

EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM



Student Handbook 2012



1701 Broadway BE 3210

Seattle, WA 98122

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The Expanded Function Dental Auxiliary Program Handbook

Supersedes the College Policies

In

Areas Specific to the Program

Welcome Letter

Program Philosophy

Mission Statement

Learning Outcomes

Organizational Chart

EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM STUDENT HANDBOOK

Dear Student,

Congratulations and welcome to the Expanded Function Dental Auxiliary Program of Seattle Central Community College.

We are pleased that you have chosen our school and program. You are beginning a two quarter course of study and practice. It is our goal that by the conclusion of your education here you will have achieved your goal in becoming a practicing Expanded Function Dental Auxiliary.

Our curriculum is specifically designed to provide you with the critical skills and knowledge that will enable you to succeed in the ever-changing field of oral health care. Our program in particular is charged with the mission to encourage, foster, and serve students from a variety of socio-cultural and ethnic backgrounds. The unique centrality of the school's urban setting allows the program to offer a rich variety of learning experiences. Learning and practice takes place in a wide spectrum of settings; some of these include extended care facilities and local community dental clinics. It is our primary task to help you gain the specialized technical and interpersonal skills needed to perform at the highest level of patient care regardless of setting or type of patient.

A wide variety of resources are available so that you may realize your educational goals. Beyond a highly qualified dental faculty and excellent dental training facilities, you will find current resources available to assist you: a well equipped media lab, computer center, large library, and student assistance center.

Our best wishes for a gratifying experience here and a successful start in your career as a Expanded Function Dental Auxiliary.

Faculty and Administration, Seattle Central Community College
Expanded Function Dental Auxiliary Program

SEATTLE CENTRAL COMMUNITY COLLEGE

Expanded Function Dental Auxiliary

PHILOSOPHY

The Expanded Function Dental Auxiliary Program functions within the framework, mission, values and learning outcomes of Seattle Central Community College. The Seattle Central Expanded Function Dental Auxiliary Program promotes educational excellence through liberal and technical education in a multicultural urban environment where scientific knowledge, skill development and societal changes are addressed. This program prepares dental hygienists for the workplace and service to the community.

We believe Expanded Function Dental Auxiliary Program contains elements that are both art and science. It is our job to ensure that students are afforded an opportunity to achieve a solid academic grounding in the science of dentistry. We do this by creating a learning environment which is accessible, diverse, responsive and innovative. We emphasize that each student develop critical thinking skills and encourage lifelong learning, so that post graduation each student will remain competent and current within the field of dentistry.

The faculty and program director are committed to helping students achieve learning outcomes. We do this by creating an intra-personal learning environment based upon the following principles:

- Students and patients are adult learners from diverse backgrounds and experiences and have individual needs and expectations.
- Expanded Function Dentistry is a profession requiring a strong knowledge base, critical thinking and communication skills, and effective teamwork.
- Assessment of a student's progress is made throughout the learning process.
- Concern for the community's health is integral to providing quality lifelong care for patients.
- Achieving competency toward professional Expanded Function Dental Auxiliary standards and the use of technology/computer literacy is a program outcome.
- Since students will encounter a variety of career (and sometimes demanding) settings, they will be given the skills necessary to successfully apply their learning in dental/oral health whether or not the setting or patient is challenging.

SEATTLE CENTRAL COMMUNITY COLLEGE

Expanded Function Dental Auxiliary Program

VISION

The Expanded Function Dental Auxiliary Program at Seattle Central Community College will serve diverse communities throughout King County, using top technology to create a state-wide recognized program. The program will have a voice throughout professional organizations, and on the state level, which will shape the direction of future programming.

MISSION

The Expanded Function Dental Auxiliary Program serves as a leader in the allied dental industry and promotes accessible, exceptional education through a responsive, technology-based curriculum that is designed to serve the learning needs of a diverse student population, meet the workforce needs of the dental profession and promote community health and access to high-quality oral health care for all citizens by preparing excellent and highly professional expanded function dental auxiliary practitioners whom are:

- Skillful and competent caregivers
- Culturally literate and proficient
- Committed to excellence within the profession
- Life-long learners
- Actively involved in the promotion of community oral health/health education services and health care delivery, especially to underserved populations
- Excellent healthcare providers who also serve as liaisons for future Expanded Function Dental Auxiliaries

VALUES

The faculty and staff of the Seattle Central Community College Expanded Function Dental Auxiliary Program commit to delivering an education that is learning-centered, high-quality and broad-based to prepare Expanded Function Dental Auxiliary practitioners for the diverse oral health care environments of our region. We ensure opportunities for academic achievements for underserved and underrepresented adults, as well as the general population, by creating a learning environment that is:

- Accessible
- Innovative
- Supportive of inquiry, research and open, thoughtful exploration of new knowledge, technology and ideas
- Current and relevant
- Sensitive and responsive to the different learning styles and support needs of our students

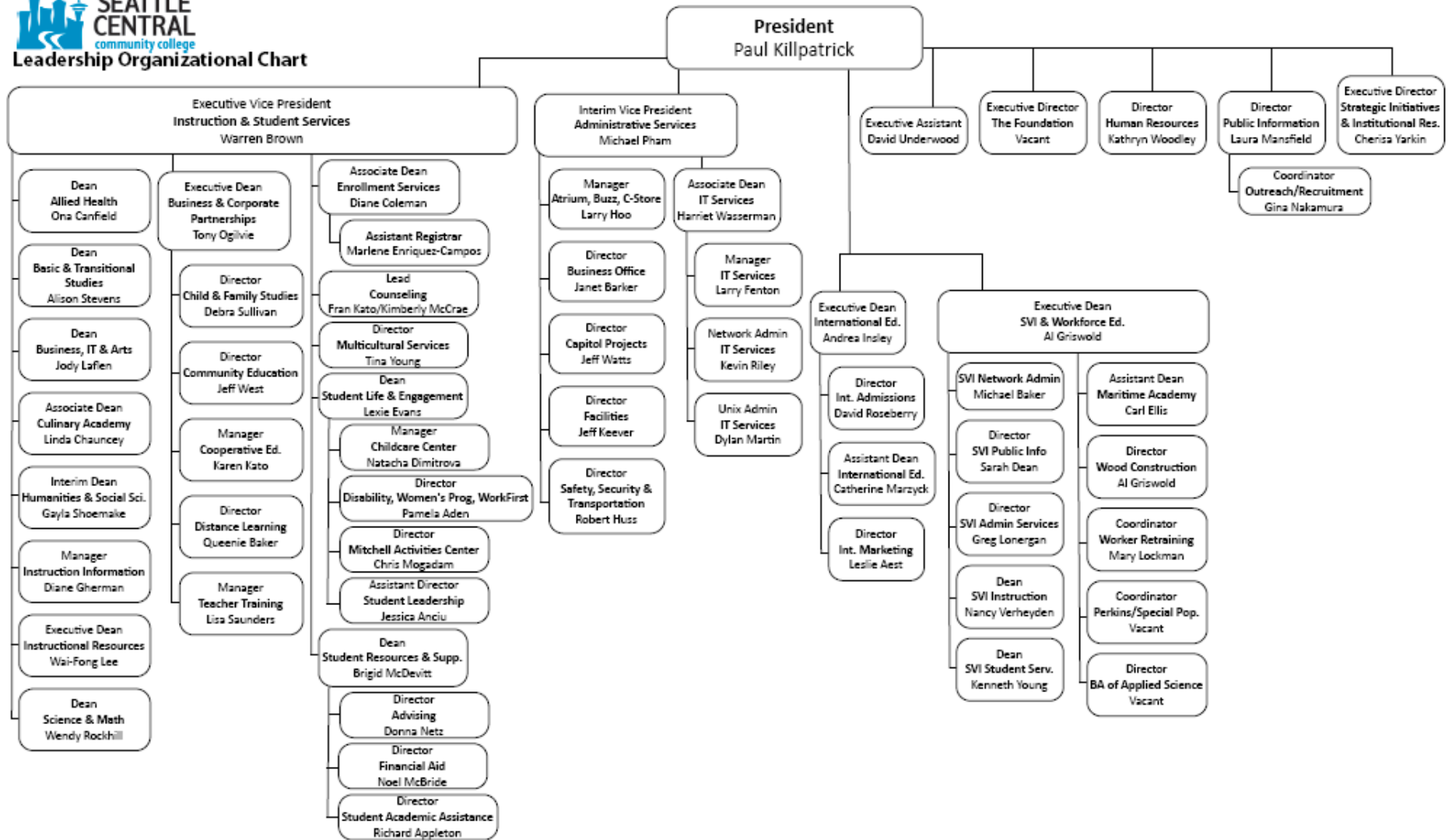
SEATTLE CENTRAL COMMUNITY COLLEGE

Expanded Function Dental Auxiliary Program

LEARNING OUTCOMES

The graduate of the SCCC Expanded Function Dental Auxiliary Program is able to:

1. Qualify for regional examination required to obtain licensure as an Expanded Function Dental Auxiliary (EFDA) in the State of Washington.
2. Utilize the highest standard of the expanded function dental auxiliary process of care in the treatment and management of patients in all aspects of expanded function dental auxiliary practice and expanded duties as allowed by Washington State Practice ct.
3. Value diversity, sensitivity in treatment, and interpersonal communication skills utilized as a provider in the delivery of culturally competent care to diverse population groups.
4. Provide competent expanded function dental auxiliary care for the child, adolescent, adult, geriatric and medically compromised patients utilizing the expanded function dental auxiliary process of care.
5. Use evidenced-based practice and a patient-centered care philosophy in all aspects of expanded function dental auxiliary practice.
6. Demonstrate appropriate life support measures for medical emergencies that may be encountered in expanded function dental auxiliary practice.
7. Evaluate current scientific literature for evidenced-based clinical applications.
8. Use problem solving strategies related to expanded function dental auxiliary patient care and management of patients.
9. Comply with OSHA, WISHA, and HIPAA Regulations.



Section I

Introduction to the Program

SECTION I

INTRODUCTION TO THE PROGRAM

A. GENERAL INFORMATION

The Seattle Central Expanded Function Dental Auxiliary Program is a part of the Health and Human Services Division. The division's main office is located in room BE 3210. The Expanded Function Dental Auxiliary Program Office is located in room 3204. This handbook has been developed as a source of information for academic procedures and policies and to provide you with a greater understanding of the Expanded Function Dental Auxiliary Program and its policies. If additional information or clarification is needed, feel free to contact any of the Expanded Function Dental Auxiliary faculty members, or the program director. This information is important, since it will help navigate you through the requirements and tasks of the program. After reading this handbook, each student is required to acknowledge his and her understanding of the program's practices and policies and his/her agreement to abide to them by signing the Student Agreements and Program Authorizations (see drafts in the Appendix) as well as the Report of Medical History for Students in Allied Health Programs. Policy changes can be implemented at the discretion of the program administrator and/or full-time expanded function dental auxiliary faculty. Students will be notified of changes in writing and sign a statement verifying acknowledgment of new policies.

B. HISTORY OF THE COLLEGE

The present location of Seattle Central Community College was the original site of Broadway High School built in 1902. The name of the school has undergone many changes in the transition from the Seattle Public School system to the Community College system.

When first built, the school was named Seattle High, but throughout the years it has also been known as Washington High, Broadway High and Edison Technical School. Using Edison Technical School as its nucleus and with the addition of adult training and college courses, the city had its first community college.

In 1967, with the passage of the Washington Community College Act, Seattle Central Community College became a part of State Community College District VI. Since that time, the college has grown rapidly and now awards two-year Associate of Arts and Associate of Applied Science degrees, vocational certificates and diplomas. The college is a state assisted institution in the Washington State Community College System and is accredited by the Northwest Association of Schools and Colleges.

C. VITAL SKILLS FOR SUCCESS IN EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM (AFFECTIVE & PSYCHOMOTOR)

Because Expanded Function Dental Auxiliary students are being prepared to do highly skilled range of entry-level restorative skills, students must be able to perform the following vital skills either without or with reasonable accommodation. If you believe that you would need accommodation to do these essential functions, please consult Disability Support Services: 206-934-4183.

1. **Observation Function:** Use of the senses to gather information.
2. **Communication Function:** Use of speech, reading, and writing to communicate with co-workers, clients, families, and other health care professionals.
3. **Motor Function:** Provide physical care to clients and work on average 8 hours per day or more. Perform physical tasks which require excellent hand and finger dexterity and eye-hand coordination.
4. **Intellectual/Conceptual Function:** Synthesize information from a variety of sources and apply it in making decisions regarding client care.
5. **Behavioral/Social Function:** Demonstrate emotional stability and flexibility to function effectively and professionally in situations of stress while placing client needs first.

Department & Division Contact Persons

- Jolene Hartnett, Program Director: 206-934-6922
- Ona U. Canfield, Dean, Allied Health: 206.934-4349
- Nancy Harris, Program Assistant: 206.934.4186
- Margarita Koutsoumbas, EFDA Clinical Lead Instructor: 206-934-3194 (clinic faculty office)
- Candida Garcia, First Quarter Didactic Lead Instructor: 206-934-3194
- Ruth Gordon, Clinic Coordinator: 206-934-3197
- Carrie Sasynuik, Ashley Monares, April Holmquist, & Jessica Mellon; Patient Services Representatives: 206.934.4423
Email for Front Desk is: DentalPSR@sccd.ctc.edu
- Leslie Douglas, Secretary Supervisor for Division: 206.934.6907
- Maureen Wood-Mottley, Program Assistant for Division: 206.934.6953

Clinic Location:

Seattle Vocational Institute
2120 South Jackson Street, Room 407
Seattle, WA 98144
Clinic Phone Number: 206-934-4423

Administrative Offices:

Seattle Central Community College
1701 Broadway, BE3210
Seattle, WA 98122

Section II

Policies

SECTION II

POLICIES

A. STUDENT RESPONSIBILITIES:

1. Assume the major responsibility for self-directed learning.
2. Proceed in a pre-determined sequence of courses, which will entail the concurrent participation in theory and clinical practice courses.
3. Retain and integrate beginning knowledge with subsequent learning.
4. Achieve the program objectives within a given time frame.
5. Retain all course materials and textbooks for reference throughout the entire program.
6. Keep personal matters regarding patient/client care in strict confidence. Sharing of information about patients/clients in public is a direct violation of the patient's/client's right to privacy.
7. Act as professionals while representing the college. Misconduct reflects on all students, faculty, and the college.

B. STUDENT REPRESENTATION:

Each class elects one student to serve as a representative for the class on the Technical Advisory Committee and one student to serve as a representative at selected faculty meetings. The representatives will serve as a liaison between students and faculty for the two quarter program.

C. PROFESSIONALISM:

The professional traits that an EFDA must demonstrate and an EFDA student should strive to develop are:

- Honesty and integrity
- Caring and compassion
- Reliability and responsibility
- Maturity and self-analysis
- Loyalty
- Interpersonal communication
- Respect for others
- Respect for self

These traits are essential in the dental profession and standards maintained to:

- Safeguard the health of patients,
- Promoting the welfare of the community &
- Maintaining the honor and integrity of the dental profession.

Attached is the "The Behaviors of Professionalism" copyright 2003-2004 by the National Board of Medical Examiners. These behaviors are expected of EFDA students completing their education in the Seattle Central Community College Expanded Function Dental Auxiliary Program of study.

The Behaviors of **PROFESSIONALISM**

Accepts constructive feedback and modifies behavior appropriately	Demonstrates appropriate boundaries for patient relationships	Makes valuable contributions during class, rounds, or meetings
Accepts personal risk in provision of health care	Demonstrates sensitivity to power asymmetries in professional relationships	Offers advice when appropriate
Adapts style and content of communication appropriately for each patient	Discloses errors to patients when appropriate	Optimizes patient comfort and privacy when conducting history, physical examination, and procedures
Adheres to institutional policies and procedures	Discusses colleagues without using inappropriate labels or comments	Provides constructive and supportive feedback appropriately
Adheres to local dress code	Discusses patients without using inappropriate labels or comments	Provides patient care without consideration of personal benefit
Admits errors and assumes personal responsibility for mistakes	Displays compassion and respect for all patients even under the most difficult circumstances	Provides patient information to team members in a timely and effective manner
Advocates for changes in policies, procedures, or practices for the benefit of patients	Elicits patient's understanding to ensure accurate communication of information	Reacts appropriately to other's lapses in conduct and performance
Advocates for colleagues	Endures inconvenience to meet patient needs	Requests help when needed
Advocates for societal health issues	Engages in informal teaching and learning activities with colleagues as appropriate	Responds appropriately to help a distressed or impaired colleague
Advocates for the individual patient	Facilitates conflict resolution	Responds promptly when paged or called
Allocates health care resources without bias	Fulfills all clinical responsibilities in a timely manner	Serves as knowledge or skill resource for others
Appropriately incorporates patient's values, customs, and beliefs into management plan	Fulfills all nonclinical responsibilities in a timely manner	Signs over and ensures coverage of patients when unable to fulfill responsibilities
Arrives on time for scheduled activities and appointments	Improves team effectiveness through motivation and facilitation	Solicits and values input from colleagues when appropriate
Attributes ideas and contributions appropriately to others	Intervenes immediately when unprofessional behavior presents clear and present danger	Takes on extra work when appropriate for the benefit of the patient
Avoids gifts and remunerations that might be perceived as conflicts of interest	Maintains a positive attitude amidst increased and unanticipated additional work	Takes on extra work when appropriate to help the team
Balances personal needs and patient care obligations	Maintains composure during difficult interactions with colleagues	Takes steps to prevent repetition of errors
Breaks bad news with compassion and appropriate candor	Maintains composure during difficult interactions with patients	Teaches and emphasizes tenets of professionalism when appropriate opportunities arise
Collaborates with patients/designated representatives in decision making	Maintains confidentiality of patient information in public areas	Transmits accurate and detailed information for optimal transition of care
Completes assigned share of team responsibilities	Maintains thoroughness and attention to detail	Upholds ethical standards in research projects and other scholarly activities
Conveys information and answers questions honestly and tactfully		Uses resources effectively to ensure optimal patient care
Demonstrates appropriate boundaries for interprofessional relationships		

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D. STUDENT RECORDS — CHANGE OF INFORMATION:

1. It is the responsibility of the student to notify: a) the Program b) the Division Office and c) The Registrar if there are any changes in personal data.
2. On a quarterly basis, the student must submit verification that all courses have been completed to the Expanded Function Dental Auxiliary Program Office.

E. STUDENT COMPLAINT PROCESS:

COMMUNICATION AND PROBLEM SOLVING

The primary goal of the faculty of the Expanded Function Dental Auxiliary Program of Seattle Central Community College, the primary one is the development of a program designed to provide competent Expanded Function Dental Auxiliaries for the community. The complexity of information provided and intensity of evaluation are such that at times students may feel a sense of anxiety or frustration. Many of these feelings can be lessened or allayed when the lines of communication between faculty and students remain open and concerns are shared at the earliest opportunity.

The following is provided in an attempt to help explain the appropriate channels of communication.

1. In general, the first person to contact is the instructor working closest with the student. In clinic this would be the block instructor and in a didactic class it is the lecturer. Most concerns can be resolved at this level with calm, objective conversation and good will.
2. If the student cannot reach a satisfactory solution by discussing concerns directly with the involved instructor, the student may then contact the program director for further assistance. The program director will arrange an informal meeting with the student and other appropriate individuals, including one or more of the following: lead instructor, and/or advocate selected by the student. The purpose of a meeting would be fact-finding and seeking possible solutions. If the complaint is not resolved at the program level, the student may meet with the Dean of Health & Human Services. The Dean must have the complaint in writing.
3. If a satisfactory solution is not reached, then the student may initiate a formal student complaint process according to College Policy set forth in Title 132F of the Washington Administrative Code (WAC), chapter WAC 132F-121 (060-090) and as outlined in the SCCC Student Handbook.
4. If there is still no resolution after a formal student complaint process the student may initiate an appeals process as outlined in the SCCC Student Handbook.

Note: Faculty leads, or the program director or the dean will not meet privately with a student to discuss complaints about another instructor's grading.

When student concerns are placed in writing, only signed letters will be considered. Anonymous letter(s) from a student(s) expressing concern about a particular incident will not be considered.

F. PROGRESS POLICY:

Once in the program the theory and clinical courses are taken concurrently.

Students identified as performing less than satisfactorily during any given quarter, may be given a ***Progress Report or Learning Contract*** at the discretion of the course instructor. The student is required to complete the conditions of the contract to continue in the Expanded Function Dental Auxiliary Program. (*See Appendix B & C for Progress Report & Learning Contract.*)

- a. Any grade **below** a 2.5 or 75% is considered an unacceptable grade according to SCCC Expanded Function Dental Auxiliary Program policy.
- b. For any Expanded Function Dental Auxiliary Program course in which a student receives a grade below a 2.5, this student will be placed on probation and given a learning contract, at the instructor's discretion, which must be completed on time and according to the course instructor's policy. If a student receives a grade below 2.5 in two or more courses during the course of the program, the student will be dismissed from the program.
- c. If a learning contract is not fulfilled by the student, the student will be dismissed from the program.
- d. All Expanded Function Dental Auxiliary coursework must be completed sequentially in order to progress in the program.

G. EXAMS AND ASSIGNMENTS:

Examinations are scheduled and announced in the course syllabus at the beginning of each quarter. Announced and unannounced quizzes may be given at the discretion of faculty. Each course syllabus details the policy for missed examinations and quizzes for the particular course. Missing more than one examination and/or two quizzes in any Expanded Function Dental Auxiliary course may result in failure of the course.

The student's final grade is based on examinations, quizzes and assignments. Many of the examinations will be multiple-choice and case-based format. This facilitates the student's preparation for the DANB EFDA exam and Western Regional Examination Board Restorative licensing examination prior to graduation. (*See Appendix A for Grading Scale.*)

H. WRITTEN AND ORAL WORK:

A student's final grade in many courses is derived from a combination of written and oral formats. All research papers will follow the format described in the Publication Manual of the American Psychological Association (APA). APA specific guidelines and resources that help students with this format are available in Seattle Central's library and Writing Center. Criteria for grading papers are included in course syllabi. Oral forms of communication will include class presentations and clinical conferences. Criteria for grading may also be found in course syllabi. Resources are available in the library and Writing Center.

I. REQUIREMENTS OF WRITTEN WORK:

Electronic submission of written work is not accepted in the Expanded Function Dental Auxiliary Program, unless expressly permitted by the course instructor. Written assignments will be evaluated on format as well as content and are to follow these standards: (If assignments do not follow the format, instructors will not accept the submission.)

1. Be on a standard 8 ½ x 11 size paper, unless some other format has been required.
2. Have proper headings, which include: student's name, course number, date, title of assignment, and instructor's name and credentials.
3. Papers are required to be typed or word processed and double-spaced, unless otherwise stated.
4. Typed on one side of the paper.

5. Demonstrate correct spelling, sentence structure, syntax and in the required format.
6. Document resources and bibliographies in the proper format.
7. Contain numbered pages, stapled or clipped together, unless submitted in a folder or notebook.
8. When requested, document sources using the American Psychology Association (APA) guidelines.

Guidelines for writing in APA style may be found from various sources. The recommended reference is:

American Psychological Association (2001) *Publication Manual of the American Psychological Association* (5th Ed.). Washington, DC: Author.

H. STUDENT MISCONDUCT:

Students are expected to adhere to the Washington State Administrative Code regarding student conduct (WAC 132F-121-110). Any student who does not adhere to this code will be dismissed from the program.

Reasons for dismissal may include academic or disciplinary issues.

1. Academic Misconduct includes:

- a. Any form of deception or plagiarism in assignment submissions. Plagiarism is defined as stealing, passing off as one's own the ideas or words of another, presenting as one's own idea or product from an existing source, including the Internet.
- b. Any form of cheating during exams. This includes talking to other students, showing one's work to another student, sharing information electronically, using electronic devices to look up information, or copying from another student's paper. All students involved in the academic misconduct will receive a zero for the assignment or the exam. The faculty will decide additional consequences.

2. Disciplinary Misconduct:

The student will be removed from the clinical area and/or classroom if the instructor observes unsafe or inappropriate behavior that may jeopardize the patient's safety, cause harm to self or others, or is disruptive to the learning environment. If the student is dismissed by a clinical site for any reason, the college is under no obligation to find an alternative site for the student. The dismissed student will not be given a passing grade for the course. Depending on the reason for dismissal, the Program may take additional steps to remediate the issue up to and including dismissal from the Expanded Functions Dental Auxiliary Program. Unsafe or inappropriate behaviors include, but are not limited to:

- Any care that is below minimum standards.
- Any inappropriate social or emotional behaviors.
- Any acts of dishonesty.
- Any inappropriate use of drugs, or using drugs prescribed for others (drug diversion).
- Any charting in a patient's record that includes inappropriate or derogatory remarks concerning the patient/client or staff.

Any of the above occurrences (academic or disciplinary) may result in immediate dismissal from the program. Exact wording of the WAC provisions and any applicable policies and procedures are available from the college Vice President for Student Development and on the district website.

I. PROBATION

Faculty expects that Expanded Function Dental Auxiliary students will demonstrate integrity, professionalism, safety, and satisfactory academic performance. Documented concerns regarding unacceptable performance will be considered justification for the Director of Expanded Function Dental Auxiliary to place a EFDA student on probation. Probation

means that the student's performance or behavior constitutes probable cause for dismissal from the program. Probation defers the dismissal decision either until the end of the quarter in which it is issued or until at the end of the following quarter depending on the timing or circumstances. This provides the student with an opportunity to demonstrate improved behavior before a dismissal decision will be made.

Notice of probation will include verbal and written communication describing the student's unacceptable performance, expectations for future behavior, and consequences if expectations are not met. The right of due process will always be granted to the student. (See K. Student's Rights/Grievances & Due Process). At the end of the specified probationary period a decision is made to dismiss the student from the program or to return the student to non-probationary status. Occasionally, probation may be extended for another quarter. Infractions which may be considered as cause for probation may include the following:

1. Unsafe practices:

- a. Failure to adhere to infection control protocol.
- b. Failure to adhere to safety protocol for mercury, radiation, handling of sharps, and hazardous chemicals.
- c. Failure to review a patient's medical history or make necessary medical consultations and/or modifications of treatment.
- d. Failure to obtain instructor permission before proceeding with patient treatment.

2. Violations of the Code of Ethics:

- a. Failure to follow through on requests to meet patient needs made by the dentist or hygienist.
- b. Failure to communicate necessary information about patient needs to the patient or faculty/staff.

3. Acts which increase liability for the school:

- a. Failure to secure required instructor supervision.
- b. Violation of standards regarding security and confidentiality of patient records.
- c. Failure to record legally required information in the patient records.
- d. Failure to review the chart of a returning patient prior to appointment.
- e. Failure to obtain informed consent prior to patient treatment.

4. Harassment:

- a. Verbal
- b. Physical
- c. Sexual

5. Conduct:

- a. Exhibiting a pattern of being unprepared for clinic or didactic sessions.
- b. Any disorderly, lewd, indecent, obscene, disrespectful, or verbally abusive behavior.
- c. Unprofessional conduct towards patients, fellow students, staff or faculty.

6. Failure to follow Seattle Central Community College Protocol:

Exhibiting a pattern of failure to follow department standards and procedures as outlined in the Student Handbook and Clinic Manual.

7. Academic difficulty:

- a. Earning one grade (2.4 or lower) in one Expanded Function Dental Auxiliary academic or clinical course.
- b. Earning an incomplete grade in any academic or clinical course.

J. DISMISSAL

STUDENTS WILL BE DISMISSED IMMEDIATELY FROM THE EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM FOR BREACH OF SEATTLE CENTRAL COMMUNITY COLLEGE POLICY AND EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM POLICY WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Illegal acts:

- a. Practicing Expanded Function Dental Auxiliary without a license.
- b. Falsifying patient records.
- c. Substance abuse (working on patients while under the influence of alcohol and/or drugs).
- d. Criminal offenses or theft (on school premises).

2. Unsafe practices:

- a. Administering a contraindicated drug/medication.
- b. Administering an excessive dose of drug/medication to any patient.
- c. Violation of infection control procedures resulting in potential harm to a patient, student or staff member.

3. Repeated occurrences of unacceptable performance:

If a student on probation fails to rectify the situation, engages in additional misconduct, or demonstrates additional academic or clinical weakness, that student will be dismissed.

4. Academic difficulty:

- a. Earning a grade of 2.4 or lower in *two or more* EFDA academic or clinical course(s)
- b. Receiving a “NC”, “W”, or “Y” grade.
- c. Two consecutive quarters of an incomplete grade in an academic or clinical course.
- d. Receiving a grade of F (0.6 or below) in any one of the academic or clinical courses in the EFDA curriculum.
- e. Failure to complete required learning contracts after being placed on probation.
- f. Submitting the work of another person as your own.

5. Conduct:

- a. Ongoing behavior that, in the professional judgment of EFDA faculty, is unsafe.
- b. A second instance, within a ten week period, of failure to adhere to the RCW Chapter 70.02 and the Health Insurance Portability and Accountability Act, 45 C.F.R. Parts 160 through 164, regarding the maintenance of confidentiality of the records of an EFDA patient.
- c. Providing EFDA treatment services outside of school sponsored settings.
- d. Behavior or behaviors that carry a threat of bodily harm.
- e. Academic dishonesty, including cheating and plagiarism, forgery, alteration, or misuse of documents and false statements.

6. Clinical Ineffectiveness:

- a. Student has failed to meet the previous quarter's requirements in more than one class. The measure of deficiency is decided at the discretion of faculty when assessing the student's ability to complete clinical, academic, and program requirements.
- b. Student may not carry more than one quarter of incomplete clinical requirements before registering for a subsequent quarter. For example, the preceding fall and winter quarter clinical requirements must be complete before registering for spring quarter (this is for cases of extended contracts).
- c. Student has failed to complete all clinical requirements by end of quarter two.

All course outlines will provide an explanation of grading policies so that students may understand performance requirements. Students who are experiencing significant academic and clinical difficulty will receive verbal and/or written notification from course instructors, who may recommend that the student seek additional tutoring, clinical practice, coursework, or home study to avoid being dismissed or placed on probation.

The lead instructor will assess the situation and consult with the program director and other clinical faculty to determine the need for remediation and/or to begin probationary or dismissal procedures from the program.

When a student is dismissed from the program, the student will be advised as to the possible options to follow should he/she wish to seek re-entry. Recommendations might include: (1) written petition for re-entry, (2) additional coursework, (3) job exposure in the dental field, (4) personal counseling and guidance, (5) study skills assistance, etc. A copy of these recommendations will become a part of the student's file and may be reviewed should the student seek re-entry into the program. *Please refer to L. Exiting from the Program and M. Re-Entry into the Program.*

K. STUDENT'S RIGHTS/GRIEVANCES & DUE PROCESS

Each student has the right to appeal any disciplinary or academic decision. Students who feel unfair treatment has occurred are to first discuss this with the course instructor. If unresolved, the student must contact the EFDA program director. The program director will arrange an informal meeting with the student and other appropriate individuals, including one or more of the following: lead instructor, and/or advocate selected by the student. The purpose of this meeting is fact-finding. If the complaint is not resolved at the program level, the student may meet with the Dean of Health & Human Services.

Before meeting with the Dean, the complaint must be submitted in writing with specific information detailing the issue, as well as a request for the specific action to be taken. These complaints will not be handled by telephone. At this level if the situation remains unresolved to the student's satisfaction, the student may institute a formal grievance procedure.

Guidelines for this action may be obtained from the Director of Student Leadership, (SAC 350) 206-934-6924.

L. EXITING FROM THE PROGRAM

All EFDA students who wish to leave the program prior to completion are required to have an exit interview. The initial exit interview is with the EFDA Program Director. The student may be referred to the division counselor. The purpose of the meeting is to inform the student of procedures for academic withdrawal and the process for re-entry.

Students who are planning on returning to the program are encouraged to work on their skills during the interruption of course of study. This will help the student stay current in their field and reinforce their skills. Students must meet quarterly registration deadlines to withdraw from a course.

M. RE-ENTRY INTO THE PROGRAM

Re-entry refers to any student previously enrolled in the program seeking to re-enter after leaving. Students seeking re-entry into the program must meet the following eligibility criteria:

1. Completion of final clinical evaluation conferences or core courses.
2. Submission of a letter to the Program Director regarding the student's intent to return and complete a Re-Entry Application.
3. Return to the program within the designated time limit (nine months).
4. Successful completion of any required courses with a 2.5 or better and meeting the same academic standards as current students.
5. Any student who repeats a failed theory course must also take the concurrent clinical/lab course.
6. Any student who repeats a failed clinical/lab course may also audit the concurrent theory course.
7. A student may be re-admitted once to the program after failing a theory or clinical course. If unsuccessful in the second attempt (no matter which quarter), the student will not be re-admitted to the program.
8. Submit a letter to the Re-Entry Committee stating:
 - a. Student's potential ability to benefit from re-entrance
 - b. Specific strategies developed for success based on the specified criteria in the Re-Entry application.
9. Re-entry into the program is based on whether the student has met the above eligibility criteria and if there is available space in the clinical/program area. Students will be processed according to the date of application (a minimum of one quarter in advance is required in order to be considered), the earliest being considered first.
10. Application for re-entry does not guarantee re-admission to the program. Students continuing in the program without interruption have priority over returning students and will be placed in available clinical spaces first.

Section III

**Clinical Laboratory
Procedures**

SECTION III

CLINICAL LABORATORY PROCEDURES

A. VISITORS AND/OR CHILDREN IN LAB OR CLINICAL SITES

Visitors and/or children are not allowed in the classroom, labs or clinics due to potential safety hazards.

B. CLINICAL INSTRUCTION

Clinical instruction and experience are provided throughout the program. Experiences are provided in the on-site dental clinics at Seattle Vocational Institute (SVI) and at extended care facilities, area dental clinics, private dental offices and community health agencies. It is the student's responsibility to arrange transportation to and from the facility. Students are responsible for safekeeping of their own property. Please use assigned lockers for personal belongings.

1. During the two-quarter program, students may be assigned to day, evening or weekend clinical rotations. Clinical assignments are not negotiable and are final upon posting.
2. Attendance is mandatory for all clinical courses. Any absences will be discussed by faculty regarding how the student will complete requirements and/or required clinic time.
3. The procedure for reporting clinical absences is to notify the course instructor via email a minimum of two hours prior to the start of the clinical rotation. When possible, a phone call to the rotation site safety officer is also required. The course instructor, with the assistance of the lead and program director may review clinical absences to determine whether or not the student may continue in the clinical rotation.

Students are to be prepared prior to arrival at clinical rotations and are expected to arrive 30 minutes prior to the assigned clinical rotation to review patient charts and to set up for the appropriate procedures for the session. All students will be caring for clients with diverse diagnoses and needs (including clients with communicable diseases and HIV infection). Students are expected to follow universal precaution guidelines when working directly with clients. These will be taught prior to entry into the clinical area. Students are also expected to have their hand instruments and equipment with them in the clinical area if requested by the facility. The student will be required to refrain from providing patient care in the clinical facility if the clinic manager, supervising dentist or clinical instructor does not have adequate assurance that the student is prepared to deliver safe care. Students may not begin any treatment until a supervising EFDA instructor or dentist present in the treatment facility. (*See Safety Handbook Section of the Clinic Manual.*)

The role of the clinical instructor is one of instruction and evaluation. It is the student's responsibility to seek instructor guidance and support in performing care. Clinical performance will be evaluated at each clinical session and may be discussed with the individual student. Patient performance evaluations will be completed by the block instructor and reviewed by the student following each clinical session. Students will also complete a self-evaluation and provide reflection of their clinical progress on each performance evaluation. All areas of the performance evaluation must be initialed by the instructor and/or supervising dentist who may have worked with the student that day. It is the responsibility of the student to ensure that all areas of evaluation are signed and/or initialed by the appropriate instructor. All performance evaluations will be kept in the student's Clinic Notebook which is to remain in the treatment facility at all times. Students may arrange a time to discuss any performance evaluation individually with the instructor involved. Final evaluations will be reviewed and a decision rendered by the instructor, with possible assistance from the lead instructor, and then shared with the student. Final evaluations must be signed by all parties and then placed in the student's file.

Clinical grades are based on the following evaluation criteria:

- “A”- Acceptable
- “I”- Improvable
- “S”- Standard Not Met

Students will be evaluated in a variety of areas on each performance evaluation including:

- Patient Education
- Environmental and Instrumentation Factors
- Application of Knowledge
- Time Management
- Policies and Procedures
- Professionalism, Growth, and Development

C. STUDENT UNIFORM AND DRESS CODE:

Safety, professionalism and prevention of infectious disease exposure dictate the program policy on dress and appearance. The Washington Industrial Safety and Health Act (WISHA) defines exposure as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties".

CLINICAL SESSIONS AT SEATTLE VOCATIONAL INSTITUTE (SVI):

All students are expected to follow the guidelines below for all clinical sessions. This includes radiology and restorative pre-clinical/lab sessions at SVI.

The guidelines are as follows:

- solid color protective garment as defined in the "Blood borne Pathogen Exposure Control Plan"
- protective eyewear with side shields, mask and gloves
- solid-colored lab coats (wrinkle free) as described in EFDA Procedures Class
- uniform tops
 - solid color, matches pant color
 - scrub-type design
 - no printed tops of any kind
 - clean, wrinkle-free
 - appropriate scrub top (no t-shirts, sweaters, sweatshirts, or tank tops)
 - may wear a white or black long sleeve shirt (no collar, no buttons) under scrub top for warmth
- uniform pants
 - solid color clean, wrinkle free
 - scrub type – matches scrub top
 - ankle length (hem off of the floor)
 - no leggings or sweats
- white shoes or shoes with **minimal** color
 - clean and in good repair
 - toe enclosed
 - non-absorbent material
 - should not be worn out of building
- wear name identification
- wear hair restrained and controlled so that it is out of the face and does not hang forward
- undergarments not visible

- no fragrances of any type
- keep fingernails clean and short with no colored polish (no artificial nails)
- no facial piercing(s) or tongue piercing bars
- Daily showers and clean hair
- Clean shaven
- Brush / floss prior to each session
- No visible tattoos

APPEARANCE IN EFDA CLASSES:

Students are encouraged to maintain a clean, well-groomed, professional appearance for classes at Seattle Central Community College and Seattle Vocational Institute. As a selected student of the SCCC Expanded Function Dental Auxiliary Program, you are representing your school, your program and your future profession. These guidelines are not intended as a judgment of personal taste, but as a tool towards encouraging professional appearance and behavior.

- Clothing must be clean and in good repair. Clothing should fit well. Baggy, drooping pants are discouraged.
- Daily care/ grooming including clean hair, nails, & shaved facial hair (men)
- Tops should cover the midriff area, as well as not expose cleavage.
- Shorts, jeans, and/or tank tops are not to be worn in any part of the treatment facility where patients are present (i.e. clinic, hallway, x-ray room).

D. PREP

Seattle Central Community College or Seattle Vocational Institute is not responsible for supplying patients to Expanded Function Dental Auxiliary students. Students are responsible for finding their own patients to satisfy their quarterly patient requirements. Students will be advised in how to recruit patients during the first and second quarter. Students must confirm their own patients for clinical sessions, complete all required clinical documentation, and update their Clinic Notebooks. Students *must* be prepared prior to each clinical session to maximize their learning experience. Preparation includes having all appropriate tools, instruments and equipment for a clinic session which is outlined in the student instrument issue and Clinical EFDA Expanded Function Dental Auxiliary Program course syllabi.

E. ABSENCES

In case of absence, the student must call with a minimum of one hour notice to the facility's identified contact person **and** lead course instructor. The student is also responsible for contacting her/his patient to reschedule the appointment. In some instances if the Patient Service Representative is available, she/he may assist the student with rescheduling the patient. There are no make up sessions for absences (regardless of reason) and students may not rearrange any portion of the clinic schedule to accommodate the absence.

If the student does not contact the instructor and does not show up for class or clinic, this will result in an automatic failure for the clinic session and probation.

Extended absence: Absence from class or clinic for an extended period will be taken under advisement by the faculty as to whether the student can meet requirements or will be asked to make up the time or repeat the class. The student is held responsible for all material and knowledge covered during his/her absence. It is the student's responsibility to arrange for a fellow classmate to take notes or tape lectures and pick up handouts.

Due to the rigorous physical and academic demands, pregnancy is cautioned while in the program. Exceptions cannot be made for a student who becomes pregnant during her enrollment in the EFDA program. If a student does become pregnant, she must complete the Pregnancy Release Form (Appendix H) including a physician's statement. (*See Appendix G for Pregnancy Release Form.*)

Evaluation will be made as to the student's ability to continue. An extension of time may be needed to complete requirements, based upon the amount of time lost.

F. CLINICAL INCIDENT

The student must provide a review of the incident and include the following in a report (*See Appendix D for Clinical Incident Form*):

1. A description of the incident including how/why the incident occurred and what action was taken subsequent to the incident.
2. Any factors that may have contributed to the incident.
3. A review of the complete procedure for safety.
4. Specific strategies for preventing a recurrence of a similar incident in the future.

Please refer to the Safety Handbook in the Clinic Manual for **EXPOSURE CONTROL INCIDENTS**.

G. DETECTION AND REPORTING OF CHILD/VULNERABLE ADULT/DOMESTIC ABUSE:

All EFDA students and clinical instructors will identify and report to the appropriate authorities any suspected cases of child/adult/domestic abuse or neglect encountered in the Seattle Central Community College Expanded Function Dental Auxiliary Clinic.

Washington state law (Revised Code of Washington, Chapter 26.44) is designed to protect children, who have been non-accidentally injured, sexually exploited or deprived of the right to minimal nurture, health and safety by their parents, custodian or guardian. The intent of the law is to provide comprehensive protective services for abused, neglected, exploited and abandoned children found in Washington State. Refer to RCW, Chapter 26.50 for domestic violence and RCW, Chapter 74.34 for vulnerable adults.

State law (RCW 26.44.030) requires licensed health service providers including EFDAs, who have reasonable cause to believe the child has suffered from abuse or neglect to report such findings to the Child Protective Services of the Department of Social and Health Services and/or to the local law enforcement agency where the child resides (local police department, prosecuting attorney, State Patrol, Director of Public Safety, or the Sheriff's Office).

The state law (RCW 26.44.080) further states that those required by law to report must do so and those that knowingly fail to make a report shall be guilty of a gross misdemeanor.

State law (RCW 74.34.035) requires licensed health service providers including EFDAs, who reasonable cause to believe the vulnerable adult has suffered from abuse or neglect to report such findings to the department of health. When there is reason to suspect that sexual assault has occurred, mandated reporters shall immediately report to the appropriate law enforcement agency and to the department.

REFER TO THE SCCC DH/EFDA CLINIC MANUAL FOR ADDITIONAL INFORMATION ABOUT PROCEDURES FOR DETECTION AND REPORTING.

H. LEARNING ACTIVITIES CONSENT FORM

The faculty of SCCC's Expanded Function Dental Auxiliary Program acknowledges their responsibility to provide a learning environment for the student to acquire skills necessary to practice expanded functions as an EFDA. Throughout the two quarters of the program, the students will be practicing newly learned skills on each other in learning activities labs. These learning activities are comprised of duties that are part of the scope of practice an EFDA performs in the workplace.

The learning activities have been selected to be practiced on each other because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning. Students will be asked to sign ***Learning Activities Consent Form*** for each learning activities lab. (*See Appendix F for Learning Activities Consent Form.*)

SECTION IV

**EXPECTATIONS AND
REQUIREMENTS**

SECTION IV

EXPECTATIONS AND REQUIREMENTS

A. TRANSPORTATION:

Transportation to and from the clinical facilities is the student's responsibility.

B. HEALTH (MEDICAL RESPONSIBILITY):

Students are responsible for their own medical expenses. If it is necessary for the student to get medical care of any kind, including Emergency Room treatment due to an injury sustained while participating in clinical, the student will be responsible for any charges incurred. A student health insurance policy is available through the college and may be purchased at the time of registration. All clinical students are expected to meet the health standards of any dental employee. A physical exam, TB screening using the two-step PPD/Manitou screening test, diphtheria-tetanus immunization and a current rubella titer are required for all EFDA Program students entering the program and before being allowed in the clinical setting. TB screening is required prior to entering the program. Completion of the Hepatitis B vaccination series is mandated prior to starting clinical sessions. A copy of verification of current health insurance is required to be turned in to the EFDA Program Office and placed in the student's file. Documentation of all health requirements will be kept on file in the program office.

C. STUDENT AMERICAN DENTAL ASSISTANTS' ASSOCIATION

Students are required to be members of the American Dental Assistants Association during their course of study at greatly reduced membership cost of \$30 per year for dues. To find out about the benefits of membership and to apply visit: <http://www.dentalassistant.org/membership.htm> and <http://www.dentalassistant.org/Student%20App.pdf>

D. CPR CERTIFICATION:

Students must have valid Basic Life Support (BLS) certification, Provider C course, for health care professionals. This is required prior to the first quarter, and must be renewed prior to second quarter. CPR cards can be obtained at the American Heart Association, The American Red Cross, or local hospitals. Students failing to have a valid CPR card MAY NOT attend clinical sessions.

E. ATTENDANCE RATIONALE:

Participation and punctuality are mandatory. This differs from Seattle Central policies but is consistent with Health and Human Services Division programs because:

1. A large percentage of necessary material covered is given during lecture, and resources such as textbooks are not complete or specific enough to be relied upon alone.
2. One of the essential employability characteristics required by EFDAs is dependability. Students must be willing to demonstrate this trait, as well as maintain promptness and punctuality, throughout the program.
3. Participation is part of the clinical evaluation. Staffing levels are an issue in the employment setting, and students need to demonstrate their ability to meet potential employers' expectations.
4. Students spend a limited time in the clinical setting. In order to meet performance criteria, as well as develop skills necessary to successfully complete the course, all clinical time must be utilized.

5. Punctual behavior means arriving to class/clinical on time and returning from lunch and breaks on time.
6. Refer to the course syllabus for each class for specific participation/punctuality policies.

F. EMERGENCY CLOSURE/STORM DAYS:

Clinical and/or theory courses will be canceled on days that the college cancels class. A telephone tree for notification will be established at the beginning of each quarter to assist in communicating closures or delays. School closure information is posted on the school website: <http://schoolreport.org/schoolDetail.php?schoolId=650>.

Seattle Central Community College is a member of SchoolReport.org. School closures can also be located at:

<http://www.schoolreport.org/>. At this website, check in the “colleges” section. SCCC does not close when Seattle School Districts for primary and secondary schools systems close.

SECTION V

RESOURCES

SECTION V

RESOURCES

A. STUDENT SERVICES:

A variety of resources are available to assist students in reaching their career and educational goals. Students are encouraged to become acquainted with the available resources and services so they may be used when needed.

1. **Disability Support Services:** Provides accommodations and accessibility for deaf students and students with disabilities. Services include advocacy, interpreters, counseling, readers and admissions assistance. Room BE1140, 206-934-4183, www.seattlecentral.edu/
2. **Financial Assistance:** The College has a variety of funds available for students who are in need of financial assistance. Specific instructions and information are available to all students in the Financial Aid Office by calling 206-934-3844.
3. **Registration:** Once the student has met with Advising and met the entrance requirements of the program, the student can register. The registration process will be explained during the student's orientation to the college in an assigned STARS session.
4. **Minority Affairs and Multicultural Services:** Minority affairs and multicultural services are available to assist minority and foreign students in the college system. The office phone number is 206-934-3852.
5. **Student Leadership** (formerly Student Affairs and Activities Office): The Student Leadership Office provides support to the students and organizations of the college. Student complaints are received and processed to the Director of Student Leadership if they cannot be resolved at the division level. The Student Leadership Office is located in SAC 350, 206-934-6924.
6. **Student Government:** The Associated Student Council is recognized as the official voice of the student body. It is composed of student officers elected to deal with issues and concerns. Students are encouraged to participate in this organization. Information can be obtained in Room SAC 350. 206-934-4057.
7. **Women's Programs:** The Women's Programs Office offers support and information to women and men dealing with changing roles and new opportunities. This office provides information for the returning student, community referrals, childcare referrals, scholarship information, and supports students entering the workforce through various Workfirst initiatives. Information can be obtained in the Student Services Center, FA 202, 206-934-3854.
8. **Vocational Training Services:** As a student, you may utilize the services of other vocational training programs at Seattle Central, including Campus Optical, Cosmetology, and various Culinary Arts Programs.
9. **Parking:** Limited parking is available to students. Fees are established each academic year. For additional information, call 206-934-5442. At SVI all parking is on street, no permits are available.
10. **Child Care:** The Student Child Care Center (open from 7:30am to 4:30pm Monday through Friday) provides childcare for children 18 months to 5 years. For further information contact the Student Child Care Office in BE1125, 206-934-6938.
11. **Student Activity Center:** Students are encouraged to use the facilities in the Student Activity Center located across the street from the main building next to the Bookstore. A fee is automatically deducted with tuition every quarter when registering for five (5) credits or more, which allows use of the exercise equipment, inside track, and game courts.

B. INSTRUCTIONAL SERVICES

1. Instructional Resource Center

- a. **Library:** The library maintains current subscriptions to journals, supplemental resources, and SOME textbooks, which are kept on reserve at the circulation desk. Any assigned readings from sources other than required texts may be placed on reserve by the faculty. If additional references are needed, ask the librarian for assistance. Private rooms are available for study groups. The library's phone number is 206-934-4050.

- b. Audio-Visual Lab: The student is expected to preview any assigned audio/visual materials in this area only. Students must check in with the technician before using the machines and materials. For further information, call 206-934-4053.
- c. Computer Center & Library Open Lab: The Computer Center and the Library Open Lab are available to all Seattle Central students. Current Seattle Central enrollment, a diskette, and payment of at least the Universal Technology fee and/or the computer user fee are required to use the facility. The Center's phone number is 206-934-4194. The Library is located in room 2101 and the phone number is 206-934-4050.

2. Bookstore

Required and recommended textbooks, and many related materials are available in the Bookstore located across Broadway Avenue 206-934-4148. The student should purchase these instructional materials before each quarter begins. In addition, the Bookstore sells school supplies, popular paperbacks and magazines, sportswear and various other articles

3. Counseling

The college provides free professional counseling to assist students with career planning academic or personal problems. Faculty may refer a student to the Health and Human Services Division counselor. Students may see the counselor by making an appointment in 3197 or by calling 206-934-3851.

4. Student Academic Assistance Center

Specialists are available to help students in the college system. The free support service includes academic counseling, career guidance, and personal growth instruction, college survival and study skills instruction. The office phone number is 206-934-3852, for additional information.

5. Tutoring Services

Tutoring is available to all students enrolled at Seattle Central. Please utilize this service when needed. For additional information, call 206-934-3852.

6. Bulletin Boards

There are general student boards located throughout the college with special notices and general information for all Seattle Central students. Information about programs, scholarships, student organizations, meeting and special events are routinely posted. The Expanded function dental auxiliary Program bulletin board is located in the hallway across from BE 3204. The student is expected to check it frequently for announcements, special messages, and registration information.

7. Student Lockers

There are a limited number of lockers available to the EFDA students on the SCCC main campus. Locker assignment will be done by the EFDA program assistant. All the contents in the locker are to be removed at the end of the quarter, prior to graduation. Lockers are also available for students through the Student Leadership Office, SAC 314, and Science and Mathematics, BE5104.

Lockers are available at SVI. Students are required to supply their own locks. Locker assignment will be done by the clinic coordinator.

SECTION VI

**TRANSITION FROM
STUDENT TO GRADUATE**

SECTION VI

COMPLETION OF THE PROGRAM

A. OBTAINING YOUR CERTIFICATE:

Upon successful completion of the program you will receive a certificate of completion from the department.

B. PROCEDURE FOR REQUESTING A LETTER OF REFERENCE:

The student may request a letter of reference from the instructor asking him/her to write the reference letter. The student must provide in writing the name and address of the agency of the prospective employer. These letters will be “generic” letters to the potential employers with established criteria regarding the graduate. The criteria in the letter of reference include: skill level, professionalism, academic level and organizational skills. The program will keep as part of the student’s records any letters of reference provided. Students should keep phone numbers of previous part-time clinical instructors. (*See Appendix H for Student Educational Records Release.*)

SECTION VI

Washington State Credentialing Requirements

Expanded Function Dental Auxiliary (Chapter 18.260 RCW, 246-817 WAC)

Type of Credential:

License

DOH Contact:

Customer Service Center - 360-236-4700

Credentialing Requirements	Verification Documents Obtained
<p>Successful completion of licensure requirements as stated in WAC 246-817-195 (3)</p> <ul style="list-style-type: none"> • Completion of a dental assisting education program accredited by the Commission on Dental Accreditation (CODA); or • Obtain the Dental Assisting National Board (DANB), certification through Pathway II, and a separate dental assisting review course; or • A Washington limited license to practice dental hygiene 	<p>Documentation will depend on the pathway used for licensure.</p> <p>Official school transcripts from a CODA accredited school.</p> <ul style="list-style-type: none"> • Verification of DANB certification. • Verification of dental assisting review course. • An active limited dental hygiene license.
<p>Successful completion of an expanded function dental auxiliary education program approved by the commission</p>	<p>Certificate of completion, or official school transcript, from an approved program. Approved programs are listed at: http://www.doh.wa.gov/hsqa/Professions/Dental/schoollist.htm</p>
<p>Pass the written and clinical examinations in restorations approved by the commission.</p>	<p>Applicants must apply directly to DANB and WREB to take the examinations.</p>
<p>State licensure verification</p>	<p>Applicant lists all states where credentials are or were held, including where applicant has applied but a credential was not granted. The jurisdiction must send a verification directly to the department.</p>
<p>Statement about:</p> <ul style="list-style-type: none"> • physical and mental health status • lack of impairment due to chemical dependency/substance abuse • history of loss of license, certification or registration • felony convictions • loss or limitations of privileges • disciplinary actions • professional liability claims history 	<p>Applicant must answer personal data questions. An appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send an explanation of the nature of the case, data and summary of care given, copies of the original complaint, and the settlement or final disposition. If pending, applicant must indicate status.</p>

Additional Information/Documents Required

- HIV/AIDS training - seven hours
- An applicant who holds a full license to dental hygiene under chapter 18.29 RCW is considered to have met the requirements for EFDA licensure upon demonstrating completion of training in final impressions as approved by the commission.

Process for Approving/Denying Applications

Credentialing staff review the application and supporting documents to make an initial determination on eligibility. Credentialing supervisors approve applications that do not have positive answers to personal data questions, have questionable verifying documents, or are otherwise “red flag” applications. Red flag applications are forwarded to the exception application process for determination by the appropriate disciplining authority. An applicant will be formally notified of a denial and has the opportunity for a hearing.

Renewal Requirements

Expanded function dental auxiliaries’ must renew their license every year on or before their birthday.

They are required to submit the appropriate fee. Continuing education is not required for renewal.

SECTION VII

Appendix

APPENDIX A

Seattle Central Grading Scale

The Seattle Central Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9	
A-	3.8-3.5	Excellent
B+	3.4-3.2	
B	3.1-2.9	High
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	Average
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	Minimum
D-	0.8-0.7	
E	0.0	Unsatisfactory

Expanded function dental auxiliary Grading Scale

The following letter symbols are awarded to these standards. The numbers are used to compute test scores and final grades for clinic and lecture courses. A minimum of 2.5 is required in all expanded function dental auxiliary courses in order to progress in the program.

A	B	C	D	E
4.0 = 95-100	3.4 = 88	2.9 = 79	2.4 = 74	1.8 = 68
3.9 = 94	3.3 = 86	2.8 = 78	2.3 = 73	1.6 = 66
3.8 = 93	3.2 = 84	2.7 = 77	2.2 = 72	1.4 = 64
3.7 = 92	3.1 = 82	2.6 = 76	2.1 = 71	1.2 = 62
3.6 = 91	3.0 = 80	2.5 = 75	2.0 = 70	1.0 = 60
3.5 = 90				0.0 = 59

In the event it is either necessary or desirable to round up a set of numbers, the following rule will apply.

any number over 5, round up to the next number (94.6 becomes 95)

any number less than 5, round down (94.4 becomes 94)

the number 5 rounds either up or down to the closest **even** number

(93.5 become 94, 92.5 becomes 92)

Expanded function dental auxiliary Clinical AIS Evaluation Criteria

The following letters are assigned for clinical evaluation. For each Daily Clinical Evaluation form a score will be assigned; A=Acceptable, I=Improvable or S=Standards not Met. These scores are designed to show skills development.



APPENDIX B

DRAFT – EDUCATIONAL AGREEMENT CONTRACT

EDUCATIONAL AGREEMENT

Between the

Dental Hygiene Program

1701 Broadway, 2BE 3210

Seattle, WA 98122

206.934.4186

SEATTLE CENTRAL COMMUNITY COLLEGE EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM

And

, SID:

I. PURPOSE

The parties to this Educational Agreement are the Seattle Central Community College Expanded function dental auxiliary Program (SCCC) and expanded function dental auxiliary student, XX XXXX. This agreement describes the terms between SCCC DH Program and XXXXXX as described below.

II. TERMS & CONDITIONS

This Agreement may be changed, modified, or amended only by written agreement executed by both of the parties hereto. Such amendments shall not be finding unless they are in writing and signed by personnel authorized to bind SCCC DH Program and XXXXXXXX.

- XXXXX has been accepted into SCCC DH Program and understands that s/he will xxxx:
- XXXXXXX will follow the SCCC DH Program Student Handbook policy.
- XXXXXXX understands these conditions and terms as explained to her and outlined in this Agreement.

III. ALL WRITINGS CONTAINED HEREIN

This Educational Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the parties hereto.

 Jolene Hartnett, Director
 Seattle Central Community College
 Expanded Function Dental Auxiliary Program

Date

 Ona U. Canfield, Dean
 Allied Health Division
 Seattle Central Community College

Date

 XXXXXXXXXX
 SID:

Date

APPENDIX C - DRAFT

APPENDIX C - DRAFT

**SEATTLE CENTRAL COMMUNITY COLLEGE
Expanded function dental auxiliary Program**

CONFIDENTIAL

REFUSAL OF POSTEXPOSURE MEDICAL EVALUATION

I, _____, am an employee* or student at Seattle Central Community College Expanded function dental auxiliary Facility. I have been provided training regarding infection control and the risk of disease transmission in the clinical facility.

On _____, 20_____, I was involved in an exposure incident when I (describe details of incident)_____

I am aware that follow-up medical evaluation will provide me with full knowledge of whether I have been exposed to or contracted an infectious disease from this incident.

However, I, of my own free will and volition, have elected not to have a medical evaluation. I have personal reasons for making this decision.

Signature

Witness Signature

Name (please print)

Name (please print)

Address

City

State

Zip

Date

****Maintain this record for duration of employment plus 30 years.***

APPENDIX D - DRAFT

EXPANDED FUNCTION DENTAL AUXILIARY STUDENT AGREEMENT

Program Policy Agreement

I, _____ (Print student name) understand that to achieve a minimum satisfactory grade in the Expanded function dental auxiliary Program, according to the grading standards specified in the Expanded Function Dental Auxiliary Program's Academic Standards Policy, I must adhere to the following:

1. Abide by all program policies and procedures in effect for the duration of my enrollment in the Expanded Function Dental Auxiliary Program.
2. Abide by the Code of Ethics of the American Dental Hygienists' Association as defined in the Student Handbook.
3. Be present and prepared for all scheduled classes, clinics, conferences, and examinations.
4. When unable to be present, notify the department, as outlined in the Attendance and Absences Policy described in the Student Program Policy.
5. Respect and preserve the confidential nature of all medical and personal information related to patients, students, faculty, and/or staff.
6. Conform to the Student Dress Code as described in the Student Program Policy.
7. Be responsible for providing total patient expanded function dental auxiliary care to my assigned patient(s).
8. That as a student participating in the Expanded Function Dental Auxiliary Program, under no circumstances shall I be considered an employee of the facility or agency of the College.
9. That the College and the facility or agency has entered into an agreement in connection with the Expanded Function Dental Auxiliary Program. I further understand the terms and conditions of the agreement and will comply with the requirements as a student of Seattle Central Community College.
10. Respect Seattle Central Community College drug free and smoke free policies.

Acknowledgment of Academic Policy

I further understand that the following may result in probation or dismissal from the Seattle Central Community College's Expanded Function Dental Auxiliary:

1. Failure to adhere to the Code of Ethics of the American Dental Hygienists' Association.
2. Failure to achieve the Academic Standards of the Expanded Function Dental Auxiliary expanded.
3. Failure to adhere to the Academic Honesty Policy of the Expanded Function Dental Auxiliary.
4. Failure to adhere to the Conduct during Examinations as described in the Student Handbook.
5. Failure to achieve competency tests or meet the criteria of competency required for graduation from the Seattle Central Community College's Expanded Function Dental Auxiliary.
6. Performing Expanded Function Dental Auxiliary while employed as a dental assistant or similar occupation, during enrollment in Expanded Function Dental Auxiliary Program.

Student Name (Please Print) _____

Address _____

State _____ Zip _____

Birth date _____ (mm/dd/yyyy) Ethnicity _____

Phone (_____) _____

Date _____ Student Signature _____

APPENDIX E – DRAFT

OATH OF CONFIDENTIALITY

The fact of becoming established as a patient of record, all information and records pertaining to services provided to patients at Seattle Central Community College Department of Expanded function dental auxiliary shall be considered confidential in accordance with uniform medical records laws of Washington State.

As a condition of (check those that apply):

- Obtaining practical experience at Seattle Central Community College Dental clinic or any site assigned in conjunction with a course of study at Seattle Central Community College,
- Employment at Seattle Central Community College,
- Performing volunteer work at Seattle Central Community College,
- Conducting evaluation or research concerning persons receiving services at Seattle Central Community College Dental Clinic, and/or

I, _____ (Print student name) agree not to divulge, publish or otherwise make known, except as authorized by law, any information regarding persons who have received or are now receiving services at Seattle Central Community College Dental Clinic such that the person who received such services is identifiable without consent of the person. This assurance extends to all students, faculty, and staff whose medical/dental records may be used for educational purposes.

I recognize that unauthorized release of confidential information may subject me to civil liability under the provisions of state law and that any person may bring an action against me should I willfully release confidential information or records.

I hereby agree to abide by the conditions regarding confidentiality as outlined above and stated in the law.

Student Signature _____ Date _____

Print Student Name _____

Witness Signature _____ Date _____

Print Witness Name _____

APPENDIX F - DRAFT

Learning Activities Consent Form - DRAFT

**SEATTLE CENTRAL COMMUNITY COLLEGE EXPANDED FUNCTION DENTAL AUXILIARY PROGRAM
Student Learning Consent Statement**

As a student in The Seattle Central Community College Expanded Function Dental Auxiliary Program, I am aware that there are risks involved in the practice of Expanded Function Dental Auxiliary. These include, but may not be limited to: radiation exposure, risk of exposure to infectious diseases, administration of local anesthetic agent, a sometimes stressful work environment and risk of exposure to conditions and substances that may affect personal health or the health of an unborn child.

In addition, as a student, I understand that it is to my educational benefit to serve as a subject and/or patient in clinical learning, laboratory and classroom situations. These include, but may not be limited to: as a subject for the practice of other students in Expanded function dental auxiliary skills, local anesthetic injection and nitrous oxide administration.

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right to express any and all concerns and/or contraindications for activities for which I am a subject. I will report immediately any adverse reactions that I may experience. I understand that I may revoke this consent in writing at any time and that if I refuse to participate in any expanded function dental auxiliary program activities that may place me at risk, as outlined above, that I am responsible to provide an appropriate subject for the completion of the required activity.

I verify that I have an opportunity to ask questions regarding circumstances outlined above. My signature verifies that I have read all the information provided in the Student Handbook for Seattle Central Community College, Department of Expanded Function Dental Auxiliary. I have had an opportunity to discuss the policies and release forms contained therein. I also have had an opportunity to ask questions and accept the responsibilities set forth by these policies.

Student Signature _____ Date _____

Print Student Name _____

Witness Signature _____ Date _____

Print Witness Name _____

APPENDIX G -DRAFT

Health Care Related Programs Risks and Pregnancy Guidelines

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. No patient is discriminated against in the provision of health care. Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn **Standard Precautions** and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needle-stick or instrument-related injuries.
- Risk of bloodborne pathogen exposure.

Statement Regarding Pregnancy

Student disclosure of her pregnancy status to program personnel is strictly voluntary. While the college does not require that a pregnant student disclose her pregnancy, the college encourages any student who is pregnant or may become pregnant to discuss with her advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Should the student's health-care provider indicate that there are restrictions, once notified, the college is required to abide by the restrictions. If a student is placed on restrictions by her health-care provider and these restrictions are significant enough to compromise the student's ability to continue in a laboratory course or clinical placement, the student may be required to withdraw from the course and re-enter the program at a later date, following delivery. If a health-care provider indicates that there are no restrictions, the student may continue in her laboratory or clinical course without any changes.

Statement Regarding Infectious Diseases

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, among others.

ALL students are required to have appropriate immunizations before they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally-expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

APPENDIX G Continued –DRAFT

**Health Care Related Programs
Pregnancy Risk Form**

Student Section

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me and my unborn child should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

Student Signature: _____ Date: _____

Health Care Provider Section

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and I'm identifying the following laboratory/clinical practice restrictions that my patient is to adhere to for the remainder of her pregnancy:

Student Name _____

Laboratory/Clinical Restrictions:

EDC _____

Physician Name: _____ Date: _____

APPENDIX H - DRAFT

APPENDIX H- STUDENT EDUCATIONAL RECORDS RELEASE - DRAFT FOR STUDENT HANDBOOK

AUTHORIZATION TO RELEASE STUDENT EDUCATIONAL RECORD

I, _____ (Print student name) hereby authorize the release of information of my academic achievement in the Expanded function dental auxiliary Department to:

- Potential Employers
- Subsequent Schools
- Parents
- Scholarship Sponsors
- Other

Type of information to be released:

- Academic achievement
- Clinical skills
- Communication skills (observed and experienced by patients, peers, faculty, staff)
- Faculty assessment of ethical/professional characteristics
- Rank in class
- Faculty assessment of potential for particular setting (i.e. perio, practice, pedo practice, restorative practice)
- Other:

I authorize the faculty, staff and administration to discuss intra-departmentally about my academic achievements, clinical skills, communication skills, ethical/professional characteristics to effectively assess my educational progress in this program (observed and experienced by patients, peers, faculty, and staff).

Signatures

Student Signature _____ Date _____

Print Student Name _____

Witness Signature _____ Date _____

Print Witness Name _____

This authorization form will be placed in the student's permanent file. The student should feel free to review or revise it at any time. This agreement will be updated annually.

DRAFT – Acknowledgment of Probation and Dismissal Policy & Criminal History

I understand that if I am placed on probation or dismissed from the program, I will receive a written notice from the Director of the Expanded function dental auxiliary Program. To appeal such a decision, I will follow the appeal procedure as listed in the Expanded function dental auxiliary Student Handbook.

In accordance with health facility affiliation agreements, students enrolled in clinical courses are required to complete a Request for Criminal History Form. All information will be kept confidential. Students should be aware that certain convictions may prevent clinical placement and employment and that completion of this program does not guarantee certification, licensing or employment.

Signatures

Student Signature _____ Date _____

Print Student Name _____

Witness Signature _____ Date _____

Print Witness Name _____

Confirmation of Agreement

Director Signature _____ Date _____

APPENDIX I -DRAFT

DRAFT

MEDICAL AGREEMENT

Please indicate the type of medical coverage you have and provide the information requested, include a copy of your medical insurance card. For student policies acquired thru student programs, include a copy of your application and check for payment.

Print Student Name: _____

OR Student Programs Policy

I have student accident and health insurance offered by the College to its students.

Student Signature _____ Date _____

Company _____

Policy Number _____ Date _____

Medical Insurance Coverage

I have accident and health insurance at least equal to the insurance offered by the College.

Student Signature _____ Date _____

Company _____

Policy Number _____ Date _____

Affidavit of Hepatitis B Vaccine

I HAVE received, or am in the process of receiving, the Hepatitis B vaccine.

Student Signature _____ Date _____

Date series completed _____

Date series to be completed _____

Previous series confirmed by a titers test YES NO

I have NOT received or begun the process of receiving the Hepatitis B vaccine.

Student Signature _____ Date _____

Reason:

NOTE: If unable to receive the Hepatitis B vaccine for medical reasons, a letter confirming the nature of the contraindication from a physician is REQUIRED.

APPENDIX J -DRAFT

EQUIPMENT AGREEMENT

As a student of the Seattle Central Community College EFDA Program, I understand that during the course of my studies I will be required to and will use costly equipment. This equipment will be used by me during lab and clinical sessions as well as potentially being checked out by me for use at home.

I understand that I am responsible for exercising due care while transporting and using this costly equipment.

I further understand that should the equipment be damaged, lost or stolen as a result of my failure to exercise due care while the equipment is in my possession or use, or as a result of any unauthorized, improper or abusive use of the equipment by me, I am responsible for any and all costs of such damage or loss.

Signatures

Student Signature _____ Date _____

Print Student Name _____

Witness Signature _____ Date _____

Print Witness Name _____