate Vice-President Academic Affairs -- Health

Jodi Long W-201A 395-5680

Associate Vice-President Academic Affairs -- Career and Technical Education

John McNeely I-134A 395-4420

Assistant Vice-President for Student Affairs

Bea Awoniyi R-211 395-5513

Director, Dental Programs

Tina Treloar W-201J 395-5705

Additional Resources

Student Health Care Center S-120 (Nurse, Nurse Practitioners, Health Educator) 381-3777

Office of Diversity S-112 395-5486

Multicultural Student Center S-134 395-5807

Disabilities Resource Center S-229 395-4400

Santa Fe Police Department T-001 **Emergency 395-5555** Non-emergency 395-5519

ACCIDENTS / INCIDENTS

HBV-HCV-HIV Exposure:

PEpline (the National Clinicians' Post Exposure Prophylaxis Hotline) is a 24 hour, 7 day a week consultation service for clinicians managing occupational exposures. This service is supported by the Health Resources and Services Administration Ryan White CARE Act and the AIDS Education and Training Centers and CDC. PEpline can be contacted by phone at (888)448-4911. Recommendation for occupational exposure to HIV includes post-exposure prophylaxis and should be initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.

Health and Accident Insurance:

All students are strongly encouraged to carry some form of personal health and accident insurance for the duration of their enrollment. Workplace Liability Insurance is contracted by the College with Hartford Life and Accident Insurance Company. This insurance is of a specific nature and only covers incidents that occur in clinic sessions or labs. This insurance is NOT health insurance. It covers clinic/laboratory-related injuries only. Students should carry this insurance card with them at all times. Please refer to the Department Chair for specific questions.

Incidents / Injuries:

If a student incurs or is involved in an activity resulting in an injury or potential injury, including but not limited to needle sticks, the student is responsible for notifying their instructor whether in the classroom, lab or clinical affiliate in order to follow appropriate procedures and to complete appropriate paperwork and SF incident report. In addition, if the incident/injury occurs in the clinical area, students must notify the clinical supervisor of the department and procedures/paperwork for that clinical agency must be completed. The SF incident report must be submitted to the administrative offices in W 201 by the following school day following the incident/injury. Students should carry insurance cards with them at all times while in the clinical setting. All accidents /incidents, regardless how minor they may seem, must be reported to their instructor immediately and appropriate forms completed.

Health Forms, Health Insurance Policy, Occupational Exposure to HIV, Accident Reporting

1. The completed physical examination form from the HSCO, including all required immunizations, and a current CPR certification card with specific expiration date (American Heart Course for Health Care Providers) are required on the first day of class for all Dental Programs students. The completed physical examination form (Health Sciences Programs Mandatory Health History Form) is due on the date given as a deadline in each dental program. This includes required immunizations. Students are responsible for keeping copies of all documents turned in to program.
2. Additional Immunizations may be required beyond those specified in the student entry packet for the Dental Programs. UFCD has required current flu vaccinations by the end of September in each Fall semester. Any vaccinations in progress upon admission to the Dental Programs such as Hepatitis B shall be completed as scheduled during the semester(s) the student is enrolled.

3. Health Status Change (including Pregnancy):

It is the student's responsibility to contact the Director if their health status changes during the program. A release statement will be required from the health care provider delivering care for the health condition which states that the student may "return to, or attend school without restrictions". The student must notify the Director if accommodations are requested for the classroom, lab, or clinic. The Director will provide the Health Status Change Form for the student to take to the health care provider to sign.

Pregnancy is considered a health status change. Pregnancy may affect immunizations and/or other program requirements. Individuals who are pregnant should seek expert advice from their healthcare provider so that they

may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field.

4. All students are strongly encouraged to carry some form of personal health and accident insurance for the duration of their enrollment. SF Dental Programs' students have "Certificate of Insurance" from Hartford Life and Accident Insurance Company. Specific and complete details with associated literature are distributed to students during the first of the semester. Please refer to literature and/or Director for questions. This insurance is of a specific nature and only covers incidents that occur in clinic sessions or labs. This insurance is **NOT** health insurance. It covers clinic/laboratory-related injuries only. **Students should carry this insurance card with them at all times.**
5. HBV-HCV-HIV Exposure:

PEP line (the National Clinicians' Post Exposure Prophylaxis Hotline) is a 24-hour, 7-day-a-week consultation service for clinicians managing occupational exposures. This service is supported by the Health Resources and Services Administration Ryan White CARE Act, the AIDS Education and Training Centers, and CDC. PEP line can be contacted by phone at (888) 448-4911 (toll free). Recommendation for occupational exposure to HIV includes post-exposure prophylaxis being initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.

If a student incurs or is involved in an activity resulting in an injury or potential injury, including needle sticks, the student is responsible for notifying their immediate faculty whether in the classroom, lab, or clinical in order to follow appropriate procedures and to complete appropriate paperwork and a SF incident report. In addition, if the incident/injury occurs in the clinical area, procedures/paperwork for that clinical agency must also be completed, as well as the notification of the Director at the time of the incident/accident. The SF incident report must be turned into the Director the school day following the incident/injury.

ADVANCED PLACEMENT POLICY

Applicants to the Dental Programs at Santa Fe College should be aware that all courses within the professional didactic and clinical curriculum are required. The Dental Programs do not recognize credit for experiential learning, international experience. Students have the right to transfer courses that are designated by the Statewide Course Numbering System. When transferring among institutions participating in the Statewide Course Numbering System, the SF Dental Programs may accept courses taken at the transfer institution if the same course number and associated curriculum mirrors that which is offered at SF Dental Programs.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, a counselor is available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. Students must be registered with the Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see: <https://www.sfcollege.edu/drc/index>

ATTENDANCE POLICY

Attendance- Dental Assisting

The Dental Assisting program is a Career and Technical Certificate (CTC program, not a college credit or degree program). This program is based on clock-hour, not credit-hour requirements. The total number of hours for this program is 1230. **UNLESS THE PROGRAM CLOCK-HOURS ARE MET, YOU WILL NOT GRADUATE FROM THE PROGRAM.** Therefore,

attendance in all lectures, laboratories, and clinics is **MANDATORY**. Students may be required to attend evening clinics, depending upon instructor, rotation, and/or clinic availability.

Attendance is defined as being on time and completely prepared for each clinic (regardless of whether a patient is scheduled), laboratory, or classroom experience. Additionally, the student is expected to participate fully and remain for the entire time of each session. Any variance from this policy is at the discretion of the faculty member responsible for the class, clinic, or laboratory.

Tardiness is considered unprofessional behavior and will not be tolerated.

Four (4) point deductions per clinic session absence and one (1) point deduction per hour of tardiness or leaving early without instructor notification and permission will reduce the final numeric grade average in classes, labs and clinics.

Tardiness: 1point for first hour, 2 points for 2nd hour, 3 points for 3rd hour, 4 points per 4th hour. A total of 8 points is deducted for a full day absence (equivalent to 2 clinic sessions).

1. Students must notify both the appropriate faculty member **AND** clinical site by phone or e-mail immediately prior to each absence or tardiness, if prior arrangements have not been made. This policy is the same as you would be expected to perform in a professional job: to notify your employer of any absences or tardiness. Phone numbers for faculty and clinical sites will be provided in course syllabi.

2. Students should realize that lecture, lab and clinic time will not be repeated and situations may arise where it is impossible to make-up the hours missed. Therefore, it is imperative that classes, labs and clinics not be missed unless absolutely necessary, and, if possible, prior arrangements made to make-up any missed time. In particular, because of the performance and time-limited nature of laboratory classes, students must be aware that excessive absences may result in failure of course.

3. All clinical and laboratory time will be made-up at the discretion of the faculty member involved. Missed clinical and laboratory times may result in failing courses, and it is the decision of the faculty member to determine if make-up or remediation is allowed.

- a. All make-up work must be arranged by the student and faculty member within one week after an absence, or as determined by the faculty member and/or Program Director, and may involve a written contract between the student and faculty member.

- b. If missed lab or clinical time is not made-up per the faculty member's specified requirements and/or written contract, the student will receive a failing grade.

4. When a student is unprepared for a clinical or laboratory experience (such as failure to have sterilized instruments, appropriate PPE, or other required equipment, or lack of current CPR training or failure to have required immunizations up-to-date) and unable to participate in patient care or related activities, the student will be dismissed. Dismissal will be considered an absence and an "F" in professionalism will be recorded for the daily clinic or lab grade.

Dental Assisting Rotations and Externships

All students must attend their rotations as scheduled. Rotations are assigned and are not optional. Each rotation is a graded experience. Hours missed on rotations are very difficult to make up – do not be late or absent. All facilities have patients scheduled and are depending upon **YOUR** presence and participation. Be on time and eager to work as a team player with a pleasant attitude. **IF late/absent, the student must notify both the instructor AND the FACILITY, PRIOR to being late/absent.** Students are guests in clinics/professional offices – they must behave and perform so that they are welcomed and respected. **Dismissal from a rotation may result in a failing clinic grade and/or dismissal from the program.**

Externships as the final clinical experiences of the dental assisting program are intended to expose the student to real-world dental practice and opportunities to expand dental assisting skills into the dental specialties and general practice. As such, they are learning experiences, and **students may not be paid for their time in the rotations**, even if they are employees of the dental office rotation site at other hours outside the scheduled rotation hours. Failure to follow this protocol may result in dismissal from the program.

Attendance- Dental Hygiene

The Dental Hygiene Program is a college credit and degree program. The number of allowable absences for a lecture class is one hour of absence per each credit hour of the class. However, attendance in all lectures, laboratories and clinics is **MANDATORY**. Students may be required to attend summer sessions (A, B, or C) or evening classes, labs or clinics, depending upon instructor, rotation, and/or clinic availability.

Attendance is defined as being on time and completely prepared for each clinic (regardless of whether a patient is scheduled), laboratory, or classroom experience. Additionally, the student is expected to participate fully and remain for the entire time of each session. Any variance from this policy is at the discretion of the faculty member responsible for the class, clinic, or laboratory.

Tardiness is considered unprofessional behavior and will not be tolerated.

Four (4) point deductions per absence and one (1) point deduction per hour of tardiness or leaving early without instructor notification and permission will reduce the final numeric grade average in classes, labs and clinics. Tardiness: 1 point for first hour, 2 points for second hour, 3 points for third hour, 4 points per fourth hour.

1. Students must notify both the appropriate faculty member **AND** clinical site by phone or e-mail immediately prior to each absence or tardiness, if prior arrangements have not been made. This policy is the same as you would be expected to perform in a professional job: to notify your employer of any absences or tardiness. Phone numbers for faculty and clinical sites will be provided in course syllabi.
2. Students should realize that lecture, lab and clinic time will not be repeated and situations may arise where it is impossible to make-up the hours missed. Therefore, it is imperative that classes, labs and clinics not be missed unless absolutely necessary, and, if possible, prior arrangements made to make-up any missed time. In particular, because of the performance and time-limited nature of laboratory classes, students must be aware that excessive absences may result in failure of course.
3. All clinical and laboratory time will be made-up at the discretion of the faculty member involved. Missed clinical and laboratory times may result in failing courses, and it is the decision of the faculty member to determine if make-up or remediation is allowed.
 - a. All make-up work must be arranged by the student and faculty member within one week after an absence, or as determined by the faculty member and/or Program Director, and may involve a written contract between the student and faculty member.
 - b. If missed lab or clinical time is not made-up per the faculty member's specified requirements and/or written contract, the student will receive a failing grade.
4. When a student is unprepared for a clinical or laboratory experience (such as failure to have to sterilized instruments, appropriate PPE, or other required equipment, or lack of current CPR training or failure to have required immunizations up-to-date) and unable to participate in patient care or related activities, the student will be dismissed. Dismissal will be considered an absence and an "F" in professionalism will be recorded for the daily clinic or lab grade.

Dental Hygiene Coursework

Should it become necessary to miss a class, the student must notify the appropriate instructor prior to the start of the class. To receive credit for your courses, you must attend class, lab and clinical assignments. Because the exchange of ideas between students and instructors is crucial to the course learning outcomes, students will fail to meet minimal course requirements if they do not attend regularly. With that in mind, the Health Science Programs require that you attend at least 85% of the classroom and on campus lab meetings for the scheduled course. If you miss more than 15% of scheduled lab or clinical meetings, you will fail the course. Any exceptions to this policy will be determined by the AVP for Academic Affairs of Health Sciences.

Arriving late to class is disruptive. Three incidents of tardiness will be counted as a class absence. Leaving early from class without receiving permission from the instructor will be counted as a tardy.

BACKGROUND CHECKS, NATIONAL AND STATE

A federal and state criminal Level 2 and expanded background check was used as a tool to determine eligibility to enter and remain in SF Allied Health program. Further and/or additional clinical screenings may be required and completed by clinical agencies. Dismissal from the program may result from additional screening results.

Acceptance into the SF Dental Programs requires students to remain free of disqualifying charges or face dismissal from the program. Students are obligated to notify the Program Director of any arrests, incidents and/or charges regardless of adjudication that occur after acceptance and during enrollment in the SF Dental Programs. Failure to promptly notify shall be grounds for immediate dismissal from the program.

Students that are charged and/or arrested will be required to suspend all clinical education in the program until the charges are completely resolved. This may result in a student being required to drop and given a chance to begin with a new cohort class the following year. Students may be subjected to additional background checks by various clinical agencies and must meet that agency's requirements for clinical attendance.

CHILDREN ON CAMPUS

Children are not permitted in classrooms, labs or clinical sites.

CLINICAL ASSIGNMENTS

Students will be supervised, instructed and assessed in the clinical sites by the clinical instructors/preceptors, staff and SF faculty. Attendance at the clinical sites is a privilege as opposed to a right of the college or students to use the facilities. Students are expected to seek out opportunities to participate in procedures. Students are assigned to the program's clinical affiliates by faculty in an effort to provide a balanced and varied clinical experience. Students must be prepared to attend any and all clinical sites, including those outside of Gainesville.

CODE OF CONDUCT

Each student is expected to conform to professional standards of conduct that foster an environment of honesty, trust and respect in the classroom, lab and in the clinical area. Students are responsible for knowing and abiding by the SF College Student Conduct Code, Rule 7.23 http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf

Classroom situations may arise with students that, hopefully, can be resolved informally by the instructor and/or Program Director. However, if the faculty member feels informal resolution is inappropriate for the case or the case meets the criteria for Level II academic dishonesty as specified by Rule 7.23, an incident report must be filed and directed as above. Refer to Rule 7.23 for additional information regarding specific prohibited conducts, sanctions,

judicial processes, procedures, policies and appeals. If a student is involved in a review by the Conduct board, the student may not be allowed to attend program classes, labs or clinical assignments.

Students and other members of the College community have the right to file allegations for misconduct against any student or College employee. An incident report for any such allegation must be filed with the SF Police Department (395-5519) and directed to the Vice-President for Student Affairs.

Students in the SF Dental Programs are required to sign an Honor Statement, promising to observe College and Dental Programs guidelines regarding academic honesty and avoidance of all forms of harassment and discrimination. Failure to comply with this commitment to the highest professional standards may result in disciplinary action within the Program and/or the College.

EMPLOYMENT POLICY

Students in the SF Dental Programs are enrolled in a course load that is deemed full time. It is highly recommended that students abstain from working full time during their tenure in the program. Students are expected to spend ample time outside of the prescribed class schedule researching, reading and studying course materials. Students may not assume the responsibility or take the place of qualified staff. Class credit cannot be awarded for clinical hours in which the student is working as an employee of the facility.

SERVICE TO THE PROGRAM AND COMMUNITY

Students enrolled in the SF Dental Programs are encouraged to take part in activities that are of benefit to the program and community at large. Students may be required to donate up to 10 hours of service to the community, the College or the Program prior to graduating.

RESOURCES

Lockers

Students will be assigned a locker upon entering the program. The purpose of the locker is to provide a storage space for students to secure their personal belongings during class, lab, and clinic sessions. It is the student's responsibility to maintain a clean locker. Food should not be stored in lockers.

The lockers are keypad access where the student will assign and enter the code for use. Instructions on operation of the keypad are posted in the locker area. The locker is the property of the college and can be accessed by college administration or the SF Police Department at any time if there is reason to believe the locker contains items prohibited by the college or against program policies.

Computers

Santa Fe College provides computers for student use in several locations on campus:

- Health Sciences Teaching/Learning Center (TLC), W-233
 - TEAM Health is a resource through which students can schedule tutors as available.
- Lawrence W. Tyree Library
- V-018 (next to the Fitness Center in the gym)

Students must read and agree to the Student Computer Use Policy prior to using any SF-owned computer. Printing is available on the first and second floors of the Lawrence W. Tyree Library building, S-165 and the TLC. Printing services may be canceled at any time in any of the printing facilities. If cash is needed for printing, an ATM machine is located outside of the Bookstore. Off-campus sites may also be used.

NON-DISCRIMINATION / HARASSMENT POLICY

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.

For further information refer to College Rule 2.8 at http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

Students have the right to learn in an environment that is free from hazing. Hazing, in accordance with Florida Statute 1006.63, includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for purposes including, but not limited to, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Students have the obligation to notify the police or counseling center if they become aware of any hazing activities.

Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to the Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu.

DISHONESTY, ACADEMIC

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Students are encouraged to discuss issues related to academic integrity with their instructors. Appropriate action will be taken for any student suspected of cheating in any program course requirement and will follow the guidelines as found in the [SF Student Conduct Code](#): Rule 7.23.

DISMISSAL FROM PROGRAM

Students are expected to exhibit professional behavior while in program. Demonstration of unprofessional behavior is unacceptable and may result in dismissal from the Program. The following list describes some, but not all reasons for immediate dismissal from programs in the SF Dental Programs.

1. Violation of the Santa Fe College Student Conduct Code.
2. Violations of rules and regulations of the Program or the student's assigned clinical education site.
3. Receiving a grade lower than a "C" in a professional didactic or clinical course.
4. Violation of the attendance policy.
5. Unprofessional or unethical conduct in the clinical setting, such as sleeping on a scheduled clinical education assignment, exhibiting disrespectful behavior to patients or hospital staff.
6. Behavior that compromises patient safety.
7. Dismissal from a clinical assignment by a preceptor or hospital employee for violations of hospital or departmental regulations or procedures, student actions are affecting work flow in the department or aberrant behavior that is offensive to department personnel.
8. Two incidents of "no show, no call" to a clinical assignment will result in exit from the program.
9. Repeated incidents of unacceptable or uncorrected behavior and/or evidence of insufficient critical thinking for clinical competence or clinical judgment.
10. Falsifying time records of clinical attendance and/or clinical case logs.
11. Violation of HIPAA regarding patient privileged information.

12. Copying or manipulating assessment material in any way at any time.

DRESS CODE

A professional appearance is mandatory at all times. Patients and healthcare workers view students as members of a professional team, therefore students are expected to present themselves in a professional manner. All students are expected to conform to the program's standards of dress and grooming.

General Appearance

Students in the Dental Programs are required to attend scheduled classes, labs and clinics in the Dental Programs in full clinical attire. Students are also required to observe the other dress and appearance requirements specified in the Clinical Uniform and Appearance section below. Failure to follow any requirements and guidelines will result in point and/or grade deductions from daily protocols, professionalism and/or infection control grades.

Clinical Uniform and Appearance

1. The Programs' designated scrubs in specified colors (Caribbean Blue & Pewter) must be worn for all classroom, laboratory and clinical sessions at SF and all other clinical sites. The uniforms are supplied and laundered by the students.
2. Designated snap-front scrub jackets only are permitted in classrooms, labs and clinics. No coats, jackets, sweaters, sweatshirts or other outerwear is permitted. Snap-front scrub jackets are required to be worn over scrubs for all labs and clinics. However, supervising faculty may request alternative dress protocols, including wearing an apron or other specified covering over scrubs.
3. The scrubs and snap-front scrub jackets must be clean and wrinkle-free.
4. A WHITE or the SPECIFIED SCRUB COLOR crew neck, mock turtleneck, or turtleneck, short sleeved or sleeveless 'tee' shirt may be worn under the designated scrub top for reasons of modesty and warmth. However, no sleeves should be visible below the scrub top sleeve, nor should the "undershirt" hang below the bottom hem of the scrub top.
5. During cold weather or if the student is cold in the classrooms, labs or clinics, a long-sleeved 'tee' shirt in WHITE or the SPECIFIED SCRUB COLOR may be worn under the designated scrub top. The shirt should not hang below the bottom hem of the scrub top.
6. Scrub pants should fit at the waist; no low-rise pants are permitted. Pants must also be the appropriate length, not dragging the floor, and therefore may require hemming.
7. The scrub top and pants must cover all skin during all activities (sitting, bending, reaching, and moving).
8. All-white or all black **leather, washable composite** or athletic shoes with **no other color(s) visible** are considered part of the uniform. Clinic shoes must cover the toe, instep, and heel of the foot. Shoes may be laced, slip-on, or clog-style professional shoes, provided a heel strap secures the shoe to the foot across the heel. Canvas, mesh or other fabric shoes or shoes with perforations in the body of the shoe, are **not acceptable**. Shoes must be clean with clean laces, if applicable.
9. White crew or trouser socks must be worn with white shoes; black or gray crew or trouser socks must be worn with black shoes. No bare feet, no patterned, colored, or jeweled foot coverings, nor bulky or short sport socks are permitted. Bare ankles and the skin of the lower legs should not be visible when seated.
10. White or flesh-colored undergarments must be worn. No thong underwear, nor any patterns or colors that may be visible through the scrub top or pants may be worn.
11. **All** tattoos must be covered at all times by scrubs, long-sleeved t-shirt, snap-front scrub jacket and/or tattoo covers during lecture, lab and clinical activities. (Refer to 'Health Sciences Programs Visible Tattoo and Piercings Disclaimer' form)

Personal Protective Equipment (PPE)

1. **Protective lenses**, including safety glasses, loupes, face shields or prescription glasses with side-shields, **must be worn for all clinical/laboratory procedures**, even if contact lenses are worn.
2. Gloves and masks **MUST** be worn during all clinical procedures, and during additional laboratory activities as directed by faculty.
3. Each student is responsible for providing his/her own safety glasses, safety glasses for his/her patient, and to wear masks and gloves, and replenishing those PPE with the same products (ADA approval stamp) as needed throughout the program. Gloves must be non-latex (vinyl, polyvinyl or nitrile) with no/minimal powder.
4. Students may be required to purchase reusable puncture-resistant utility gloves for use in operatory and instrument maintenance.
5. Disposable cover gowns must be worn over scrubs “to protect skin and prevent soiling or contamination of clothing during procedures and patient-care activities when contact with blood, body fluids, secretions, or excretions is anticipated.” (CDC Standard Precautions Recommendations). Carefully remove cover gowns and wash hands whenever the patient care area is left. The same gown may be worn when returning to the operatory for the entire half-day unless soiled with blood or other debris. Cover gowns are **not** to be worn outside the clinical or lab areas in the hallways, classrooms or reception area. Contamination by aerosols will occur in the clinical or lab areas; wearing the gown outside clinic or lab exposes other people to potentially infectious materials. Disposable gowns should be disposed of after each half day of clinic or when soiled in the appropriate BMW plan receptacle. (See Biomedical Waste Plan and Biomedical Waste Disposal Chart in Appendices). For lab and clinical activities that will not generate aerosols or splatter, the snap-front scrub jacket should be worn, not a disposable gown.
6. Assistants and/or a parent or any observer **MUST** wear safety glasses, mask, and disposable cover gown or snap-front scrub jacket whenever present in the operatory or lab.
7. If the student arrives at a clinical/lab site without the appropriate PPE, participation in clinic/lab will not be permitted, and the student will be dismissed and considered absent for the session.
8. Santa Fe College PPE masks, safety glasses, and lab coats are for faculty use only and may not be used by students.

Personal Hygiene

Attention to personal hygiene is essential to all health care providers. A daily shower, use of effective deodorant and fresh underclothing and scrubs are necessary. Odors of tobacco, foods, spices and other substances on hair, clothing, hands or breath are unacceptable. If odors are noticeable, you may need to work harder to alleviate the problem.

Hair

During laboratory and clinical activities:

1. Hair, including bangs, must be worn in an off-the-collar, neat, conservative style, not hanging in the face, eyes, nor forward of the ears to prevent contact with sterile and/or protective barriers. Hair pins or clips must be used if hair is too short to secure with headbands or barrettes alone.
2. Headbands must be plastic or metal that can be disinfected or made of plain single colored washable fabric no wider than 1/2 inch. Elaborate hair adornments are not permissible
3. Ponytails must be secured and not fall forward of the ears.
4. Hair colors must be natural shades. Patients are being treated in a very intimate way and may be uncomfortable with an unnatural or unusual-appearing healthcare provider.
5. Hair must be secured prior to entering clinics and labs. Hair must remain secured until all clinical and lab functions are completed and the clinic/lab areas are exited. In the classroom, hair does not need to be secured in the same manner as in the lab or clinic setting.

Breath

Must be free of offensive odors (e.g. smoke/alcohol/onions/garlic).

Make-Up

A moderate amount of light or natural make-up may be worn.

Perfumes/Colognes

No perfumes are permitted. Many individuals (patients, faculty, students, staff) are allergic or sensitive to colognes/perfumes.

Gum

Chewing gum and bubble gum are not permitted during clinical and laboratory activities.

Hands and Nails

Hands must be well-groomed:

1. Nails must be trimmed to finger-tip length.
2. Bitten or chewed fingernails increase the possibility of infection to the operator.
3. No acrylic, gel or otherwise artificial nails are permitted.*
4. Colored nail polish is not permitted.
5. Hands must be free of offensive odors such as smoke, alcohol, onions, garlic.
6. Gloves are the required PPE for hands in all clinical settings and many lab and preclinical settings. With reported increases in latex and/or powder allergy both in workers and patients in dentistry, students will use non-latex gloves (vinyl, polyvinyl or nitrile) with the lowest residual protein levels possible.

* The CDC recommends, "fingernails should be filed smooth to allow thorough cleaning and prevent glove tears. Do not wear artificial fingernails or extenders when having direct contact with patients." Even though you may be using your natural nail bed for the base of the gel, the concern is that the gel can become separated from the nail bed, making it possible for bacteria to become lodged between the gel and nail bed itself. When this happens, it is a breeding ground for growth and infection.

Exudative Lesions or Weeping Dermatitis

Health care workers with exudative lesions or weeping dermatitis on the upper torso, hands, or arms must not perform, or assist in the performance of invasive procedures or participate in other direct patient care activities, including the handling of any equipment, instruments, or supplies directly related to patient care.

If a student exhibits open lesions, he/she will be dismissed from the clinical assignment until all such lesions are healed. The student must contact a physician to ascertain the cause of the lesions. A release statement from the physician allowing the student to return to clinic may be required. The student is responsible for making up all clinic time missed due to the dermatologic lesions.

Make-up time will be scheduled at the discretion of the lead faculty and/or program director. Any absences not made up may result in a failing grade in the clinic and/or lab.

Jewelry

1. A small, plain wristwatch with a second hand or digital readout in seconds **is required** for timing procedures such as heart rate and respiration or applying fluoride treatments. **Failure to have a watch in labs and clinics may result in points deducted from the Protocols and/or Professionalism grade for the lab or clinical session or dismissal from the lab or clinical session.**

2. Small stud earrings may be worn at SF labs and clinics, limited to one earring per ear. No hoop, decorative, elaborate, dangling, or large earrings are allowed.
3. No visible body piercings may be worn in the lab or clinical setting, including tongue piercings, dermal piercings and anchors (micro-dermal implants).
4. No necklaces should be visible at the neckline of the uniform and if worn, remain secured under the scrub top during all activities.
5. A PLAIN, smooth, wedding band may be worn. **No prong-set gem (diamonds, or other), large or ornate rings are allowed due to potential micro-leakage of the required gloves.** If a student is wearing a prohibited ring in lab or clinic, the student will be required to remove the ring. Points may be deducted from the Protocols, Professionalism and/or Infection Control grades.
6. Faculty/staff are not liable for the damage/loss/theft of any inappropriate jewelry worn in class, lab or clinic. The best policy is to leave all necklaces and rings at home. Putting a necklace or ring in a pocket and even wearing a necklace or floss with the ring attached under the scrub top can be risky for their loss.

ELECTRONIC DEVICES

Recording Devices

Each program instructor will disclose whether or not it is permissible for students to audio record lectures. Videotaping is NOT permitted. Audio recordings are for personal use only and may not be published or distributed over the internet. Transcripts of recordings are not to be distributed or posted in any format. Failure to follow these rules will be considered an act of academic dishonesty and subject to the same consequences. Recordings made by representatives of the Disability Resource Center are exempt from the policy stated above.

Cell Phones and Other Electronic Communication Devices

Personal cell phones and other electronic communication devices must be stored in student lockers while in the classroom, laboratory or clinical setting. In the classroom, the student's lack of attention to a lecturer and the disruption of others' learning due to cell phone or other electronic communication device activity is unacceptable. In the clinic, attention to patient care supersedes all other obligations. Cell phones may not be present in your pocket or in the mobile carts. Cell phone or other electronic device activity should NEVER interrupt the clinician while providing patient care.

Violation of this rule may result in dismissal of the student from the classroom, lab or clinic, or collection of the cell phone or electronic device by faculty/staff until the end of the class, lab or clinic with deductions in daily class/lab/clinic grades, including the grade for Professionalism.

Student Emergency Calls

EMERGENCY calls from family members should be directed to the Dental Programs' administrative assistant at (352) 395-5756, or the Clinic Receptionist at (352) 395-5655, who will contact the student to whom the EMERGENCY message applies, whether in clinics/labs/classrooms at SF or any external rotation sites.

Professionalism

1. Initiative, responsibility, and willingness to work are considered highly desirable, and will be included in subjective evaluations by faculty. This subjective evaluation, with adherence to the clinic dress code and/or additional components described below, is used in determining the student's daily clinical/lab grade for **Professionalism**. Grading will include the following:
2. Respect is considered imperative: if one demonstrates respect for others, that same respect will be given in return.

3. Professional behavior includes courteous verbal and non-verbal conduct, promptness, quality care, and a willingness to help fellow students.
4. The Dental Programs' student should recognize the value of individual instruction and graciously accept constructive criticism whenever given.
5. Faculty and patients should be addressed with titles in all clinic/class sessions. Each faculty member will inform you of his/her respective designation (Dr., Ms., Mrs., etc.). Patients should be addressed in the same manner unless they indicate otherwise.
6. Polite and respectful patient care attitudes will be expected at all times, no matter how taxing the situation. Maintaining polite language and conversation, including appropriate voice volume/tone and non-verbal communication, exhibits respect for patients and fellow health care providers. Patients may not be relaxed as health care services are provided to them. A quiet, polite and gentle atmosphere is essential to provide the most pleasant experience possible for the patient.
7. Absolute and total discretion and privacy with patient records is required. State and federal statutes require strict confidentiality regarding patient names and health conditions. Careful observation of one's surroundings when discussing a patient's health condition is imperative. The open design of the SF Dental Clinic requires use of a low tone of voice when reviewing the medical history form with patients, and in some cases, may require interviewing the patient in one of the Radiography operatories or another area to provide more privacy. Consult with the clinical faculty as needed. Additionally, only the student(s) caring for a patient, the clinical faculty and the clinic assistant need to be aware of the patient's health condition. Informing other students, who are not directly involved in caring for the patient, of a patient's health condition violates the patient's right to privacy. This is a violation of ethics and professionalism, as well as the law. For more information on this topic, see Privacy of Patient Information (HIPAA).
8. Professional behaviors are also required in use of the Internet and social media sites. HIPAA and other privacy requirements dictate that clinical experiences or information regarding a clinical site, its staff or its patients are not to be posted or discussed on any on-line site, including any on-line site. Discussion of clinical experiences and information is appropriate only in supervised professional classroom, lab and clinical settings. Students are required to sign the Social Media Conduct Agreement (see Appendices) indicating their understanding of the privacy policies related to the Internet and social media sites.
9. If a student engages in behaviors considered unprofessional, the Student Professional Variance Form provides documentation and feedback regarding the unprofessional behavior. Faculty/Staff complete this form and meet with the student to discuss the incident and alternative behaviors. Some behaviors are beyond the scope of this form and will be brought to the attention of the Director of Dental Programs. (Refer to SF Dental Programs, Student Professional Variance Form in the Appendices).

DRUGS, ALCOHOL, TOBACCO

Students have the right to learn in an environment free from drug and alcohol abuse. Santa Fe College recognizes that substance abuse constitutes a serious threat to the health and well-being of its employees and students and significantly impedes the learning process. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, either on College property or as part of any College activity.

Smoking and tobacco use are prohibited on College premises, including in personal vehicles while on College premises with no exception. (Refer to Santa Fe College Rules Manual, Rule 5.12)

SUBSTANCE ABUSE POLICY

Students enrolled in the Dental Programs are prohibited from reporting to a clinical facility, lab or class under the influence of alcohol, illegal drugs, unauthorized narcotics or other controlled drugs. The student must notify faculty if he/she is required to take medically prescribed drugs which could impair his/her ability to function safely in the clinical

setting or lab. Documentation of the student's ability to function safely in the capacity as a health care provider may be required of any student for whom medication has been prescribed.

Clinical evidence of the use of illegal substances or alcohol in the clinical setting will lead to dismissal from the program.

Observed impairment of a student may be evidenced and identified by many factors including, but not limited to, reasonable suspicion and/or bizarre and unusual behavior. Reasonable suspicion is defined as a belief drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience.

Indicative factors may include, but are not limited to:

1. bizarre and unusual behavior
2. repeated accidents
3. unexplained mood swings
4. an odor of alcohol on the breath
5. disheveled appearance or poor personal hygiene
6. blatant impairment of judgment
7. chronic absenteeism or tardiness
8. unsafe clinical practice including errors of omission or commission

Faculty members' responsibilities include identifying students who display physical and/or emotional conditions which may impede clinical assignment. The student(s) may be required to submit to blood and/or urinalysis testing with follow-up by appropriate referral.

Reasonable suspicion that a student is impaired will be documented by at least two faculty members, or one faculty member and a licensed or certified professional at the clinical facility where the student is assigned.

1. After documentation, the student will be relieved of patient care responsibilities, and will be given the opportunity to discuss the behavior with the two witnesses to the behavior. At this time, it is the responsibility of the student to disclose any prescription or non-prescription medications or drugs being taken, or any other relevant information.
2. The faculty member will then contact the Lead Faculty person and/or the Program Director, who will assess the situation and plan appropriate interventions which may include, but are not limited to, dismissal from the program, counseling, drug testing, and referral. Any expenses incurred will be the responsibility of the student.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are posted at the following site, <https://catalog.sfcollege.edu/content.php?catoid=4&navoid=65>. The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community.

GRIEVANCE /COMPLAINTS / APPEALS PROCESS

Student Complaints to SF College

For student complaints not related to discrimination, college grading system, student conduct code, or petitions, refer to the College Rules Manual, Rule 7.36 and 7.36P, Student Complaints

http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_36.pdf

Students are expected to follow the chain of command within the complaint process.

Sexual harassment, sexual assault or other sexual misconduct and discrimination and harassment complaints are handled under Rules 2.8 and 2.9. These rules may be accessed as above in Chapter 2 of the Rules Manual.

Student Complaints to the Commission on Dental Accreditation (CODA)

Notice of Opportunity and Procedures to File Complaints with the Commission on Dental Accreditation.

Each allied dental program accredited by the Commission on Dental Accreditation (CODA) must develop a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The Commission on Dental Accreditation defines a complaint, as an allegation that a

Commission accredited educational program may not be in substantial compliance with Commission standards or the required accreditation procedures.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained 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.

Full complaint policies can be found here- https://www.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en

STUDENT COUNSELING AND DUE PROCESS

Student counseling serves to promote, assist, and maintain superior student performance. The main purpose is to provide feedback to the student regarding his/her performance and to specifically identify areas of strength, performance deficiencies, and/or behavior affecting his/her status as an Allied Health program student.

STEPS IN COUNSELING PROCEDURE

- A. Requirements will be made by the faculty to the student regarding deficiencies and non-compliance with the standards outlined in this handbook. These requirements will be documented and signed (by both student and faculty) and placed in the student's file. The student may be required to submit an action plan.
- B. If the student does not conform to the informal suggestions made in step A above, a meeting will be held with the student and one or more faculty members. At this meeting, the following matters must be addressed:
 1. Steps to identify deficiency and correct it.
 2. Deadlines or time limits on all steps.
 3. Consequences of not meeting the steps or deadlines.
 4. The student may be placed on probation for failure to comply with program policy, and/or he or she may be required to submit another action plan detailing his/her plan for improvement.

The content of the meeting will be documented and signed by all involved parties. The student will receive a copy of all documents presented at the meeting, and copies will be placed in his/her file. If the student is placed on probation, the appropriate probation form must be completed, a copy provided to the student, and a copy placed in his/her file.

- C. At the completion of the deadlines, one of the following two (2) things will happen:

1. If all conditions are met, the student will be allowed to continue in the Program.
2. If all conditions are not satisfied, the deficiencies still existing will be noted and the student will be dismissed from the Program.

HIPAA/CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) became effective April 14, 2003. The goal of this federal law is to protect the confidentiality of patient protected health information (PHI) and avoid unauthorized disclosures of such information. The current edition of the ADA HIPAA Handbook is located in the Reception Area for the Dental Clinic for further reference. All students in the Dental Programs will be required to participate in and certify completion of training for HIPAA at SF, the University of Florida College of Dentistry and other clinical sites. Students must sign the SF COLLEGE PRIVACY OF INFORMATION STATEMENT EXPECTED PROFESSIONAL STANDARDS and NORMS (see Appendices).

Additionally, Florida Administrative Code (FAC) 456.057(7)(a) prohibits discussion of a patient's medical condition with persons other than the patient, his/her legal representative, and/or other health care providers involved in the care or treatment of the patient, except upon written authorization by the patient. Thus, one should refrain from discussing a patient's care with other persons, including lawyers, unless a written authorization from the patient has been obtained.

Written consent for release of patient information MUST be in the form of a letter by the patient (or designated legal representative), or a statement in the chart progress notes, signed by the patient or designated legal representative, which gives consent to obtaining and/or sending written or verbal information about the patient's medical condition from/to others. This protocol also applies to dental conditions, treatment and transfer of radiographs.

A patient's verbal consent is NOT sufficient. The permission to obtain or send information must be in written form with a copy retained/scanned in the patient chart.

Refer to Professionalism for additional information regarding privacy of patient information.

HIPAA violations

Professional standards and norms for all health care providers include areas of: professional behavior, confidentiality, patient's rights, informed consent, privileged communication and health care settings standards and norms. Additionally, federal laws (including HIPAA and FERPA), state regulations, licensure requirements and practice acts detail use of specific information related to health care settings and professional behavior. As a student in the SF Dental Programs, it is the student's responsibility to adhere to any and all of these standards and regulations. The relaying, discussion, transferring or use of any privileged information or knowledge of events, or actions, via any verbal, written, electronic, computer and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), SF College faculty and staff, fellow SF College students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and can include dismissal from the Program.

HEALTH

CPR: A current CPR certification card (must be American Heart Course for Health Care Providers) with expiration date stated is required on the first day of class for all Dental Programs. Students must keep their CPR certification active until graduating from the Program.

Health and Accident Insurance: All students are strongly encouraged to carry some form of personal health and accident insurance for the duration of their enrollment in their program. Workplace Liability Insurance is contracted by the College with Hartford Life and Accident Insurance Company. This insurance is of a specific nature and only covers

incidents that occur in clinic sessions or labs. This insurance is NOT health insurance. It covers clinic/laboratory-related injuries only. Students should carry this insurance card with them at all times. Please refer to the Department Chair for specific questions.

Any medical accidents that occur in class, lab or assigned clinical work must be reported to the program clinical faculty or the Program Director within 24 hours. The SF incident report must be submitted to the Program Director the following school day following the incident/injury.

Physical Examination: The completed physical examination form (Health Sciences Programs Mandatory Health History Form) is due on the date given as a deadline in each dental program. This includes required immunizations. Students are responsible for keeping copies of all documents turned in to program.

Additional immunizations may be required beyond those specified in the student entry packet for the Dental Programs. UFCD has required current flu vaccinations by the end of September in each Fall semester. Any vaccinations in progress upon admission to the Dental Programs, such as Hepatitis B, shall be completed as scheduled during the semester(s) the student is enrolled.

Health Status Change (including pregnancy):

It is the student's responsibility to contact the Program Director if their health status changes during the Program. A release statement will be required from the health care provider delivering care for the health condition which states the student may "return to, or attend school without restrictions in clinical settings". The student must notify the faculty and Program Director if accommodations are requested for the classroom or labs. The Program Director will provide the Health Status Change Form for the student to take to the health care provider to sign.

Pregnancy is considered a health status change. Pregnancy may affect immunizations and/or other program requirements. Individuals who are pregnant should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field.

PERFORMANCE STANDARDS

The performance standards required of students in the Dental Program students include physical, motor, intellectual, emotional and social/communication skills necessary to provide patient care and safety, and the correct utilization of equipment. Students are required to sign the Performance Standard form upon entry into the program, documenting that they possess the appropriate skills included in the Performance Standards.

| SKILL | STANDARD | EXAMPLE of necessary activities (not all-inclusive) |
|-------------------|--|--|
| Critical Thinking | Critical thinking sufficient for clinical judgment. | Handle multiple priorities in stressful situations. Make accurate independent decisions. Concentrate and focus attention for prolonged periods of time to attain precise testing results. Ability to work alone as well as a member of a team. Apply reasoning and evaluation skills necessary in the safe technical performance of imaging procedures. |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | Display compassion, empathy and concern for others. Effectively deal with anger/fear/hostility of others in a calm manner. Demonstrate a high degree of patience. Work with other health care providers in stressful situations. Provide oral hygiene/oral health care instruction to patient and parents. Explain information, consent and treatment plans, and establish good patient rapport. |

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|---------------|---|---|
| Communication | Communication abilities sufficient for interaction with others in verbal and written form. | Communicate needs in a prompt, clear and concise manner. Accurately record/document pertinent information. Follow verbal and/or written instructions. Interact with patients and other health care providers in a professional manner. Must be able to follow spontaneous verbal and/or written instructions. |
| Mobility | Physical abilities sufficient to move from room to room and maneuver in small spaces. | Respond promptly to the patient's needs, manipulate equipment, ability to sit and walk for extended periods of time, provide for patient safety at all times. Must be able to bend, crouch, squat, kneel, balance, reach above head, and twist at waist. Must be able to seat/transfer patient and transfer instruments and equipment to and from sterilization area. |
| Motor Skills | Gross and fine motor abilities sufficient to safely and effectively perform Program appropriate skills. | Ability to seize, grasp, grip, hold, turn or otherwise work with hands. Input data into computer. Work with fingers to perform expanded functions, debridements, root planning and x-rays. |
| Hearing | Auditory ability sufficient to monitor and assess health needs. | Auditory ability sufficient to monitor and assess health needs. Hear indicator tones (curing light units, x-ray units, and syphgmomanometer sounds), converse with patient/parent. |
| Visual | Visual ability sufficient for observation and assessment necessary in oral health care. | Observe and monitor patients in full and dimmed light. Visual near acuity of 20 inches or less with clarity. Distinguish depth, color and spatial attributes. Read and record patient records, evaluate tissue, assess and evaluate oral health needs of the patient. |
| Tactile | Tactile ability sufficient for physical assessment. | Perceive attributes of an object via touch, palpate tissue, detect calculus and evaluate debridements. |

Specific skills performed by each profession are dictated by Florida Statute 466.023, 466.024 and Rules 64B5.16.

While enrolled in a Dental Program, students must notify the Program Director if they encounter a change in the status of their health. Failing to notify the Program Director may result in exit from the Program.

Immunizations

Clinical affiliates require immunizations, so all students must be immunized to participate in clinical education.

Prior to the first scheduled day of clinical education in the affiliates, students MUST show proof of:

1. Two (2) immunizations for MMR.
2. Negative Tuberculin skin test and physical examination. Students must provide proof of a second negative tuberculin skin test approximately one year after the date of the original test that was provided to the Program.
3. Proof of an annual Flu Vaccination is required by clinical sites.
4. The first and second of the three Heptivac (Hepatitis-B series) immunizations must be obtained and documented prior to entering the clinical setting.

Immunizations are available at the Alachua County Health Department. Students who have questions regarding cost or hours of operation may call the ACHD at (352) 334-7900.

Santa Fe College students are eligible to receive certain immunizations and other healthcare assistance from the college's Student Health Care Center located in S-120, for a nominal fee. Students should communicate directly with the Student Health Care Center regarding the costs and availability of immunizations and other services. The phone number is 381-3777.

WITHDRAWING FROM PROGRAM

Students considering withdrawing from the Program are advised to discuss their situation with their faculty and Program Director before terminating their clinical or classroom attendance. Students who decide to withdraw

from the Program must complete an exit form to remain in good standings within the Health Sciences Department of the College. Students can then withdraw from classes through their eSantaFe account.

PROGRAM ACCREDITATION

The program curriculum is designed to meet the criteria of the Commission on Dental Accreditation (CODA), a branch of the American Dental Association (ADA). CODA serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs. The curriculum and program policies also follow the guidelines stated in the Santa Fe College Student Handbook and the Santa Fe College Rules Manual.