Thank you for your interest in the Dental Assisting Integrated Program offered by the Kentucky Community and Technical College System (KCTCS). Participating campuses include Bluegrass Community and Technical College (Leestown Campus), Big Sandy Community and Technical College (Prestonsburg Campus) and Somerset Community College (London Campus).

Students who complete the Dental Assisting Integrated Program are awarded a diploma from Bluegrass Community and Technical College.

Participating campuses in the Dental Assisting Integrated Program are Bluegrass Community and Technical College, Big Sandy Community and Technical College and Somerset Community College.

Dental Assisting Integrated Program
Bluegrass Community and Technical College
164 Opportunity Way
Lexington, Ky. 40511

Big Sandy Community and Technical College
One Bert Combs Drive
Prestonsburg, Ky. 41653

Somerset Community College
100 University Drive
London, Kentucky 40741

This program is accredited by the American Dental Association Commission on Dental Accreditation (CODA). Any inquiries or complaints against the Integrated Program can be submitted to the Program Coordinators or college staff. If dissatisfied with the response given by the college, please contact CODA at the following address: CODA, 211 East Chicago Avenue – Suite 1900, Chicago, IL 60611-2676.

KCTCS is an equal opportunity employer and educational institution.
INTEGRATED DENTAL ASSISTING PROGRAM
APPLICATION PROCESS

Thank you for your interest in the Integrated Dental Assisting Program offered at BCTC –Leestown Campus with satellite programs being located on the Somerset Community College, Laurel Campus-North, London, Big Sandy Community College, Prestonsburg, Kentucky! In order to be considered for admission into the Integrated Dental Assisting Program, please complete the appropriate steps outlined below. If you are currently attending BCTC:

I. If you are a current BCTC student:

1. Use My Bin to complete and submit a “Letter of Intent” online at https://mybin.bluegrass.kctcs.edu/ using your PeopleSoft ID and password. The deadline to submit your “Letter of Intent” is March 1, 2009.

   ****The deadline for admission and submitting your letter of intent for 2009 has been extended to June 4, 2009. *******

2. Be sure that your program of study is listed as “Integrated Dental Assisting Program Pending” to ensure that you receive pertinent information regarding the selective admission process. If you need to update your program of study, please do so in the Records Office.

3. Be sure that you have submitted ACT scores (if applicable) or taken the COMPASS placement exam (given through the Advising and Assessment Center). You can check on your scores in My Bin as well. The deadline to complete this requirement is March 1, 2009.

4. Attend a pre-admission conference. Dates are listed and information is provided online at https://mybin.bluegrass.kctcs.edu/ and http://www.bluegrass.kctcs.edu/sa/admissions/selective_programs/. The dates are also listed below for the summer 2009 deadline for the admission extension.

   Pre-Admission conference:  May 28th, 2009  4-5 at the following locations
   BCTCS-Leestown Campus, M-119
   BSCTC-Johnson Bldg. J-117
   SCC-Laurel Campus LN2-118

5. Complete the required prerequisites for the Integrated Dental Assisting Program with a grade of “C” or better.

6. Must complete 12 Observation Hours in a General Practice. Please complete the form included in this packet and return to Libby Ritchie, Coordinator Integrated Dental Assisting Program Leestown Campus, Building A, Room 257-A by June 4, 2009.

7. Please activate, monitor and manage your student e-mail to receive important information regarding BCTC and the Integrated Dental Assisting Program. THIS IS VERY IMPORTANT!!
II. If you are NOT currently attending BCTC:

1. Complete a BCTC Application for Admission. Applications may be accessed online at http://www.bluegrass.kctcs.edu/sa/admissions/application_for_admission/ and students may apply using the online application or may print and mail the PDF version. Please indicate “Integrated Dental Assisting Pending” as your program of study. **The deadline to apply to be considered for admission to the Program is June 4, 2009.**

2. Submit either your ACT or COMPASS scores by June 4, 2009.


4. Submit ACT scores (if applicable) or take the COMPASS exam by June 4, 2009. You may schedule an appointment to complete the COMPASS exam through the Advising and Assessment Center at 859-246-6622.

5. Attend a pre-admission conference. Dates are listed and information is provided online at http://www.bluegrass.kctcs.edu/sa/admissions/selective_programs/.

6. Complete the required prerequisites for the Dental Assisting Program with a grade of “C” or better.

7. **Must complete 12 Observation Hours in a General Practice. Please complete the form included in this packet and return to Libby Ritchie, Coordinator Integrated Dental Assisting Program Leestown Campus, Building A, Room 257-A by June 4, 2009.**

8. Please activate, monitor and manage your student e-mail to receive important information regarding BCTC and the Integrated Dental Assisting Program. THIS IS VERY IMPORTANT!!

Selective Admission Information:

1. ACT or COMPASS exam scores (minimum scores required)
2. College GPA
3. Complete prerequisites for the Integrated Dental Assisting Program with a grade of “C” or better
4. Health related work experience/observation (optional)

As a result of the selective admission score, the top 20 students are accepted into the program. In the event that two or more students have the same point total with only one remaining opening in the program, the tie will be broken using GPA. BCTC will notify students that are accepted upon the completion of the selective admissions process. I hope this information helps you and I look forward to assisting you in your educational endeavors. Please contact me with any additional questions you may have at 859-246-6622.

Thank You,

Libby Ritchie
DENTAL ASSISTING INTEGRATED PROGRAM HIGHLIGHTS

This innovative approach to dental auxiliary education provides an avenue of training for students at three different Kentucky sites. This enables students at each site to receive an equally well-rounded education in their chosen discipline. Some of the innovations that are utilized include:

1. **Distance learning.** Instructors at the sender site provide the same educational materials to students at the receiver sites through instructional television (ITV). Lectures and demonstrations are sent to each site simultaneously, enabling the students the opportunity to learn with their classmates as well as with the students at the other sites.

2. **Combined learning experiences for the Dental Assisting students.** Seven of the courses required for completion of the Dental Assisting Integrated Program have been identified as being so similar in nature that they are integrated into both programs. Because of this, assisting and hygiene students attend these seven core courses together, providing every student the opportunity to view how his/her chosen discipline interacts with the other. This also enables a dental assisting student who applies for and is accepted into dental hygiene to transfer 15 hours of coursework in the Dental Hygiene curriculum. This experience is invaluable. It demonstrates how the entire dental team must work together to provide quality care to patients.

3. **Small class size at each site.** There are 10-20 assisting students and 4-9 hygiene students per class at each site. This provides a low student-to-faculty ratio, allowing more personal interaction with faculty.

4. **Community professional resources provide an understanding of the principles of dental practice.** Dental professionals in each community give students extensive experience in dental care delivery. Adjunct faculty, office visits, and guest lecturers are just some of the ways the students acquire knowledge about dental care. All involved have the common goal of providing the best dental auxiliary education possible.

Program Completion

At the successful completion of the respective program, each graduate has been well prepared to become a part of a highly trained dental team. As such, each is eligible to sit for the respective board examination.

Dental Assisting graduates are awarded a diploma from BCTC. As a graduate of a Dental Assisting Program accredited by the American Dental Association, he/she is eligible to take the National Dental Assisting Board Examination. This allows each to achieve the coveted national certification in Dental Assisting. In addition to a diploma, Dental Assisting students will also receive a certificate from the Kentucky Board of Dentistry in Coronal Polishing and a certificate in Radiology from BCTC (which is approved by the Kentucky Board of Dentistry). To perform these duties in a dental office, these certificates are required by the Kentucky State Board of Dentistry. Additionally, graduates also receive a certificate in Expanded Functions. This preparation is unique and adds considerable value to this educational experience, as well as puts students in high demand and assists in job placement.

We are excited about this approach to dental assisting education. With the utilization of new technology, quality faculty and support staff, the education received by our students is of the highest quality.

If your interests lie in Dental Assisting, we hope you will give our program a careful look. Our main purpose is to provide students with the best education possible in their chosen field. We are confident that these exciting programs will exceed your expectations.
APPLICATION PACKET AND CONTACT INFORMATION

This application packet includes:

1. College and program admission requirements and application instructions
2. KCTCS Application for Admission
3. Application for Admission to the Dental Assisting Integrated Program
4. Dental experience observation form
5. Application portfolio checklist
6. Dental Assisting Integrated Program curriculum
7. Information regarding the Dental Assisting professionals

Dental Assisting Integrated Program

Libby Ritchie – Dental Assisting Program Coordinator
Bluegrass Community and Technical College
859-246-6622

Kathy Chitti – Dental Assisting Instructor
Big Sandy Community and Technical College
606-889-4727

Priscilla Strong – Dental Assisting Instructor
Somerset Community College
606-878-4789

SELECTIVE ADMISSION PROCESS

The Dental Assisting Integrated Program ranks and selects candidates through a selective admissions process. An Admissions Committee will determine academic eligibility and applicants will be ranked accordingly. Once applicants have been accepted, they will be notified via letter. The remaining applicants will be placed on an alternate list and will be notified via letter should vacancies occur. Each candidate’s rank is confidential.

Listed below are categories that are used to rank students who meet the stated preferences.

Dental Assisting Integrated Program Admission Preferences:

1. ACT composite score of 18 or above or the equivalent on the COMPASS exam (Reading 81, Algebra 30 and Writing 70)
2. Completed 6 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or better
3. Cumulative GPA of 3.0 or better in postsecondary education or training
4. Completed one of the following courses with a C or better grade:
   BIO 135 – Basic Human Anatomy & Physiology w/ Lab OR
   BIO 130 – Aspects of Human Biology OR
   BIO 137 – Human Anatomy & Physiology I AND
   BIO 139 – Human Anatomy & Physiology II
5. Kentucky residents and applicants within the college service area.
Pre-Admission Conference:

A pre-admission conference with the Coordinator or the Coordinator’s designee is **required** prior to an applicant’s consideration by the Dental Assisting/Dental Hygiene Integrated Program Admissions Committee. The dates and times are as follows (students must attend one):

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Thursday, May 28, 2009</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
<tr>
<td>Wednesday, September 16, 2009</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
<tr>
<td>Tuesday, October 22, 2009</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
<tr>
<td>Wednesday, November 18, 2009</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
<tr>
<td>Tuesday, January 12, 2010</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
<tr>
<td>Wednesday, February 10, 2010</td>
<td>4:00 PM – 5:00 PM</td>
</tr>
</tbody>
</table>

These conferences will take place simultaneously in the ITV labs as listed below (ie, students may attend the conference at any of the below campuses according to the schedule above).

- Bluegrass Community and Technical College – Leestown Campus, Building M, Room 119
- Big Sandy Community and Technical College – Prestonsburg Campus, Johnson Building, Room 117
- Somerset Community College – Laurel North, LN2Building, Room 118
APPLICATION PROCEDURES AND INSTRUCTIONS
DENTAL ASSISTING INTEGRATED PROGRAM

All students must be generally admitted to Bluegrass Community and Technical College before they will be considered for the Dental Assisting Integrated Program. Please follow steps 1-6 as outlined below in order to apply for both general admission to BCTC and to the Dental Assisting Integrated Program. (Please note: Students that attend the Dental Assisting Integrated Program at any of the participating campuses will be BCTC students.)

1. Complete and submit the KCTCS Application for Admission and mail it with your completed application packet to the address below (Bluegrass Community and Technical College), even if you are currently enrolled at or have applied to another KCTCS college. It is important that students list all colleges attended, including KCTCS colleges. If you are currently enrolled at BCTC, complete steps 2-6.

2. Submit an official copy of a high school transcript or GED scores AND official college transcripts from any college(s) attended (showing every period of enrollment) to Bluegrass Community and Technical College. Students do not have to submit copies of transcripts from any KCTCS colleges they may have attended.

3. Submit official ACT or COMPASS placement test scores. The COMPASS placement test may be taken at any KCTCS campus. If students have not taken the ACT or COMPASS exam, they may take the COMPASS exam before or after they have submitted the application portfolio to BCTC. However, the scores must be submitted by March 1, 2008, and it is the student’s responsibility to ensure that the program coordinator receives an official copy of the scores prior to the application deadline.

4. Complete and submit the application form for the Dental Assisting Integrated Program (included in this packet).

5. Complete and submit the Dental Experience Observation Form (included in this packet). Dental Assisting applicants must complete a minimum of 12 hours of observation in a General Practice dental office or clinic.

6. All students must attend one mandatory pre-admission conference to be considered for the Dental Assisting Integrated Program. Students may attend the conference before or after they apply. Students will not be considered for the program unless they attend one of the conferences. Dates and times are listed under the section entitled “Selective Admission Process.”

Prospective Dental Assisting students must submit ALL of the above required documentation to the address listed below, regardless of any previous applications that have been submitted, by March 1, 2009. Incomplete application portfolios will not be considered. The Admissions Committee is not responsible for documentation that is not mailed or hand-delivered to the address listed below.

Libby Ritchie
Dental Assisting Program Coordinator
Bluegrass Community and Technical College
164 Opportunity Way
Lexington, KY 40511
859-246-6622
Please fill out this application completely.

Name: __________________________________________ 
Last Name       First Name       Middle Initial

PeopleSoft Student ID: ___________________________ Email Address: ___________________________

Home Address: __________________________________________________________

City            State            Zip

Home Phone: ___________________________ Work Phone: ___________________________

Cell Phone: ___________________________

I am interested in the following program: ________ Dental Assisting ________ Dental Hygiene

I am interested in attending program classes at: (please mark only one campus)

_______ Bluegrass Community and Technical College, Lexington, KY (Dental Assisting only)

_______ Big Sandy Community and Technical College, Prestonsburg, KY (Dental Assisting and Dental Hygiene offered)

_______ Somerset Community College, London, KY (Dental Assisting and Dental Hygiene offered)

Please tell us why you desire to enter this program:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please use back of sheet if necessary.
DENTAL EXPERIENCE OBSERVATION FORM INSTRUCTIONS

Dentists in our service area can serve as informal demonstrators and guides as you make a decision concerning application for the Dental Assisting Integrated Program. Select the dentist of your choice. You should contact his/her office and make an appointment for observational experiences. Be considerate of their schedule and their office personnel. You need to accomplish the following:

1. If you cannot keep the appointment, notify the office as soon as possible and make another appointment. This should be a very rare occurrence.

2. Have a brief discussion with the dentist concerning your potential career in Dental Assisting. You will hopefully have more questions than the dentist will have time to answer, so write your questions in advance. Before you arrive, determine which of these questions are most important and ask these questions first.

3. Spend most of your time observing the operation of the office and the work of a dentist or dental auxiliary. Respect the rights of his/her patients by keeping out of the way.

4. Write an appropriate thank you note to the dentist and his/her staff.

5. Please complete and include the Dental Experience Observation Form in the application portfolio.
**DENTAL EXPERIENCE OBSERVATION FORM**

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>PeopleSoft ID</th>
<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Dentist’s Name</th>
<th>Dentist’s Office Phone Number</th>
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<table>
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<tr>
<th>Dentist’s Office Address</th>
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</table>

**Number of Hours of Actual Dental Experience Observation**  
(*Dental Assisting Applicants require minimum of 12 hours*)

**Student Reaction to Experience:** (completed by student)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
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**Dentist/Assistant Reaction to Experience:** (completed by DMD/DDS, DA or RDH)

__________________________________________________________________________
__________________________________________________________________________
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<table>
<thead>
<tr>
<th>Dentist/Assistant/Hygienist’s Signature</th>
<th>Date</th>
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</table>

**Observation Hours**

<table>
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<th>Date</th>
<th>Time</th>
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</table>

11
KCTCS APPLICATION FOR ADMISSION
Complete and submit the KCTCS Application for Admission and mail to Bluegrass Community and Technical College, even if you are currently enrolled at or have applied to another KCTCS college. It is important that students list all colleges attended, including KCTCS colleges.

OFFICIAL HIGH SCHOOL/ GED AND/OR OFFICIAL COLLEGE TRANSCRIPTS
Submit an official copy of a high school transcript or official GED scores AND official college transcripts from any college(s) attended (showing every period of enrollment) to Bluegrass Community and Technical College. Students do not have to submit copies of transcripts from any KCTCS colleges they may have attended.

OFFICIAL ACT TEST SCORES OR COMPASS PLACEMENT TEST SCORES
Submit official ACT or COMPASS placement test scores. The COMPASS placement test may be taken at any KCTCS college. If students have not taken the ACT or COMPASS exam, they may take the COMPASS exam before or after they have submitted the application portfolio to BCTC. However, the scores must be submitted by March 1, 2008, and it is the student’s responsibility to ensure that the program coordinator receives an official copy of the scores prior to the application deadline.

PROGRAM APPLICATION
Complete and submit the application form for the Dental Assisting Integrated Program (included in this packet).

DENTAL EXPERIENCE OBSERVATION FORM
Complete and submit the Dental Experience Observation Form (included in this packet). Dental Assisting applicants must complete a minimum of 12 hours of observation in a dental office or clinic.

MANDATORY PRE-ADMISSION CONFERENCE
All students must attend one mandatory pre-admission conference to be considered for the Dental Assisting Integrated Program. Students may attend the conference before or after they apply. Students will not be considered for the program unless they attend one of the conferences. Dates and times are listed under the section entitled “Selective Admission Process.”

The deadline to submit and meet ALL of the above listed materials and requirements is March 1, 2009. Incomplete application portfolios will not be considered. Application portfolios should be mailed or brought to the following address:

Libby Ritchie
Dental Assisting Program Coordinator
Bluegrass Community and Technical College
164 Opportunity Way
Lexington, KY 40511
859-246-6622
DENTAL ASSISTING INTEGRATED PROGRAM CURRICULUM
BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 130 (BSL 109)</td>
<td>Aspects of Human Biology OR</td>
<td>3</td>
</tr>
<tr>
<td>BIO 135 (BSL 107)</td>
<td>Basic Human Anatomy &amp; Physiology w/ Lab OR</td>
<td>4</td>
</tr>
<tr>
<td>BIO 137 (BSL 110)</td>
<td>Human Anatomy &amp; Physiology I AND</td>
<td>4</td>
</tr>
<tr>
<td>BIO 139 (BSL 111)</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 100 or PSY 110</td>
<td>*Humanities, Mathematics, or Behavioral Sciences</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>*Computer Literacy</td>
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PROGRAM COURSES:

**FALL SEMESTER**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAH 101</td>
<td>Infection Control / Medical Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>DAH 121</td>
<td>Dental Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>DAH 135</td>
<td>Oral Radiology</td>
<td>2</td>
</tr>
<tr>
<td>DAH 224</td>
<td>Materials in Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DAS 120</td>
<td>Dental Assisting I</td>
<td>5</td>
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**SPRING SEMESTER**

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<tbody>
<tr>
<td>DAH 111</td>
<td>Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DAH 131</td>
<td>Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DAH 235</td>
<td>Practice Management</td>
<td>1</td>
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<tr>
<td>DAS 220</td>
<td>Dental Assisting II</td>
<td>6</td>
</tr>
<tr>
<td>DAS 251</td>
<td>Clinical Externship I</td>
<td>4</td>
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<tr>
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<td>16</td>
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</table>

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DAS 261</td>
<td>Clinical Externship II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required 39-46**

Refer to the BCTC Catalog for a list of courses to fulfill these requirements.

Refer to the KCTCS Catalog for the KCTCS Assessment and Placement Policy.
http://www.kctcs.edu/catalog/index.cfm?action=display&cs_id=3
DENTAL PROFESSIONS

Dental Assisting

The dental assistant is a significant member of the dental health care team. Assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. Candidates should have strong communication skills, enjoy working with their hands and want a career with responsibility.

In Kentucky, like some other areas of the country, dental assistants can begin their careers without a college degree; however, the American Dental Association recommends that the best way to become a dental assistant is to receive formal education. Studying in a Commission on Dental Accreditation accredited program, such as the Integrated Dental Assisting/Dental Hygiene Program offered through this college, provides education based on the latest procedures and techniques.

A career as a dental assistant offers many challenges. All dental personnel work in the oral cavity where the transmission of communicable diseases can occur. However, the implementation of “standard of care” infection control measures, as taught in this accredited program, insures that this potential risk is minimized.

The duties of a dental assistant are among the most comprehensive and varied in the dental office. The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, some specific tasks dental assistants may perform include:

- assists the dentist during a variety of treatment procedures;
- takes and develops dental radiographs (x-rays);
- assists in gathering the patient's medical history and takes blood pressure and pulse;
- serves as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;
- alleviates patients' concerns and anxiety associated with dental treatment;
- instructs patients regarding oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling);
- teaches patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling);
- takes impressions of patients' teeth for study casts (models of teeth);
- performs office management tasks that often require the use of a personal computer;
- communicates with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies); and
- assists dental care delivery in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery.
STATEMENT OF UNDERSTANDING
HEALTH OCCUPATIONS PROGRAM

I have read and understand each of the following statements:

I. The program requires a period of assigned, guided clinical experience either in the school or other appropriate facility.

II. For educational purposes and practice on "live models", I consent in allowing other students to practice procedures upon me as I will practice these same procedures on them under the guidance and direct supervision of my instructor. The nature and education objectives of these procedures have been fully explained to me. No guarantee or assurance has been given by anyone as to any problem that might be incurred as a result of these procedures.

III. The clinical expectations of the health occupations department include:
   A. Work environment:
      1. Works in usually well maintained areas of various light intensities due to the 24-hour nature of the health care industry. The majority of the time is indoors.
      2. The health care industry is considered on OSHA-CDC Category 1 environment. This includes "tasks that involve exposure to blood, body fluids, or tissues. Includes all procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids with visible blood, or other fluids or tissues, or a potential for spills or splashes. Protective barriers are required."
      3. Subject to frequent interruptions and long irregular hours in a stressful environment.
      4. Must be able to maintain concentration in fine detail while remaining alert to the environment. Attend to functions for more than 60 minutes at a time.
      5. Communicates effectively, in writing, electronically, and verbally with a variety of individuals of diverse position, race, creed, color, national origin, religion, age, disability, and temperament. This includes dentists, physicians, health care facility management, patients and their families, visitors, and other members of the health care team.
      6. May be exposed to hostile patients or other sources of violence in the workplace.
      7. May be exposed to infectious or communicable disease such as, but not limited to
         a. Hepatitis
         b. AIDS
         c. Tuberculosis
         d. Herpes
8. May be exposed to hazardous materials such as:
   a. Various biological agents including blood, saliva, or other identified or unknown body fluids.
   b. Various types of ionizing nuclear materials in different kinds and amounts under reasonably anticipated situations.
   c. Various types of flammable agents used in the health care industry.
   d. Various chemical hazards, including, but not limited to:
      1) Carcinogens
      2) Teratogens
      3) Poisons
      4) Ashphyxiants
   e. Various explosive hazards, both from known or unknown sources.
9. May be exposed to internal or external disasters.
10. May be required to use ramps, stairs, or ladders for various job tasks.
11. May be periodically exposed to physical injury (burns, cuts, needle sticks, etc.).
12. May be exposed to electrical hazards.
13. May be subjected to a variety of noises, usually of a moderate level.
14. Must be able to tolerate environmental fluctuations of temperature and humidity.

B. Physical requirements:
   1. Sits, bends, stands, stoops, crouches, or crawls, reaches overhead, turns, lifts, and moves, sometimes in tight spaces, intermittently throughout the clinical experience and program.
   2. Seizing, grasping, holding, turning, twisting, or to otherwise manipulate with the hand or hands for injections, equipment operation, resuscitation, etc.
   3. Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs;
   4. Sufficient auditory perception to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope;
   5. Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth;
   6. Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel; and
7. Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

8. Physically able to work beyond normal working hours including overtime, evenings, nights, weekends, and/or various holidays as required by the situation.

9. Lift and move supplies, equipment, dental medical records, patients, etc. as needed. Depending on position must be able to lift up to 50 pounds without assistance, 100-250 pounds with assistance. Must be able to carry objects weighing 50 pounds or more in the duty area. Must be able to move by pulling or pushing up to 250 pounds by wheeled device.

10. Retrieve supplies and equipment from the floor to elevated shelving which may require moving mobile access equipment (ladders, stools, carts, etc.).

11. Be able to perform cardiopulmonary resuscitation for any age group without accommodation for at least 15 to 30 minutes.

12. Possess excellent eye-hand coordination for palpation of landmarks, and maintenance of sterile environments.

13. Perceive such attributes of objects and materials as size, shape, relative temperature, texture, motion, etc. by means of receptors in the skin as in measuring a patient's pulse or skin condition.

14. Ability to perceive or recognize similarities or subtle differences in colors, or in the shape or other values of the same color: to identify a particular color or its components in an individual's skin color as an assessment of wellness, etc.

15. Remember task/assignment for full shift.

IV. These clinical experiences are assigned by the instructor for their educational value and thus no payment (wages) will be earned or expected.

V. It is understood I may/will be a student within off-site clinical facilities that affiliate with my school and/or off-site functions such as Health Fairs, Dental Conventions, Board Review Courses, and C.E. courses, all of which I will conduct myself accordingly and per KCTCS, Bluegrass Community and Technical College, and Big Sandy Community and Technical College guidelines as stated in the Student Handbook. In addition, all required guidelines and published personnel, event policies, standards, philosophies, and procedures of these agencies/events will be followed.

VI. I have read and agree to abide by the school's policies, rules, and regulations related to my occupational program.

VII. I understand information regarding a patient or former patient is confidential and is to be used only for clinical purposes within the education setting.

VIII. I understand the educational experiences and knowledge gained during the program do
not necessarily guarantee my passage of required board exams which would make me eligible for a job as a certified dental assistant; however, if all educational objectives and licensure requirements are successfully attained, I will be qualified for a job in this occupation.

IX. I understand any action on my part inconsistent with the above understandings may warrant suspension of my training.

X. I understand that due to the multi-site nature of the dental assisting program travel is necessary, particularly to Bluegrass Community & Technical College (the degree awarding institution), at certain times during each semester.

XI. I do / do not (circle one) give permission for the Program Coordinator, to discuss my academic progress with my parents and/or spouse.

I have had an opportunity to ask questions about the above and agree to abide by the above STATEMENT OF UNDERSTANDING.

___________________________________  _______________________________________
Student’s Name – typed or printed     Student’s Signature

_____________________________________
Date