



DENTAL THERAPY

Student Handbook

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Verification Statement

By signing this Verification Statement, I acknowledge that I have received an electronic copy of the NTC Dental Therapy Student Handbook. I understand that I have the opportunity to ask for clarification on any policies outlined in the Handbook. I further understand:

1. I have read and I understand the information provided in the Dental Therapy Handbook and NTC student guidelines and policies
2. The information in this Handbook is subject to change by the NTC Dental Therapy Program Faculty at any time with or without notice.
3. Changes in the policies may supersede, modify or eliminate the policies summarized in this handbook;
4. The guidelines, policies, and code of conduct described in the handbook are expected to be followed by every student in the Dental Therapy program. Failure to comply with guidelines, policies, and code of conduct may result in dismissal from the Dental Therapy program.

Clinical Experience Declaration

By signing this Verification Statement, I acknowledge that as a student at Northcentral Technical College in the Dental Therapy Program, I voluntarily agree to participate in on-campus and off-campus clinical experiences for the completion of the Dental Therapy program. I agree to exercise reasonable care at all times with respect to my own safety and the safety of others. I agree to abide by all rules, policies, and procedures set forth in any affiliated partner directives, any NTC directives, the Dental Therapy Program Handbook, NTC student policies and guidelines, including its Code of Conduct, as well as any participation, activity, safety and other instructions that NTC may provide to me. I agree to comply with all directives regarding personal protective equipment, screening protocols, and adhering to strict disinfection techniques as well as frequent hand sanitization.

Print Student Name: _____

Student ID#: _____

Student Signature: _____

Date: _____

Welcome

Welcome to the Dental Therapy Program at Northcentral Technical College! We're thrilled to welcome you to our community of aspiring dental professionals dedicated to excellence and service. As a student in our program, you'll be joining a profession deeply committed to serving the underserved, where your passion for making a difference will be cultivated and refined. Our experienced faculty and staff are here to provide you with the education, training, and support you need to succeed in this much needed field. Get ready to embark on a rewarding journey toward a career focused on improving oral health and transforming lives. Welcome to the Dental Therapy Program!

Program Overview

History of the Program:

The Northcentral Technical College's Associate Degree in Dental Therapy represents a groundbreaking milestone in Wisconsin's healthcare landscape. Established as the state's first-ever Dental Therapy program, it traces its roots to Governor Evers' signing of Bill 689, a pivotal legislation aimed at expanding access to oral healthcare for underserved communities. Scheduled to admit its inaugural cohort of students in Fall 2026, this program embodies a bold commitment to addressing oral health disparities and meeting the needs of marginalized populations across the state. Through rigorous education and training, future Dental Therapists will play a crucial role in improving access to dental care and enhancing the overall well-being of Wisconsin residents.

Program Description:

The Dental Therapy Program offers comprehensive training in preventive and restorative dental care, focusing on oral health promotion and disease prevention. Students learn a range of skills including oral examinations, cleanings, fluoride treatments, and minor restorative procedures under the supervision of licensed dentists, preparing them to work in underserved communities and support overall dental health initiatives. Dental therapists work in dental shortage areas or in settings where at least 50 percent of the patient base consists of certain specified populations.

As a prerequisite to program enrollment, an applicant must:

- be a graduate of an accredited Dental Hygiene program through the Commission on Dental Accreditation (CODA)
- be licensed as a Dental Hygienist by the Wisconsin State Board of Dental Examiners
- hold certification in Local Anesthesia and Nitrous Oxide administration as granted by the State of Wisconsin DSPS
- hold valid CPR/AED certification

Dental Therapy graduates, supervised by a dentist, provide assessment and restorative dental treatment services, serve as patient advocates, and carry out health promotion and disease prevention programs. The scope of practice for Dental Therapists include:

- Preventative care
- Dental evaluation and treatment planning
- Dental prophylaxis
- Dental restorations
- Uncomplicated tooth extractions

At graduation, the student is eligible to apply for Wisconsin Dental Therapy licensure.

Program Outcomes:

- Apply critical thinking and problem-solving as related to the scope of dental therapy practice.
- Recognize abnormal conditions to ensure that the health status of patients is not compromised by the dental therapy interventions.
- Implement preventative and therapeutic services.

- Communicate effectively with a diverse patient population and other members of the health care team to provide safe and effective oral health services.
- Apply ethical decision-making, professional responsibility, and legal and regulatory concepts to oral health care services.
- Provide oral health care within the scope of dental therapy to patients in all stages of life.

Program Goals:

- Institutional Effectiveness: To annually evaluate program outcomes and perform continuous improvement within the Dental Therapy program, ensuring that learning, support systems, and processes are consistently refined to meet the evolving needs of learners, employers, and the community.
- Student Achievement Outcomes: To achieve high levels of student success and career readiness within the Dental Therapy program by maintaining strong retention rates, consistently surpassing licensure exam pass rates, and facilitating high employment rates for graduates.
- Patient Care: To provide exceptional patient care within the Dental Therapy program by delivering comprehensive, evidence-based oral health services that prioritize patient well-being, satisfaction, and long-term oral health outcomes.
- Research: To advance the field of dental therapy through rigorous research initiatives within the program, aimed at generating new knowledge, innovations, and evidence-based practices that enhance patient care, elevate professional standards, and contribute to the broader body of oral healthcare literature.
- Service: To cultivate a culture of service within the Dental Therapy program by actively engaging students and faculty in community outreach initiatives, volunteer opportunities, and collaborative partnerships aimed at addressing oral health disparities, promoting health equity, and improving the overall well-being of underserved populations.

Purpose Statement:

The purpose of the Dental Therapy Program is to provide comprehensive training to dental professionals in preventive and restorative dental care, emphasizing oral health promotion and disease prevention. Through rigorous academic instruction and hands-on clinical experience, the program equips students with the necessary skills to deliver essential dental services under the supervision of licensed dentists, thereby addressing the critical need for oral healthcare in underserved communities.

Mission Statement:

The mission of the Dental Therapy program at Northcentral Technical College is to train culturally competent oral healthcare professionals who will enhance the dental care workforce, with a focus on serving the underserved communities of Wisconsin.

Accreditation Information:

The Dental Therapy program is seeking full accreditation by the Commission on Dental Accreditation (CODA). The Commission on Dental Accreditation can be contacted at 312.440.4653 or 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: <http://www.ada.org/en/coda>.

Students entering the program in Fall 2026 are entering into the Dental Therapy program with an accreditation status of "Initial Accreditation."

Graduates of the program are qualified to apply for licensure through the State of Wisconsin Dental Therapy Licensing Board.

Special note for students enrolling in Fall 2026: Graduates of NTC's Dental Therapy program can obtain a license on the basis of graduation. NTC must obtain full CODA accreditation before Fall 2029, and if the program is not

fully CODA-accredited by that time, Wisconsin Act 87 requires the licenses of dental therapists who graduated from the program to be revoked.

To file a complaint against CODA or the NTC Dental Therapy program, please contact the Commission by phone at 800.232.6108 or 312.440.4653 or online: <http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint/>.

Inclusion Statement:

The Dental Therapy Program is committed to fostering an inclusive learning environment that celebrates diversity in all its forms. We believe that diversity enriches the educational experience, promotes understanding, and enhances the delivery of patient-centered care.

We embrace individuals from diverse backgrounds, cultures, perspectives, and experiences, recognizing the unique contributions they bring to our program and the broader healthcare community. We are dedicated to creating a welcoming and respectful atmosphere where every member of our community feels valued, respected, and supported.

Our program is guided by the principles of equity, fairness, and social justice. We reject all forms of discrimination, prejudice, and bias, and we are committed to promoting inclusion in every aspect of our program.

We strive to cultivate cultural competence, empathy, and sensitivity among our students, faculty, and staff, preparing them to serve diverse patient populations with excellence and compassion. Through education, advocacy, and collaboration, we endeavor to address healthcare disparities, promote health equity, and improve the overall well-being of underserved communities.

We believe that by embracing diversity and fostering inclusivity, we can achieve our mission of educating skilled and compassionate dental therapy professionals who are prepared to make a positive impact in the lives of their patients and communities.

Curriculum

Fall	Semester 1	Course #	Course Name	Gen Ed Credits	Program Credits
		10-508-201	Advanced Dental Health Safety		1
		10-508-202	Advanced Oral Anatomy		4
		10-508-203	Dental Therapy Basic Sciences		3
		10-508-205	Operative I		4
		10-508-204	Advanced Cariology and Nutrition		2
		10-806-186	Biochemistry	4	
			Total Credits	4	14
Spring	Semester 2				
		10-508-210	Biomaterials		2
		10-508-211	Dental Therapy Diagnosis & Treatment Planning		3
		10-508-207	Pediatric Dentistry		3
		10-508-213	Advanced Dental Anxiety and Pain Management		1
		10-508-206	Operative II		4
		10-806-197	Microbiology	4	
			Total Credits	4	12

Summer	Semester 3				
		10-508-216	Dental Therapy Clinic I		3
		10-508-208	Dental Therapy Oral Surgery		1
			Total Credits		4
Fall	Semester 4				
		10-508-215	Advanced Community Health Education		2
		10-508-214	Dental Therapy Pharmacology		2
		10-508-217	Community Clinic I		3
		10-508-212	Advanced Integrated Strategies		2
		10-508-218	Dental Therapy Clinic II		3
		10-801-195	Written Communication	3	
			Total Credits	3	12

Spring	Semester 5				
		10-508-219	Community Clinic II		3
		10-508-220	Dental Therapy Clinic III		4
		10-508-209	Dental Therapy Prosthodontics		3
		10-809-196	Introduction to Sociology	3	
		10-809-198	Introduction to Psychology	3	
			Total Credits	6	10
Summer	Semester 6				
		10-508-221	Dental Therapy Clinic IV		4
			Total Credits		4
Fall	Semester 7				
		10-508-223	Contemporary Dental Therapy Practice		3
		10-508-222	Dental Therapy Clinic V In the Community		5
		10-508-224	Dental Therapy Transition		1
		10-801-196	Oral/Interpersonal Communication	3	
			Total Credits	3	9
			GRAND TOTAL CREDITS	20	66

Program Policies

Code of Ethics and Professional Conduct

According to the American Dental Association:

The dental profession holds a special position of trust within society. As a consequence, society affords the profession certain privileges that are not available to members of the public at large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct.

Northcentral Technical College's Dental Therapy program students will abide by the ADA Code of Ethics and Professional Conduct as they pertain to the Dental Therapy student.

1. The dental therapist has a duty to respect the patient's rights to self-determination and confidentiality.
 - 1.A. PATIENT INVOLVEMENT. The dental therapist should inform the patient of the proposed treatment, and any reasonable alternatives, in a manner that allows the patient to become involved in treatment decisions.
 - 1.B. PATIENT RECORDS. Dental therapists are obliged to safeguard the confidentiality of patient records. Dental therapists shall maintain patient records in a manner consistent with the protection of the welfare of the patient. Upon request of a patient or another dental practitioner, dental therapists shall provide any information in accordance with applicable law that will be beneficial for the future treatment of that patient.
2. The dental therapist has a duty to refrain from harming the patient.
 - 2.A. EDUCATION. The privilege of dental therapists to be accorded professional status rests primarily in the knowledge, skill and experience with which they serve their patients and society. All dental therapists, therefore, have the obligation of keeping their knowledge and skill current.
 - 2.B. CONSULTATION AND REFERRAL. Dental therapists shall be obliged to seek consultation, if possible, whenever the welfare of patients will be safeguarded or advanced by utilizing those who have special skills, knowledge, and experience.
 - 2.D. PERSONAL IMPAIRMENT. It is unethical for a dental therapist to practice while abusing controlled substances, alcohol or other chemical agents which impair the ability to practice. All dental therapists have an ethical obligation to urge chemically impaired colleagues to seek treatment. Dental therapists with first-hand knowledge that a colleague is practicing dental therapy when so impaired have an ethical responsibility to report such evidence to the professional assistance committee of a dental society
 - 2.E. POSTEXPOSURE, BLOODBORNE PATHOGENS. All dental therapists, regardless of their bloodborne pathogen status, have an ethical obligation to immediately inform any patient who may have been exposed to blood or other potentially infectious material in the dental office of the need for postexposure evaluation and follow-up and to immediately refer the patient to a qualified health care practitioner who can provide postexposure services. The dental therapist's ethical obligation in the event of an exposure incident extends to providing information concerning the dental therapist's own bloodborne pathogen status to the evaluating health care practitioner, if the dental therapist is the source individual, and to submitting to testing that will assist in the evaluation of the patient. If a staff member or other third person is the source individual, the dental therapist should encourage that person to cooperate as needed for the patient's evaluation.
 - 2.F. PATIENT ABANDONMENT. Once a dental therapist has undertaken a course of treatment, the dental therapist should not discontinue that treatment without giving the patient adequate notice and the opportunity to obtain the services of another dental therapist. Care should be taken that the patient's oral health is not jeopardized in the process.
 - 2.G. PERSONAL RELATIONSHIPS WITH PATIENTS. Dental therapists should avoid interpersonal relationships that could impair their professional judgment or risk the possibility of exploiting the confidence placed in them by a patient.
3. The dental therapist has a duty to promote the patient's welfare.
 - 3.A. COMMUNITY SERVICE. Since dental therapists have an obligation to use their skills, knowledge and experience for the improvement of the dental health of the public and are encouraged to be leaders in

their community, dental therapists in such service shall conduct themselves in such a manner as to maintain or elevate the esteem of the profession.

3.E. ABUSE AND NEGLECT. Dental therapists shall be obliged to become familiar with the signs of abuse and neglect and to report suspected cases to the proper authorities, consistent with state laws.

3.F. PROFESSIONAL DEMEANOR IN THE WORKPLACE. Dental therapists have the obligation to provide a workplace environment that supports respectful and collaborative relationships for all those involved in oral health care

3.F.1. DISRUPTIVE BEHAVIOR IN THE WORKPLACE. Dental therapists are the leaders of the oral healthcare team. As such, their behavior in the workplace is instrumental in establishing and maintaining a practice environment that supports the mutual respect, good communication, and high levels of collaboration among team members required to optimize the quality of patient care provided. Dental therapists who engage in disruptive behavior in the workplace risk undermining professional relationships among team members, decreasing the quality of patient care provided, and undermining the public's trust and confidence in the profession.

4. The dental therapist has a duty to treat people fairly.

4.A. PATIENT SELECTION. While dental therapists, in serving the public, may exercise reasonable discretion in selecting patients for their practices, dental therapists shall not refuse to accept patients into their practice or deny dental service to patients because of the patient's race, creed, color, gender, sexual orientation, gender identity, national origin or disability.

4.C. JUSTIFIABLE CRITICISM. Dental therapists shall be obliged to report to the appropriate reviewing agency as determined by the local component or constituent society instances of gross or continual faulty treatment by other dental therapists. Patients should be informed of their present oral health status without disparaging comment about prior services. Dental therapists issuing a public statement with respect to the profession shall have a reasonable basis to believe that the comments made are true.

5. The dental therapist has a duty to communicate truthfully.

5.A. REPRESENTATION OF CARE. Dental therapists shall not represent the care being rendered to their patients in a false or misleading manner.

5.E. PROFESSIONAL ANNOUNCEMENT. In order to properly serve the public, dental therapists should represent themselves in a manner that contributes to the esteem of the profession. Dental therapists should not misrepresent their training and competence in any way that would be false or misleading in any material respect.

NTC Dental Therapy Program's Treatment Care Philosophy

The Dental Therapy Program at Northcentral Technical College (NTC) is dedicated to respecting patient rights and maintaining the highest ethical standards in patient care. Central to our philosophy is the commitment to patient self-determination and confidentiality. Dental therapists inform patients about proposed treatments and reasonable alternatives in a manner that involves them in decision-making, ensuring they understand their oral health and treatment options. Patient records are safeguarded with utmost confidentiality and shared only as legally required to benefit future care.

A core tenet of our philosophy is the commitment to refrain from harming patients. Dental therapists continuously update their knowledge and skills through ongoing education to provide the highest quality care.

When necessary, they seek consultations and referrals to ensure patients receive specialized expertise. Dental therapists are also ethically obligated to maintain personal integrity, avoiding impairment from substances and addressing any impairment in colleagues to protect patient safety. In case of potential exposure to bloodborne pathogens, therapists immediately inform and refer patients for appropriate evaluation and follow-up.

Promoting patient welfare is another fundamental aspect of our philosophy. Dental therapists are encouraged to use their skills for community service, acting as leaders to improve public dental health while maintaining professional esteem. They are vigilant in recognizing and reporting signs of abuse and neglect, and they strive to foster a respectful and collaborative workplace environment. By maintaining professional demeanor and avoiding disruptive behavior, dental therapists support high-quality patient care and uphold public trust.

Fair treatment and truthful communication are also integral to our philosophy. Dental therapists do not discriminate against patients based on race, gender, or other protected characteristics, ensuring fair access to care. They provide honest assessments of patients' oral health without disparaging previous treatments and report any grossly faulty treatments to appropriate authorities. Representation of care and professional competence is always truthful, maintaining the integrity and esteem of the profession.

Student Behavior Expectations

- Attendance and Punctuality:
 - Attend all scheduled classes, labs, and clinical sessions.
 - Arrive on time (on time is 5 or more minutes before the class starts) for all sessions to minimize disruptions and maximize learning opportunities.
 - Notify instructors in advance if unable to attend a class due to unavoidable circumstances.
- Respectful Behavior:
 - Treat instructors, peers, staff, and patients with respect and professionalism at all times.
 - Listen attentively during lectures and discussions, and refrain from interrupting others.
 - Avoid engaging in disruptive behaviors that may detract from the learning environment.
- Professionalism:
 - Maintain a professional appearance and demeanor while in class, lab, and clinical settings. This includes following the dress code.
 - Adhere to ethical guidelines and standards of practice relevant to dental therapy.
 - Demonstrate integrity, honesty, and accountability in all academic and clinical activities.
- Participation and Engagement:
 - Actively participate in classroom discussions, group activities, and hands-on learning experiences.
 - Contribute constructively to collaborative projects and team-based activities.
 - Seek clarification when uncertain about course material or clinical procedures.
- Preparation and Organization:
 - Come to class prepared with required textbooks, materials, and assignments.
 - Review course materials and complete assigned readings before each class session.
 - Keep organized notes, study guides, and clinical logs to facilitate learning and preparation.
- Deadlines/Due Dates:
 - Submit assignments, projects, and clinical documentation by the specified due dates.
 - Plan and manage time effectively to ensure timely completion of coursework and clinical requirements.
 - Communicate proactively with instructors if facing challenges meeting deadlines.

- Cell Phone and Technology Use:
 - Minimize distractions by silencing cell phones and other electronic devices during class, labs, and clinical sessions.
 - Limit personal use of electronic devices to breaks or designated times outside of instructional activities.
 - Use technology responsibly for educational purposes, such as accessing course materials or clinical resources.

- Professional Communication:
 - Communicate professionally and courteously with instructors, peers, staff, and patients. Professional tone and volume will be maintained at all times.
 - Use appropriate language and tone in verbal and written communication. Swearing or cursing is unacceptable.
 - Practice active listening and empathy when interacting with patients and colleagues.

- Adherence to Policies and Procedures:
 - Familiarize oneself with program policies, procedures, and code of conduct.
 - Follow established protocols for clinical documentation, patient confidentiality, infection control, and safety.
 - Seek guidance from instructors or program administrators if unsure about policies or procedures.

Dress Code/Appearance

You have chosen to enter this profession. The following criteria are the expectations of the program and the profession. These expectations are established by the CDC and CODA accreditation guidelines. Following the expectations will assist you with your employability and ensure safety for you and your patients.

Purpose: To ensure safe practice and acceptable infection control and professional appearance anytime wearing the uniform.

- A. Attire- whenever you are in uniform, you represent the program and professional appearance and behavior is expected.
 - a. Clinic/Laboratory - full uniform is required for all clinical sessions.
Full uniform includes:
 - Clean, wrinkle free dental therapy warm-up jacket, scrub top (NTC) Students can wear a short or long sleeve t-shirt under scrub top.
 - Name tag located on the left-hand side of the scrub jacket
 - Solid white crew cotton socks.
 - White leather clinic shoes; no clogs, open toes, or moccasins. White leather tennis shoes are acceptable if designated for clinic only.
 - Treatment jacket must be kept in clinic unit between sessions.
 - Clinic uniform is not to be worn outside of college building other than for community health projects. Uniforms should not be worn home; changing at the workplace reduces the possibility of cross contamination with family members.
 - Scrub jackets, scrub bottoms, scrub tops, and socks should be laundered separately from your personal laundry.
 - When transporting clothing to or from school, a protective covering must be used.
 - Clinic shoes: to be worn in clinic/laboratory environment and on campus.
- B. Hair - All hairstyles must be neat, clean, controlled, off the face, and out of the field of operation. Longer hair is to be styled up or back, so that it does not fall forward of your ears.
 - a. Hair ornaments should be kept to a minimum size, constructed of smooth, hard plastic or metal (with no intricate detail) appropriate for adequate disinfection or fabric capable of being laundered.

- b. Prior to leaving clinic environment all hair ornaments must be removed, be disinfected or place in appropriate bag to be laundered with contaminated scrubs.
- c. All permanent hair accessories (feathers, metallic strands, etc.) are treated like natural hair (i.e.: neat, clean, pulled back)
- d. Males: facial hair must be neatly groomed.
- C. Makeup - Minimal and natural makeup should be used.
- D. Cologne/perfume - The use of cologne and perfume is strictly prohibited. This includes fragrant lotions and body sprays.
- E. Jewelry - All jewelry is prohibited, including piercings.
 - a. Exception: doctors' prescription piercings. Student must turn prescription into Disability Services. In this instance, piercing must be covered.
- F. Hands, nails - Nails must be short and clean. No nail polish, clear or otherwise.
 - a. Gloves must be worn in all clinics and labs.
 - b. Do not wear gloves in the reception/office area due to a potential source of cross-contamination to occur.
 - c. Gloves must be changed for each patient and/or for each clinic session when with a patient and/or when torn or perforated. When working on a manikin, gloves should be worn.
- G. Tattoo/social marks - Some patients might find tattoos and/or social marks offensive, cover to your discretion.
- H. Protective Eyewear and Face Shields - Must be worn for all procedures.
 - a. Prescription glasses must fully cover eye, or protective eyewear must be worn over them.
 - b. Must also be worn during laboratory sessions when the potential for splashing or projectiles occurs.
 - c. Wash with warm, soapy water.
 - d. Storing glasses on top of your head is unacceptable.
- I. Masks - Level 3 Mask must be worn by the operator for all intraoral procedures.
 - a. Mask must be changed for each patient and/or clinic session when with a patient. When working on a manikin, Level 1 masks are acceptable.
 - b. Masks must be worn under face shields.
 - c. Masks must cover the nose and chin for proper fit and optimum infection control.
 - d. During those times when a mask is not being used as a barrier, they must be completely removed from your face. Storing the mask under your chin is unacceptable.
- J. When in clinic or lab attire, you are not allowed to leave campus. (Must change into street clothes when going off campus)
- K. No smoking one hour before entering clinic or labs.
- L. Students must refrain from eating (including gum or candy) and drinking in all laboratories, clinics, and patient reception area.

Northcentral Technical College (NTC) has established clear policies and procedures to address students with behavioral problems, ensuring that all students adhere to high standards of professionalism and ethics. These policies encompass various aspects, including professionalism and ethics, substance abuse, and legal issues or ethical misconduct outside of the dental school setting.

Professionalism and Ethics

NTC expects all students to demonstrate professionalism and ethical behavior in all academic and clinical settings. This includes maintaining respectful interactions with peers, faculty, patients, and staff, adhering to confidentiality standards, and displaying integrity in all academic and clinical work. If a student fails to meet these standards, the following procedures are implemented:

1. Identification and Documentation: Behavioral issues are identified by faculty or staff and documented in detail, noting specific instances of unprofessional or unethical behavior.

2. Initial Meeting: The student is required to meet with the faculty member or advisor to discuss the behavior in question. The student is informed about the specific concerns and given an opportunity to explain their actions.
3. Behavioral Improvement Plan: If the behavior persists, a formal Behavioral Improvement Plan is developed. This plan outlines the expected behavior changes, provides resources for improvement, and sets a timeline for reassessment.
4. Monitoring and Follow-Up: The student's behavior is monitored over the specified period. Regular follow-up meetings are held to assess progress and provide additional support if needed.
5. Disciplinary Action: Continued unprofessional or unethical behavior may result in disciplinary action, which can include probation, suspension, or dismissal from the program.

Substance Abuse

NTC has a zero-tolerance policy for substance abuse, given its impact on safety, academic performance, and professional behavior. The procedures for addressing substance abuse issues are as follows:

1. Identification and Reporting: Suspected substance abuse is reported to the appropriate authorities within the college, such as the Dean of Health Sciences and Community Services or campus security.
2. Immediate Action: The student may be temporarily removed from clinical duties and academic activities to ensure safety.
3. Evaluation: The student is referred to a qualified substance abuse counselor or healthcare professional for evaluation.
4. Rehabilitation Plan: If substance abuse is confirmed, the student must participate in a rehabilitation program. The details of the rehabilitation plan, including treatment requirements and timelines, are documented.
5. Reintegration and Monitoring: Upon successful completion of the rehabilitation program, the student may be reintegrated into the program under strict monitoring conditions. Any relapse or failure to comply with the rehabilitation plan may result in permanent dismissal from the program.

Legal Issues or Ethical Misconduct Outside of the Dental School Setting

NTC requires students to maintain high ethical standards both within and outside of the dental school setting. Legal issues or ethical misconduct outside of the academic environment can adversely affect a student's standing in the program. The procedures for addressing such issues are as follows:

1. Disclosure and Reporting: Students are required to disclose any legal issues or ethical misconduct to the program administration. Failure to disclose can result in disciplinary action.
2. Investigation: The administration conducts an investigation to understand the nature and circumstances of the legal issue or misconduct.
3. Assessment of Impact: The impact of the legal issue or misconduct on the student's ability to perform academically and clinically is assessed. This includes considering the severity of the incident and its relevance to the student's role in the dental therapy program.
4. Decision and Action Plan: Based on the investigation and assessment, a decision is made regarding the student's continuation in the program. Actions can range from counseling and probation to suspension or dismissal, depending on the severity of the issue.
5. Appeal Process: Students have the right to appeal any disciplinary actions through the college's established appeal procedures. This involves a formal appeal process where the student can present additional information or context regarding the incident.

In all cases, NTC aims to support students in addressing and overcoming behavioral issues while maintaining the integrity and standards of the Dental Therapy program. These policies ensure a safe, ethical, and professional learning environment for all students.

Consequences for deviations from behavior expectations and dress code may include:

1. Verbal warning: A student may receive a verbal reminder or warning about their behavior or attire, emphasizing the importance of adhering to the established expectations.
2. Written warning: A formal written notice may be issued to the student, documenting the deviation from behavior expectations or dress code and outlining the consequences of further violations.
3. Counseling session: The student may be required to attend a counseling session with a faculty member or counselor to discuss the reasons behind the deviation and explore strategies for improvement.
4. Learning contract: The student may be placed on a learning contract, during which their behavior and adherence to the dress code are closely monitored. Further violations during this period may result in more severe consequences.
5. Program Withdrawal: In extreme cases where repeated violations occur despite previous interventions, the student may face withdrawal from the program.

These consequences are designed to promote accountability, encourage adherence to behavior expectations and dress code, and foster a positive learning environment for all students.

Course Attendance

- Attendance is required at all assigned lectures, labs, and clinics. This attendance includes being on time.
- Should it be necessary to be absent, the student will notify the lead instructor prior to the absence. If the absence occurs during clinic, the student is also expected to notify the Dental Clinic Manager or Administrative Assistant. It is the student's responsibility to cancel patients that are scheduled during that clinic session.
- Reasons for all absences must be reported to the lead instructor for each course.
- Excused absences could include major illness, death in family, or other emergency at discretion of lead instructor. Students are responsible for all missed materials.
- Absence requires that the student will meet with the lead instructor immediately upon return to school. Students are expected to make up all work missed.
- There may be opportunity for students to be assigned to an opposite clinic in the event an excused absence does occur. Arrangements would be made with your clinical lead instructor.
- Absences due to official school field trips are considered permitted absences but student must dialog with their lead instructor. The absences are not recorded as time missed from class or clinic, but students are expected to make up all the work missed on those days.
- Guidelines for handling absences and tardiness will be included in each course manual.
- On occasion, a regularly assigned lab or clinic may be designated as an optional lab or clinic; the lead instructor will announce this. Student attendance/participation is upon approval by the lead instructor of that course.
- Unexcused or excessive absences, however, will have a negative impact on your success. Excessive absence is defined as missing three sessions in a course. This may include classroom, laboratory or clinical sessions. By missing this much content, your ability to demonstrate the competencies in this course is greatly diminished. Excessive absence will be reviewed by the program faculty and may result in the student being unable to progress in the dental programs.
- Missed laboratory sessions will not be recreated for you to perform at a later date. Remember that you must demonstrate all competencies in order to pass the class. Please attend scheduled laboratory sessions so that you can be successful in the dental programs. If you are absent for any in-person session for any reason, you will be deducted employability points depending on the amount of clinic you miss.

Note: When changes in health status occur (pregnancy, surgery, infections, injuries, etc.) there must be *written verification* from the attending physician that the student may engage in the rigors of clinical, lab and/or lecture courses and not endanger the safety of themselves

Excessive Absence

Excessive absence is defined as missing more than 3 days in one semester. This may include classroom, laboratory sessions or clinic days. Excessive absence will be reviewed by the Program Director and may result in the student being unable to progress in the program.

Clinical Course Information and Expectations

Dental Therapy Clinical Courses

Clinical sections are subject to change times, dates, locations, and instructors based upon agency and program needs and availability. Schedules may need to change per diem. Please keep this in mind when planning work and outside activities and commitments.

Drug and Alcohol Free Workplace Policies for Clinical Sites

Most clinical sites have strict drug and alcohol policies for employees and students. All alcohol or drugs that could impair student function within the health care setting including prescription, non-prescription, legal and illegal drugs are prohibited. Clinical sites have the right to request that a student undergo drug testing. Students refusing to voluntarily submit to test may be asked to leave the clinical site. Any level of drug or alcohol in the tested sample is sufficient to have the student temporarily or permanently removed from clinical classes. Please refer to specific clinical site policies for more detailed information. See Behavioral Dismissals above.

Physical and/or Mental Impairment

Students must be adequately prepared both physically and mentally for scheduled class activities and clinical rotations. Students may be dismissed from laboratory sessions or the clinical experience if, for any reason, the NTC instructor or the clinical affiliate staff believes that the student demonstrates evidence or signs of impairment.

Student Impairment and Client Safety

While the student is working in the clinical situation with clients, safety of the client is considered of utmost importance. Therefore if, for any reason, either the NTC clinical instructor or clinical affiliate staff (both of whom typically work closely with the student), believes that the student demonstrates evidence or signs of impairment, they reserve the right to dismiss the student from the clinical setting immediately. The student and NTC clinical instructor will then meet to determine the student's eligibility to return to clinical.

Criminal Background Check and Background Information Disclosure Form

Part of the requirements for admission into health programs here at NTC include a criminal background check to verify that students are eligible to work in health related fields. Acceptance to Northcentral Technical College will not be denied based on a criminal background. A background check is required for programs that include placement into clinical sites or field experience. These checks could prevent students from completing all course requirements necessary for graduation, gaining licensure and finding employment. When a student enrolls in the Dental Therapist or Dental Assistant Course, the administrative assistant requests a criminal background check from the Department of Justice. The results of this background check provide the health program with information about the student's legal convictions in Wisconsin. The student is also required to fill out a Background Information Disclosure (BID) at the beginning of each semester. If you had a mandatory court appearance, it would most likely appear on your background check. However, items found during a background check will be considered on a case-by-case basis by the sites where clinical, internship and field experience is required for program completion. Failure to provide honest information on the

BID Form is a felony and can result in denial of clinical experience by the healthcare agency and/or dismissal from the Dental Therapist or Dental Assistant Program.

Addressing Discrepancies on Student Background Checks Policy

Northcentral Technical College (NTC) will make every effort to inform students that have charges on their background check that it may hinder their opportunity to attend clinical sites and/or obtain licensure/credentials in their designated field. NTC will take the following steps whenever a student has a background check that indicates a discrepancy:

- As part of the legal agreement between NTC and clinical agencies, NTC is required to provide any finding on the subsequent background checks to the clinical agencies.
- Based on this information, the clinical site can deny access and NTC has no alternative but to accept the clinical agency's decision.
- NTC staff and faculty will do everything they can, within reason and in respect to fairness with other students, to place the student in a clinical site, but the final decision is with the clinical agencies.

In order to comply with the steps above, the Clinical Affiliation Agreement for Health Occupations reads as follows: Pursuant to Section 1.6 of the Agreement, all Students who are assigned to the Clinical Education Setting shall have had a background check performed under the direction of NTC in accordance with applicable Wisconsin Caregiver Background Check Law. The background check shall include obtaining, as applicable, information from the Department of Justice, the Department of License and Regulation, the Department of Health and Family Services and from out-of-state agencies if the Student has lived outside of Wisconsin within the past three years. If the Student has a criminal record, it will be evaluated by NTC to determine if the individual is barred from performing duties at the Clinical Education Setting. Prior to placement of the Student, NTC will notify the Clinical Education Setting in writing of any crime of which Student has been convicted so that the Clinical Education Setting may make a determination as to whether the conviction(s) is substantially related to the duties the Student would be performing. The Clinical Education Setting may refuse placement of any Student the Clinical Education Setting believes could put its patients, employees and/or visitors at risk. NTC hereby agrees to notify the Clinical Education Setting when NTC becomes aware that any Student on site at the Clinical Education Setting is charged with or convicted of any crime or is investigated by any governmental agency. Both NTC and the Clinical Education Setting understand that the Student has an ongoing duty to report to NTC should there be any change from the initial background check.

Testing and Exam Information

Personal Items

- No personal items may be brought into the testing area.
- No food, beverages or hats to be present during your exams.
- NTC is not responsible for lost, stolen or misplaced items.

The following items **may not be accessed** at all during your exam:

- Any educational, test preparation or study materials;
- Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices;
- Weapons of any kind.

Whether on or off campus you are required to store your electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) outside of the testing area. If you refuse to store your electronic devices you will not be allowed to take your exam. You will then be required to reschedule the exam and possibly incur a 10% reduction in the exam grade.

For any questions regarding what you can and cannot access during your exam, please ask your instructor or proctor prior to beginning the exam.

Confidentiality

- You may not disclose or discuss with anyone information about the items or answers seen in your exam (this includes posting or discussing questions on the internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam.
- You may not remove exam items and/or responses (in any format) or notes about the exam from the testing area.
- You may not copy or reconstruct exam items during or following your exam for any reason.
- You will comply with any investigation that needs to be conducted.
- Note: If you witness any of the above behavior, or any irregular behavior that is in violation of the NTC Exam Rules, you are required to report it to NTC faculty and comply with any follow up investigation.

Test Administration

- All exams must be taken via Honorlock.
- You must show a photo ID before every dental therapist exam. If the student does not have a photo ID, they will not be allowed to take the exam.
- If taking the exam off campus, show the photo ID and both sides of your scratch paper and perform a room scan before beginning the exam.
- Writing on any materials other than the scratch paper is strictly prohibited and will result in a zero (0) points on the exam.
- To receive testing accommodations, complete a test request a minimum of three business days (72 hours) in advance. Refer to the exam information posted by your course instructor for specific exam rules and processes for testing at home. Please stop the exam immediately and notify the instructor and disability services if your accommodations are not active (for example: speech software or extended time) All test questions are to be kept confidential.
- There is no talking allowed during the exams.
- Microphones must remain unmuted.
- You may not take the exam for somebody else.
- You may not tamper with the computer or use it for any function other than taking the exam.
- You may not engage in disruptive behavior at any time while in the exam room.
- If taken on campus, the instructor will provide you with scratch paper. This scratch paper must be handed into the exam proctor when you leave the exam room.
- If you experience hardware or software problems during the exam, **notify your proctor and/or instructor immediately.**

Break Procedures for on campus exams:

- To request a break, or to exit the testing room for any other reason, **raise your hand** for the exam proctor and wait to be escorted out of the testing room. The exam clock will not stop while you are on a scheduled or unscheduled break.
- No breaks allowed for off campus exams.

Grounds for Dismissal or Cancellation of Results

A student who violates the NTC exam rules, or engages in irregular behavior, misconduct and/or does not follow the proctors warning to discontinue inappropriate behavior may be removed from the exam and/or dismissed from the exam room and receive a zero on the exam.

Testing Accommodations

In order to receive testing accommodations through NTC's Disability Services, the student must first apply for accommodations. This application can be found in the student portal located under Disability Services. Once approved, an accommodation plan needs to be created in Starfish before accommodations can be used. Disability Services Staff will then alert your instructors in each of your courses of your approved accommodations in Starfish on an ongoing basis each semester. Students wishing to use alternate testing accommodation must inform the instructor 3 full business days before the day of the exam. (Example: Exam at 0900 Friday must have notification by 0900 Tuesday). When requesting alternative testing, it is the student's responsibility to complete the online request form. The accommodated testing must begin at the scheduled time or it is considered an alternate time exam.

Please see ADA Statement section of handbook.

Progression Policies

NTC Program Requirements

- The Dental Therapy curriculum is designed to be completed with a full-time schedule. Students are expected to complete the Dental Therapy program within three years. All Academic Plans are based off of this expectation.
- Program students who successfully complete all required Dental Therapy courses of their current semester are eligible to enter the subsequent semester. These students will register for courses following the schedule and process established by NTC and the Dental Therapy program.
- Alteration to full-time status changes the Academic Plan and progression timeline.
- Students must complete 25% of the required credits at NTC in order to graduate from the NTC Dental Therapy program. Students who take any course at other universities or technical colleges must meet with their Academic Advisor to ensure transfer of credit for the course and monitor the 25% NTC graduation requirement.

Advanced Standing Policy – Dental Therapy Program

Admission into the Dental Therapy program requires graduation from a CODA-accredited Dental Hygiene program. As a result, some admitted students may have previously completed general education coursework that aligns with program requirements

The purpose of this policy is to establish clear criteria for awarding advanced standing in selected general education courses, consistent with CODA Standards 4-3 and 4-4. Students granted advanced standing must meet the same academic and competency standards required of all students enrolled in the program.

Courses Eligible for Advanced Standing

- Biochemistry (10-806-186)
- Microbiology (10-806-197)
- Written Communication (10-801-195)
- Introduction to Sociology (10-809-196)
- Introduction to Psychology (10-809-198)
- Oral/Interpersonal Communication (10-801-196)

Advanced standing applies only to the courses listed above.

Eligibility Criteria

1. Transcribed Coursework:

Students may be awarded advanced standing for a course if:

- The course was successfully completed at a regionally accredited institution or through a WTCS college
- The course competencies and credits are determined to be equivalent to the Dental Therapy program requirements
- A grade of C or higher was earned.

2. Credit for Prior Learning (CPL) Assessments:

Students who have not previously completed equivalent coursework may pursue Credit for Prior Learning in accordance with Northcentral Technical College policies and procedures.

A minimum score of 80% is required to receive credit. Assessment formats include:

- Intro to Biochemistry, Microbiology, Intro to Sociology, Intro to Psychology: Exam
- Written Communication: Exam and writing task
- Oral/Interpersonal Communication: Exam and oral presentation

Students who do not achieve the required score must enroll in the course and successfully pass in order to graduate from the Dental Therapy program.

Assessment and Curriculum Planning

- Each advanced standing applicant will undergo an individualized assessment to determine their curriculum plan.
- Students awarded advanced standing must demonstrate the same competencies as regularly enrolled students.
- Students admitted with advanced standing must meet all program graduation requirements and demonstrate competence equivalent to their peers.

Withdrawing from a Program Course

Withdrawing from a course after 10% of the course is completed, will be recorded as an attempt and used to determine eligibility for program progression.

Steps to Withdraw

If a student feels they need to withdraw from a Dental Therapy program course:

1. The student must first meet with the course instructor to discuss options, timelines, concerns, and the Alteration in Academic Plan policy,
2. If the student feels a withdraw is the best option after discussing with the course instructor the student then completes the Alteration in Academic Plan form and submits to the Dental Therapy Program Director.
3. The student may need to meet with their Dental Therapy Faculty Advisor and Academic Advisor to review and modify their Academic Plan at the discretion of the Dental Therapy Program Director.

Repeating a Course in the Dental Therapy Program

Students will be able to repeat a course one time in the NTC Dental Therapy Program according to the following Dental Therapy Progression Policy:

1. Repeating students will be given priority for available seats after progressing student enrollments have been reviewed.
 - If the program is unable to accommodate every student seeking to repeat a course, the program will select those repeating based upon recommendation of the Dental Therapy Admission Committee. If a student is not selected, they will be considered first among those repeating the following semester.
 - If the student does not successfully complete the course on the second attempt, he/she will not be allowed to continue in the Dental Therapy program and is considered out of program.
 - If a student repeats a Dental Therapy program course for a third time at a different college, the course cannot be used for consideration to re-enter the NTC Dental Therapy Program. Students unable to continue in the Dental Therapy program will be counseled regarding their education and career options.
2. Students seeking to retake a course after delayed progression will be evaluated by members of the admissions committee.
 - Once available seats are determined, the Dental Therapy Program Director will notify the student of the decision and the process to follow via NTC email.

Steps to Repeat a Course

1. Review the Out of Program definition
 - Withdraw/Failure of the same course twice results in removal from the Dental Therapy program
 - Withdraw/Failure of three Dental Therapy program courses results in removal from the Dental Therapy program
2. Review the Alteration in Academic Plan form and complete as applicable.
3. Review Academic Plan and progression timeline with Dental Therapy Faculty Advisor
4. Update Academic Advisor

Failure/missed general education course tied to program progression

General Education Courses

- Students who withdraw, fail, or no show from a general education course that is a **co-requisite** for a Dental Therapy course will be removed from current associated Dental Therapy courses.
- Students who withdraw, fail, or no show from a general education course that is a **pre-requisite** for a Dental Therapy course are ineligible to progress into the subsequent semester.
- Associated general education courses must be completed before the student can progress in the Dental Therapy program.

Dental Therapy Continuation Priority

Students who have an alteration in their academic plan are out of progression. When determining re-entry, the Dental Therapy program will follow the priority list below:

1. Continuing Dental Therapy program students
2. Students returning from a hiatus (student who has taken one semester off and has not failed a Dental Therapy course while in the program)
3. Students seeking immediate re-entry into courses from which they were a no show/ withdrew/failed. *Example: student failed a third semester course and wishes to repeat that same course the next semester.*

4. Students who successfully repeated a course in the previous semester and are progressing forward into next semester. *Example: student who successfully repeats a second semester course and can now progress to third semester.*
5. Students returning from a hiatus (student who has taken one semester off and have failed a Dental Therapy course while in the program)
6. Transfer student from another WTCS college
7. NTC Readmission students
8. Student who wishes to take a NTC Dental Therapy course without enrolling in the NTC Dental Therapy Program

Academic Integrity

All forms of academic misconduct violate academic integrity. It is not possible to list definitively every type of academic misconduct. Conduct by which a learner misrepresents his or her academic competence (including cheating); impedes or interferes with another learner's opportunity to be judged fairly; or wrongfully obtains, possesses, or uses academic materials (including plagiarism) is considered unethical. Students who are aware of academic integrity violations and do not report them, are also considered to be guilty of academic misconduct.

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge and soft skills. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

We are interested in the knowledge and skills that you are developing to ensure that you are employable and successful upon graduation from this program. Employers will expect you to be honest, demonstrating ethical/professional behavior, adhering to work policies/procedures, respect people and property, and take appropriate action in connection with ethical dilemmas. We expect the same in this program.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

- Plagiarism - presenting someone else's words, ideas, or data as your own work.
- Self-Plagiarism- submitting one's own previously submitted work (current or previous semester for the same class or a different class). Citing one's own work is not acceptable unless the work has been professionally published.
- Misusing copyrighted materials
- Fabrication - using invented information, falsifying research, or other findings.
- Cheating - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:
 - Copying from another learner's work
 - Allowing another learner to copy from your work
 - Using resource materials or information to complete an assessment without permission from your instructor
 - Collaborating on an assessment (graded assignment or test) without permission from the instructor
 - Taking a test for someone else or permitting someone else to take a test for you
 - Accessing an assessment from an unauthorized location
 - Discussing an assessment (exams, quizzes, and assignments) with someone who has not completed the assessment.
- Academic Misconduct - other academically dishonest acts such as tampering with grades, taking part in obtaining (printing a test question, test answer and/or rationale), copying, or distributing any part of an assessment, or taking an assessment more than once or exceeding the time limit without an instructor's permission.

permission, or selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

Dental Therapists have an obligation to adhere to the Dental Therapy Code of Ethics which protects the health and safety of patients in our care. Dental Therapy students are held to the same standards of practice. Therefore, any unethical behavior is unacceptable and dismissal from the program may be recommended.

Removal from Program Courses

- Students who register for a course(s) they are ineligible to take will be removed from the course(s).
- Students enrolled in a Dental Therapy course(s) for which they have not met the prerequisites and/or co-requisites will be removed from the Dental Therapy course(s).
- Students who fail to meet background and/or health requirements will be removed from clinical courses.
- Students who fail to meet the assigned due dates for background and/or health requirements will be removed from clinical courses.
- Students who are deemed clinically unsafe will be removed from the clinical course and potentially from all program courses.

Unsafe

- NTC Dental Therapy Clinical unsafe is defined as: Behavior that is psychologically, emotionally or physically harmful or potentially harmful (if it were not prevented) to the patient. This behavior would not be expected from any student with the same level of knowledge and education.
- An Unsafe Clinical Evaluation warrants immediate dismissal from the clinical site. A Dental Therapy program event inquiry will take place, and the student will be notified of a final determination.
- A finding of Unsafe in clinical practice may warrant immediate dismissal from the Dental Therapy program, and the student may or may not be allowed to apply for readmission to the Dental Therapy program.

In addition, the student will abide by procedures of the clinical education agency particularly in matters relating to patient care and patient/staff interactions. Unsafe or inappropriate clinical behaviors may be cause for immediate removal from a clinical course and/or subsequent failure. Depending on the specific instance, the student may not be allowed back at the clinical site and program progression may not be possible. A student is subject to the same disciplinary measures as an employee of a clinical education affiliate. Serious infractions of procedures of the clinical affiliate and unsafe behaviors may constitute grounds for immediate dismissal from the program without option of re-entry. Examples are the confidentiality procedure (HIPPA violation), abusive language or actions, falsification of records, gross carelessness in patient care procedures, and tobacco, drug, or alcohol use during clinical assignments. This list is not inclusive. Clinical sites have a contracted right to refuse access by any student for specified reasons.

Program Dismissals

Students may be dismissed from the Dental Therapy Program due to academic misconduct, unprofessional behaviors, or unsafe clinical evaluations. Students who are removed from the program due to one of these transgressions will have their program status changed to 'out of program' and will be ineligible to return through the readmission policy. These are severe infractions that do not align with the Dental Therapy Code of Ethics, Dental Therapy Program Student Expectations, Dental Therapy Code of Conduct, or NTC's Student Code of Conduct.

Readmission Policy

Students who are deemed 'out of program' will no longer hold a program seat; however, may seek eligibility to re-enter the program through the readmission policy. Out of program students may discuss eligibility to return to the Dental Therapy program, or other career options, with their academic advisor. If the student is found eligible to return to the program, the academic advisor will discuss the readmission policy and pathway steps with the student. To regain a

program seat, all defined steps must be successfully completed as outlined in the policy. Prior to program readmission, competency must be demonstrated on all previously completed coursework. The first step of the readmission policy is to meet with the academic advisor. See Appendix C for Program Readmission.

Health and Safety Considerations

Due to the nature of the health professions, students are more susceptible to contracting and/or spreading disease. An up-to-date set of minimum health requirements must be on file in Viewpoint Screening or Castlebranch by the deadline given each semester. Each third-party site, such as any healthcare facility, determines the health requirements necessary for entering their clinical space. NTC faculty and students are obligated to follow the site's policies in order to participate in the learning activities and complete the course. Failure to do so will prevent you from starting your clinical course(s), and thus jeopardize your progression in the program. Third party sites may change their health requirements for NTC faculty and students at any given time. Please be aware that certain third-party sites may require an up to date COVID-19 vaccine status to participate in and complete your clinical courses. See Appendix A for full details of health requirements.

Students are required to follow all NTC health and COVID policies. Please review the current [NTC policies](#).

Note: Some clinical sites may have additional health requirements that will need to be met. All costs incurred related to health requirements are the financial responsibility of the student.

Viewpoint Screening

NTC requirements for all Dental Therapy students to have on file, see Appendix A: All Dental Therapy students will have their background checks and health records managed by Viewpoint Screening. This system provides a comprehensive background check, accurate management of health records, better security of your files, real-time access for clinical sites, and 24/7 access for students. The cost of the program is \$65 which students will be responsible for paying. Payment plans are available. *Check out all the great benefits that Viewpoint Screening has to offer at www.viewpointscreening.ntc.com.* "Healthcare workers and clinical students are at risk for exposure to serious, and sometimes deadly, diseases. If you work directly with patients or handle material that could spread infection, you should get appropriate vaccines to reduce the chance that you will get or spread vaccine-preventable diseases. Protect yourself, your patients, and your family members. Make sure you are up-to-date with recommended vaccines." *For more information go to <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>*

Important:

Students are required to have all clinical requirements current at all times. If a student fails to keep requirements current, the student will immediately be removed from their clinical course(s) and the course will have to repeat the course when a seat is available.

- **Review of student Viewpoint Screening accounts will occur every year on July 1 and December 1.** Additionally, the accounts will be randomly reviewed throughout the academic year to ensure compliance with health requirements. Students who are found to have delinquent requirements will immediately be removed from the clinical course and will have to repeat the course when a seat is available.
- Students are responsible for keeping requirements current and will not be provided reminders by NTC. Students will continue to receive reminders directly from Viewpoint Screening. Students are responsible for checking their email accounts and communicating with Viewpoint Screening.

CPR Requirement

CPR certification must be maintained throughout the Dental Therapy program. It is the student's responsibility to keep track of when their CPR certification expires and to complete a recertification course. Students upload their CPR card into Viewpoint, and Viewpoint will monitor the expiration date and send email reminders. The Clinical Coordinator also

receives these reminders and will inform Program Director if the student is non-compliant in maintaining current CPR certification. The student will then be removed from patient care experiences until they become recertified.

Blood borne Pathogen Protection

The health and safety of students, dental patients and faculty is of the utmost importance; therefore, protocols have been established by the Centers for Disease Control (CDC) and are strictly followed in Dental Therapy program. Infection control measures will be taught in Dental Health Safety (DHS) and reinforced and evaluated throughout the program. Precautions must be followed whenever there is a possibility of exposure to blood or body fluids. If there is an exposure or a suspected exposure to a body fluid the college blood borne exposure protocol will be followed. Please report any potential exposure to a faculty member. See Appendix B for Bloodborne Pathogen Exposure Policy and forms.

Uniforms

Because of contamination potential clinical uniforms must not be worn to or from home or work. Per CDC guidelines, uniforms must be laundered separately from other laundry. Your college site may provide you either a long fluid – resistant clinic jacket or may launder your scrubs on-site. Uniform protocol will be discussed in DHS and reinforced and evaluated throughout the program.

Instruments

Before and after instruments are used for practice or treatment in any person's mouth they must be sterilized. The NTC Dental programs have strict guidelines and protocols for cleaning and sterilizing dental instruments and equipment which are based on CDC guidelines. All instruments, operatories, equipment cleaning and sterilization is the responsibility of the student using them. A student will not be allowed to leave the clinic or laboratory until that is done satisfactorily. Cleaning and sterilization protocols will be discussed in DHS and reinforced and evaluated throughout the program.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA requires confidentiality of all protected health information during the clinical education experience. Information obtained in the form of verbal, written, pictorial or electronic means are all covered as protected health information. Students who require access to patient health information as part of the clinical experience, will protect the information in accordance with the policies and procedures of NTC and other sites. Students will not disclose or request protected health information in a manner that violates policies and procedures of NTC, a site, or state and federal law.

1. Students who violate patient confidentiality will result in disciplinary actions and may be subjected to immediate dismissal from the program depending on the violation severity.
2. HIPAA involves both civil and criminal penalties for violations. Prison time and fines are possible for violations.

Radiation Protection

In accordance with the Department of Health Services radiation protocols are strictly followed in the Dental Therapy program. Safety procedures will be taught in Dental Radiography and will be reinforced and evaluated throughout the program.

Pregnancy and Radiation Protection

It is the student's right to disclose pregnancy. Pregnant students who are in the Dental Therapy program may voluntarily elect:

1. Not to disclose the pregnancy to Dental Therapy Program Faculty
2. Submit written disclosure of pregnancy with estimated month and year of conception to Dental Therapy Program Faculty
3. Submit written withdrawal (undeclare the pregnancy) to Dental Therapy Program Faculty

Actions 2 and 3 must be submitted in writing. In the absence of a voluntary, written disclosure, a student cannot be considered pregnant. To declare a pregnancy, the student must submit a written letter of notification to Dental Therapy Program faculty. A declaration form can be obtained from the Program Director or site director.

The following will apply:

1. A radiation dosimeter (fetal badge) will be provided in accordance with WI DHS regulations.
2. The fetal badge is to be worn at the waist under any protective apron for the duration of the pregnancy.
3. The fetal badge will be exchanged monthly for the duration of the pregnancy. There will be no change to other badges which may have been previously issued.
4. The student must read WISREG 8.13 - Instructions Concerning Prenatal Radiation Exposure.
 - a. If the pregnancy is terminated without carrying to term, written notification should be given to the Program Faculty.
 - b. The student may choose to retract the pregnancy declaration at any time. The retraction must be in writing and must be submitted to Radiography Program Faculty.
 - c. The lower dose limits for the embryo/fetus remain in effect until the written withdrawal is received. If the declaration is not withdrawn, the written declaration shall be considered expired one year after submission.

Latex Allergy Procedure

In recent years, latex allergy has been recognized as a significant problem for health care workers as well as patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk for developing latex allergies due to repeated use of and exposure to latex gloves and other latex products. As a result, all incoming students will be assessed to determine a potential or known allergy/sensitivity to latex.

Our Commitment to You

The Northcentral Technical College District is in full compliance with state and federal equal opportunity and affirmative action laws and regulations. It is the policy of the Northcentral Technical College District not to discriminate based on race, color, creed, national origin, ancestry, religion, sex, handicap, age, arrest record, conviction record, marital status, sexual orientation, or political affiliation in educational programs, admissions, educational activities, and employment. Please inform the course instructor if you are in need of any special accommodations in the program. Confidentiality of your request will be honored. Inquiries or complaints in regard to equal opportunity may be directed to the Equal Opportunity Officer, Northcentral Technical College, 1000 W. Campus Drive, Wausau, WI 54401, telephone 715/675-3331, Extension 1064.

If possible, NTC will make every effort, following an evaluation, to accommodate students with injuries or episodic health problems so that they can meet all clinical or lab course competencies. Since the situations may vary widely, thus impacting on varied Functional Abilities, the evaluations must be done on an individual basis through disability services. NTC understands that while accommodations made to complete a program may be reasonable, they may not be reasonable for an employment situation.

ADA Statement

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit our website <http://www.ntc.edu/disability-services>. It is the student's responsibility to notify the instructor at the beginning of each course or immediately upon diagnosis of any disability that may prevent the student from meeting course competencies. Failure to notify an instructor or delaying notification to an instructor may limit student success as the instructor could not respond to the need for accommodations. Course competencies will not be waived, but the student will be expected to work with NTC's Disability Services prior to implementing accommodations. In addition, the student

will be expected to work with the instructor, or Program Director, to develop a plan of reasonable accommodation. Confidentiality will be maintained as much as is possible.

Functional Ability Categories and Representative Activities/Attributes for the Dental Therapy Program

The following is a list of functional skills and abilities necessary to practice as a Dental Therapist. If you believe you are lacking in any of these areas and will require outside assistance in order to succeed, it is your responsibility to contact Disability Services to receive assistance.

Gross Motor Skills:	Move within confined spaces Maintain balance in multiple positions Reach above shoulders Reach below waist (e.g., plug electrical appliance into wall outlet) Reach out front
Fine Motor Skills:	Pick up objects with hands Grasp small objects with hands (e.g., IV tubing, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist (e.g., turn objects/knobs using hands) Squeeze with finger
Physical Endurance:	Stand (e.g., at patient side during procedures) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)
Physical Strength:	Push and pull 50 pounds (e.g., position patient, move equipment) Support 50 pounds of weight (e.g., ambulate patient) Lift 50 pounds (e.g., pick up a child, transfer a patient, bend to lift an infant or child) Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a patient) Squeeze with hands (e.g., operate fire extinguisher)
Mobility:	Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb stairs Walk
Hearing:	Hear normal speaking-level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:	<p>See objects up to 20 inches away (e.g., information on computer screen, skin conditions)</p> <p>See objects up to 20 feet away (e.g., patient in room)</p> <p>Use depth perception</p> <p>Use peripheral vision</p> <p>Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)</p>
Tactile:	<p>Feel vibrations (e.g., palpate pulses)</p> <p>Detect temperature (e.g., skin, solutions)</p> <p>Feel differences in surface characteristics (e.g., skin turgor, rashes)</p> <p>Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)</p> <p>Detect environmental temperature</p>
Smell:	<p>Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells)</p>
Environment:	<p>Tolerate exposure to allergens (e.g., latex gloves, chemical substances)</p> <p>Tolerate strong soaps</p> <p>Tolerate strong orders</p>
Reading:	<p>Read and understand written documents (e.g., flow sheets, charts, graphs)</p> <p>Read digital displays</p>
Math:	<p>Comprehend and interpret graphic trends</p> <p>Calibrate equipment</p> <p>Convert numbers to and from metric, apothecaries, and American systems (e.g., dosages)</p> <p>Tell time</p> <p>Measure time (e.g., count duration of contractions, CPR, etc.)</p> <p>Count rates (e.g., drips/minute, pulse)</p> <p>Read and interpret measurement marks (e.g., measurement tapes and scales)</p> <p>Add, subtract, multiply, and or divide whole numbers</p> <p>Compute fractions and decimals (e.g., medication dosages)</p> <p>Document numbers in records (e.g., charts, computerized databases)</p>
Emotional Stability:	<p>Establish professional relationships</p> <p>Provide patient with emotional support</p> <p>Adapt to changing environment/stress</p> <p>Deal with the unexpected (e.g., patient condition, crisis)</p> <p>Focus attention on task</p> <p>Cope with own emotions</p> <p>Perform multiple responsibilities concurrently</p> <p>Cope with strong emotions in others (e.g., grief)</p>
Analytical Thinking:	<p>Transfer knowledge from one situation to another</p> <p>Process and interpret information from multiple sources</p> <p>Analyze and interpret abstract and concrete data</p> <p>Evaluate outcomes</p> <p>Problem solves</p> <p>Prioritize tasks</p> <p>Use long-term memory</p> <p>Use short-term memory</p>

Critical Thinking:	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information Make decisions independently Adapt decisions based on new information
Interpersonal Skills:	Establish rapport with individuals, families, and groups Respect/value cultural differences in others Negotiate interpersonal conflict
Communication Skills:	Teach (e.g., patient/family about health care) Influence people Direct/manage/delegate activities of others Speak English Write English Listen/comprehend spoken/written word Collaborate with others (e.g., health care workers, peers) Manage information

Interprofessional Collaboration

Each term program students of the School of Health Sciences are provided learning activities to develop their collaborative practice skills. These activities are unique to each semester and may include clinical experiences, simulation activities, or other. These activities focus on the competencies outlined by the IPEC (Interprofessional Education Collaborative) which include:

- Values/Ethics for Interprofessional Practice
- Roles and Responsibilities
- Interprofessional Communication
- Teams and Teamwork

These interprofessional activities are excellent learning opportunities and participation is required.

Student Grievances

A formal complaint is an expression of dissatisfaction about something or someone that is the cause or subject of protest. A formal complaint should be in writing via means of hard copy, or e-mail.

Students are encouraged to talk to the program faculty for any complaint for the quickest resolution. They should be encouraged to follow the chain of command. All complaints should be brought to the instructor teaching the course first with the intent to resolve the complaint at this level. If the complaint is not satisfactorily resolved, the student should seek out the program director for problem resolution. If there is no resolution at this point, the Associate Dean of Health or the Dean of Health may be contacted to assist in the resolution of the complaint.

Should the complaint involve disciplinary action, or NTC Student Code of Conduct violations the student may follow NTC Due Process Procedures. NTC Student Code of Conduct available at www.ntc.edu

All written records of student complaints and associated follow-up will be maintained by the Program Director for a period of at least 10 years. The written complaint and resolution files will be kept in a secure and confidential file storage. Only the Program Director and NTC Administrators shall have access to these files. The

Program Director has the right to share general information from the complaint file with faculty in order to improve the program.

Student Due Process

Student Due Process policies are located at www.ntc.edu under current students, policies and guidelines. These are designed for NTC students facing disciplinary action from campus violations or student ethics violations.

Academic (Grade) Appeal Form

Students who receive a final academic grade that the student deems inaccurate or unjust have the right to appeal the academic decision. The Academic Appeal form will be used by students and staff to document the appeals process. The electronic version of the Academic Appeal form can be found at http://www.ntc.edu/current-students/policies.html#academic_appeal

Discrimination and Harassment Complaints

Because discrimination and harassment, a form of discrimination, are illegal practices, and because these actions can cause serious harm to the productivity, efficiency, and stability of all activities taking place at, or sponsored by, Northcentral Technical College, the District will take specific steps to investigate and eliminate discrimination and harassment. Complaints may be reported either formally or informally.

Discrimination shall mean any difference in treatment in any service, program, course, or facility of the Northcentral Technical College District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, services in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

Students should go <http://www.ntc.edu/current-students/guidelines-procedures> to read the full policy and reporting steps.

Student Grievance and Complaint Process

Students are encouraged to address concerns as early as possible using the following steps:

1. Step 1. Student and Faculty Conversation
 - a. The student meets with the involved faculty member to discuss the concern and seek resolution.
2. Step 2. Written Program Director Review
 - a. If the concern is not resolved, the student submits the complaint in writing to the Program Director.
 - b. The Program Director will review the concern and meet with the student.
 - c. A decision will be provided.
3. Step 3. Written Dean of Health Review
 - a. If the concern remains unresolved, the student may submit the complaint in writing to the Dean of Health.
 - b. The Dean will review the concern, meet with the student as appropriate, and issue a final decision.
4. Step 4. Additional Appeal Options
 - a. Students may utilize other institutional appeal processes if appropriate.

Academic Appeal Process

Students wishing to appeal an academic decision should refer to the [NTC Student Academic Appeal](#) webpage for complete procedures. The general process includes:

1. Step 1. Appeal Form and Faculty Meeting
 - a. The student completes the required academic appeal form and meets with the faculty member.
2. Step 2. Dean Review
 - a. If unresolved, the completed form is forwarded for review.
 - b. The Dean of Health will meet with the student as appropriate and issue a decision.
3. Step 3. Vice President of Learning Review
 - a. If the student wishes to continue the appeal, the Vice President of Learning will review the appeal and issue a final decision.

Complaint Regarding Accreditation Standards

Students who believe the program is not in compliance with accreditation standards may file a complaint directly with the Commission on Dental Accreditation.

1. Step 1. Submit Official Complaint
 - a. Students must [submit a formal complaint](#) through the CODA website following the procedures outlined there.
2. Step 2. CODA Investigation
 - a. CODA will review and investigate the complaint according to its established process. CODA will issue a final decision.

Student Behavior Guidelines

Students are expected to follow all college policies and procedures. Current policies can be found on the NTC website under [Student Code of Conduct](#). These include, but are not limited to:

- Academic Honesty Use Policy
- Children on Campus
- Discrimination and Harassment Policy
- Drugs and Alcohol
- Safety and Security
- Code of Conduct
- Student Due Process
- Tobacco Free Campus

Distance Education Policy – Dental Therapy Program

The program ensures regular and substantive interaction between students and instructors. Substantive interaction includes engaging students in teaching, learning, and assessment, and incorporates at least two of the following:

- Providing direct instruction
- Assessing or providing feedback on coursework

- Responding to student questions about course or competency content
- Facilitating group discussions regarding course or competency content
- Other instructional activities approved by the institution or accrediting agency

Predictable and Scheduled Interactions: Substantive interactions occur on a scheduled basis consistent with the length and complexity of each course. These include class sessions, one-on-one check-ins, assignment feedback, and ongoing communication via email and Canvas.

Monitoring Engagement: Student performance and engagement are monitored using course assessments and the college's early alert system (Starfish). Faculty are responsible for initiating prompt and proactive interaction when indicators or student requests signal the need for support.

Student Privacy and Identity Verification

NTC values the privacy and security of student information. The college uses secure processes to verify the identity of each student who registers, participates, and completes coursework.

- **Verification Methods:**
NTC verifies student identity at the point of application using the Secure Student Identification system. The process is managed by the NTC Admissions team.

Students are required to use secure login credentials and multi-factor authentication through Microsoft Authenticator to access online courses in Canvas. Exams are given in person. For proctored examinations, Honorlock is used to verify student identity using ID verification, real-time monitoring, and browser lockdown.

- **Protection of Student Privacy:**
These verification processes are designed solely to confirm student identity and protect academic integrity. Student data is handled in accordance with Northcentral Technical College's Information Security policies and applicable privacy regulations.
- **Costs:** There are no additional charges to students for identity verification.

Resources for Students

Simulator Lab

The Simulator Lab is an important resource designed to help students develop and refine their clinical skills. Students are encouraged to take advantage of the lab outside of scheduled class time to practice and enhance their competencies.

When using the Simulator Lab outside of class:

- **Access:** Students must scan into the lab using their NTC-issued badge.
 - No family or friends allowed in Simulator lab. Students only.
- **Respect for Equipment :** All instruments, supplies, and simulators must be handled with care. Students are expected to leave all equipment in good working condition and return items to their proper place.
- **Cleanliness:** Students must clean up their work area and ensure the lab is left in a neat and orderly condition.

Safety and Responsibility

Use of the Simulator Lab outside of scheduled class time is at the student's own risk. Students are responsible for their own safety and well-being while in the lab. In the event of an injury or accident, the student must:

1. Seek appropriate care for their injury.

2. Report the incident to faculty as soon as possible.
3. If faculty are unavailable:
 - For a medical emergency, call 911.
 - For a safety emergency, call 1111.

Failure to follow these guidelines may result in loss of access to the Simulator Lab.

Scholarships and the NTC Foundation

The NTC Foundation's scholarship program plays a vital role in providing funds that enable our students to pursue their educational goals. Numerous general and healthcare scholarships are available each year through the NTC Foundation. Some of the scholarships are specific to Dental or health care students. Enrolled students are encouraged to submit an application each semester. Scholarship criteria varies with financial need, leadership, program etc. In addition, limited emergency scholarship funds may be available to assist with unexpected expenses, such as car repairs needed to attend clinicals or other urgent costs, that could otherwise interrupt a student's education. Additional information can be found at: www.ntc.edu/scholarships

NTC Student E-Mail

Email is NTC's official communication tool with students. Please check your NTC email often. All college and course communication will be through NTC student email and Blackboard. Please use professional communication at all times.

Help Desk Information

NTC has a Help Desk to provide technical support. Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance, you can contact the NTC Student Help Desk by calling 715.803.1160, press option #2, or 1.888.682.7144, Ext. 1160, press option #2. You can also submit a help ticket online at <http://www.ntc.edu/helpdesk>.

Student Clubs and Professional Organizations

Students are encouraged to become involved in student activities, and professional organizations. These activities promote development of leadership skills, increase opportunities for communication, expand interest, and professional networking. NTC offers many opportunities for student involvement.

Student Governing Association

The Student Government Association (SGA) is the voice of the students of NTC and represents the entire NTC student body (day, evening, regional campuses, IVC). The purpose of SGA is to provide students with a forum for discussing campus affairs concerning students. Find out more at www.ntc.edu/studentlife

NTC College Policies

Northcentral Technical College's Vision Statement:

Building futures as your college of choice, one learner, one employer, and one community at a time.

Northcentral Technical College's Mission Statement:

Northcentral Technical College provides high-quality learner and employer focused, educational pathways committed to enriching lives and strengthening the economy.

Equal Opportunity/Affirmative Action Policy

Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its educational programs or activities, including, but not limited to admissions, treatment and access. Students with questions regarding the college's

nondiscrimination policies should refer to the current NTC catalog or student handbook available in Student Services or at this website: <http://www.ntc.edu/current-students/student-opp-admin-guidelines>

NTC Student Policies and Procedures

Please review all of the NTC Current student procedures and personal conduct requirements published on the NTC website: <https://www.ntc.edu/students>

Permission to Survey Employers

Each year Northcentral Technical College (NTC) surveys employers of our graduates to gather information to improve our programs and services to better meet the needs of both students and employers within our community. The information collected is also essential to meet requirements set by outside organizations that accredit and approve programs at NTC. The survey distributed focuses on employers' satisfaction in regard to our graduates' technical work skills, interpersonal skills and general satisfaction with course work at NTC.

Students are assured that information obtained by representatives of NTC and the Dental Therapy program through contact with current and future employers will be reformatted to provide outside organizations with only general, summary information and not specific information that could identify responding employers or graduates by name or gender. Personal information and the responses of the employer are completely confidential.

Faculty and Staff

Dental Therapy Program Director	Dr. William Akey, DDS akey@ntc.edu
Dental Therapy Faculty	TBD
Dental Hygiene Program Director	Debra Koziel, MS, RDH koziel@ntc.edu 715.803.1330
Dental Clinic Manager	Jennifer Sawvell sawvell@ntc.edu 715.803.1332
Dental Clinic Administrative Assistant	Becky Leopold leopold@ntc.edu 715.803.1332
Dental Clinical Assistant	TBD
Program Advisor	Jordyn Olson olsonj@ntc.edu 715.803.1758
Associate Dean of Allied Health & Human Services	Laura Ahonen ahonen@ntc.edu 715.803.1343

Appendix A: Health Requirements for Students

Requirement	Criteria for Compliance
MMR (Measles, Mumps, Rubella)	Immunization record must show: Documentation of 2 doses of vaccines; or Documented serologic immunity (titer) Must be appropriately spaced and given according to CDC guidelines (After first birthday)
Varicella (Chickenpox)	Immunization record must show: Documentation of 2 doses of vaccines; must be appropriately spaced and given according to CDC guidelines or Documented serologic immunity (titer) (Documentation of physician- diagnosed disease is not sufficient)
Influenza Vaccination	Annual seasonal influenza vaccine documentation required before October 1 st for fall clinical. If clinical placement begins after October 1 st , must have annual seasonal influenza vaccine before clinical begins.
Tetanus, Diphtheria & Pertussis (Tdap)	Immunization record must show: Proof of Adult Vaccination Vaccination is needed once in an adolescent/adult life > 11 years of age.
Hepatitis B Vaccination	Immunization Series & Post Vaccination Antibody Screen This is a series of three vaccinations and post vaccination antibody screen. The vaccination series is <i>voluntary, but is highly recommended</i> for all students entering a health career field. <i>All students participating in clinicals <u>MUST</u> sign and submit the Student Hepatitis B Vaccine Information Form.</i>
Tuberculin Test	Documentation of the following is required: <ul style="list-style-type: none"> • Provide last 2 TB skin test (TST) no more than 12 months apart or <ul style="list-style-type: none"> • A QuantiFERON Gold test or a T-Spot test within the last 12 months or <ul style="list-style-type: none"> • If you have never had a TB skin test before, or have let more than 1 year lapse since your last one, <ul style="list-style-type: none"> ○ You will need to have a “2 step” TB skin test or a QuantiFERON Gold test or a T-Spot test ○ The second test must be done at least 7 days from when 1st one READ but within 3 weeks and subsequent annual TB screening is required A positive TST, QuantiFERON Gold test or a T-Spot test, requires all of the following: <ol style="list-style-type: none"> 1. Documentation of the Positive results 2. Documentation of a negative chest x-ray after the positive TB testing result– One baseline to be submitted 3. Completed TST questionnaire on an annual basis * In the event a student is exposed to TB during a clinical experience, the health care organization will notify the school. The school will notify the student and follow the CDC guidelines.

Definitions/Resources

Titer: Testing vaccine titers is done through a blood test that can identify the presence of antibodies. If the levels are satisfactory, the person is considered to have “protective antibody” and is considered to be “sufficiently immune” to the disease. If the levels are “equivocal”, the person is considered to be not immune and vaccinations are required.

❓ **Flu vaccination** annually

❓ **CPR Certification**

❓ Other **Program Specific Documents*** including Code of Conduct, Functional Abilities, Background Notification, Contract, and Latex Allergies.

**Refer to your particular Program Requirements which are found at www.viewpointscreening.com with your appropriate package code.*

Appendix B: Bloodborne Pathogen Exposure Policy

287 Administrative/Operating Guideline

Purpose

Northcentral Technical College (NTC) (College) values the safety of staff, student, and visitors in all activities associated with the College. It is particularly concerned for the safety of all individuals when working with bloodborne pathogens and their exposure to blood or other potentially infectious materials (OPIM). This policy is established to outline actions that should be taken in case of an occupational exposure of any member of the College. The policy extends to staff, work-study, student employee, and students, if they should experience an exposure. This policy outlines the recommendations of the College. Each exposed person has the right to weigh the risks and benefits and make their own choice about post-exposure evaluation and follow-up.

Policy

All NTC supervisor/faculty or designated personnel will be given a copy of this policy and requested to be familiar with it ahead of time in case a potential exposure should occur. Exposure to blood-borne pathogens will be avoided as much as is reasonably possible. Should a potential exposure occur, immediate action will be taken to protect the exposed person. Starter packs of Bloodborne Pathogen Exposure (BBPE) forms, along with a copy of this policy, will be readily available to the School of Health Sciences Dean, Associate Dean and NTC Lab Safety Compliance Officer. Forms will also be available on the NTC shared drive S:\Health and on Canvas. Records will be kept of any event of potential exposure and the outcome in Maxient. Employee or Student who refuse post-exposure evaluation and follow-up will be asked to sign a statement of informed consent to decline treatment.

Definition of Exposure:

Occupational exposure is defined as any contact with an infectious body fluid as a result of an injury with a needle or any other sharp instrument, or via mucous membranes or an existing cutaneous condition (wound, eczema, scratch, etc.). A potentially infectious body fluid that comes from a person who carries an infection is termed infectious. Bloodborne pathogens are infectious microorganisms found in human blood or other potentially infectious materials. These pathogens include, but are not limited to, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV).

A Bloodborne Pathogen Exposure incident is when an employee or student has contact with blood or other potentially infectious materials (OPIM) through eye, mouth, other mucous membrane, non-intact skin, or parenteral contact.

Examples of bloodborne pathogen exposures can include:

- Needlestick injuries from used needles or sharps
- Contact of your eyes, nose, mouth, or broken skin with blood
- Cuts from items contaminated with blood or OPIM.
- Splashes or punctures of blood or OPIM into eyes, mouth, or other mucus membranes or non-intact skin.

Examples of Other Potentially Infectious Materials (OPIM):

- Body fluid visibly contaminated with blood
- Cerebrospinal, pericardial, synovial, pleural and peritoneal fluids
- Vaginal secretions
- Amniotic fluid
- Semen
- Blood, organs or tissues from animals infected with HIV, HCV, HBV or other BBPs
- Saliva during dental procedures
- Any fluid where it is difficult to identify the presence or absence of blood

Directions for Bloodborne Pathogen Exposure

1. Immediately flood the exposed area with water
2. Wash needlestick injury and/or cuts with soap and water
 - a. Do not squeeze the tissue because this could cause a “vacuum” where more pathogens are drawn into the blood stream.
 - b. Irrigate eyes with clean water, saline, or sterile wash for five (5) minutes C. Flush splashes to nose, mouth, or skin with water for five (5) minutes
3. Report all exposures promptly
 - a. NTC supervisor/faculty or designated personnel must document incident in Maxient and print the Exposure Form(s) Bloodborne Pathogen Exposure – Exposed Individual (BBPE-E) and/or Bloodborne Pathogen Exposure – Source Individual (BBPE-S) which are located on the NTC shared drive S:\Health, on Canvas, and at the end of this document.
 - b. Copies of completed Exposure Form(s) and all other paperwork should be submitted as a pdf, or acceptable format, attachment to the Maxient report.

Exposure Form BBPE-E for Exposed Individual

1. Employee: An Individual on NTC’s payroll, working scheduled time, and identified under the Blood Borne Pathogen Program as having regular contact with infectious body fluid.
2. A Student worker, on NTC’s payroll or paid through federal work study funds, working scheduled time, and identified under the Blood Borne Pathogen Program as having regular contact with needles and/or infectious body fluid. Student worker includes the following:
 - a. Work study
 - b. Student employee
3. Student: An individual, enrolled in an NTC course, identified under the Blood Borne Pathogen Program as having regular contact with infectious body fluid. This will include Student to Student contact and Student to patient contact.

Exposure Form BBPE-S for Source Individual

Source Individual means any individual whose blood or other potentially infectious materials may be a source of exposure to the Employee or Student.

Post-Exposure Evaluation

Exposed Individual

All Employees and Students who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard and the College’s Bloodborne Pathogen Exposure Policy.

1. Take a copy of Exposure Form BBPE-E to nearest Emergency Room
 - a. The Employee or Student will be offered the option of having their blood collected for testing of the Employee’s or Student’s HIV/HBV serological status.
 - b. The Employee or Student will be offered post exposure prophylaxis in accordance with the Center for Disease Control and Prevention (CDC).
 - c. The Employee or Student will be given appropriate counseling at the College’s cost concerning precautions to take during the period after the exposure incident. The Employee or Student will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

NTC ensures that all medical evaluations and follow-up, including prophylaxis, are available at no cost to the Employee or Student.

Employee or Student may decline post-exposure evaluation and follow-up care. Employee or Student must indicate refusal on the BBPE-E Exposure Form and sign a statement of informed consent to decline treatment. A copy must be turned in to NTC supervisor/faculty or designated personnel and retained for records.

Source Individual

NTC supervisor/faculty or designated personnel shall identify and document the source individual, if applicable, and complete Exposure Form BBPE-S.

1. The source individual shall report the same emergency room as the exposed individual with Exposure Form BBPE-S.
2. The Source Individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity. If consent is not obtained, HIV, HBV, and HCV testing will be performed per Wisconsin Statute Chapter 252.
3. When the Source Individual is already known to be infected with HBV, HCV or HIV, testing for the source individual's known HBV, HCV or HIV status need not be repeated.
4. Results of the Source Individual's testing shall be made available to the Exposed Individual, and the Employee or Student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the Source Individual.

Post Exposure Follow-up

A. Within fifteen (15) days of the completion of the evaluation, the Healthcare provider, who evaluates the Employee or Student, shall provide a written opinion to NTC and send a copy to the Employee or Student. Health care professionals shall be instructed to limit their opinions to:

1. Whether Hepatitis B vaccination is indicated for an Employee or Student, and if the Employee or Student has received such vaccination;
2. That the Employee or Student has been informed of the results of the evaluation;
3. That the Employee or Student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment; and

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Exposure Incident at Clinical Site:

Employee and Student must follow the exposure control plan for the clinical site where the exposure occurred. Notify NTC supervisor/faculty or designated personnel of incident. NTC supervisor/faculty or designated personnel must document incident in Maxient. Copies of all applicable Exposure Form(s) and all other paperwork should be submitted as a pdf, or acceptable format, attachment to the Maxient report.

Questions

The Human Resources Department, Facilities Department and Director of Security shall have the responsibility to implement, ensure compliance and revise this policy as needed.

Date Issued: August 23, 2021

Date Revised: August 17, 2021

References

OSHA Bloodborne Pathogens Standard, Standard Number 1910.1030
CDC Bloodborne Pathogens, DHHS (NIOSH) Publication Number 2007-157
Wisconsin Statute Chapter 252

Attachments

Form: Bloodborne Pathogen Exposure – Exposed Individual (BBPE-E)
Form: Bloodborne Pathogen Exposure – Source Individual (BBPE-S)

Instructions: If you are the **Exposed Individual**, complete the following and submit to Hospital Emergency Room.

EXPOSED INDIVIDUAL'S INFORMATION				
Name:			Date Completed:	
Division/Department:				
Date of Exposure:		Time of Exposure:		A.M. P.M.
Phone Number:		Type of Position:		
		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor		
EXPOSURE DETAILS				
1. Describe the task(s) you were performing when exposure occurred. Also, indicate building and room number:				
2. Identify the source of the body fluid to which you were exposed if known. (Source Individual is the person whose blood or body fluids provided the source of the exposure.)				
a. Source name, phone number, and address.				
3. Were you wearing personal protective equipment at time of occurrence? If so, please list the PPE you were using.				
4. List specifically the parts of your body that were exposed.				
5. Did a foreign object (needle, dental instrument, etc.) penetrate your body? If so, identify the object(s).				
6. Did you receive medical attention? If Yes, where, when and by whom?				
Additional information:				

STATEMENT OF UNDERSTANDING

Exposed Individual: I understand that NTC is required by law to attempt to obtain consent for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) infectivity testing each time an Employee/Student/Visitor is exposed to the blood or bodily fluids of any individual. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to the medical personnel directly responsible for my care and treatment and to the exposed Employee/Student/Visitor for his or her medical benefit and to others only as required by law. A representative from Human Resources will receive information necessary for the proper processing of the bill and to forward any information to appropriate claims processing.

Exposed individual: I have been fully trained in NTC’s Exposure Control Plan. I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been offered follow-up medical testing free of charge by NTC to determine whether or not I have contracted an infectious disease such as HIV, HCV, or HBV. Despite all the information I have received, for personal reasons, I freely decline this post-exposure evaluation.

CONSENT OR REFUSAL

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I hereby *refuse* consent to:

- HIV Testing
- HBV Testing
- HCV Testing

Note: If you refuse consent, should this incident be deemed a significant exposure, your blood may be tested for HIV, HBV, and HCV per Wisconsin Statute Chapter 252.

SIGNATURES

Exposed Individual’s Name

Exposed Individual’s Signature

Witness Name

Witness Signature

Instructions: If you are the **Source Individual**, complete the following and submit to Hospital Emergency Room.

SOURCE INDIVIDUAL'S INFORMATION				
Name:			Date Completed:	
Division/Department:				
Date of Exposure:		Time of Exposure:		
				A.M. P.M.
Phone Number:		Type of Position:		
		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor		
EXPOSURE DETAILS				
1. Describe how the exposure occurred. Also, indicate building and room number:				
2. Identify the Exposed Individual, the person who was exposed to your blood or body fluids.				
Additional information:				
STATEMENT OF UNDERSTANDING				
<p>Source Individual: I understand that NTC is required by law to attempt to obtain consent for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) infectivity testing each time an Employee/Student/Visitor is exposed to the blood or bodily fluids of any individual. I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.</p> <p>I understand that the results of these tests will be kept confidential and will only be released to the medical personnel directly responsible for my care and treatment and to the exposed Employee/Student/Visitor for his or her medical benefit and to others only as required by law. A representative from NTC Human Resources will receive information necessary for the proper processing of the bill and to forward any information to appropriate claims processing.</p> <p>Source Individual: I understand that an NTC Employee/Student/Visitor has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for HIV, HBV and HCV at no expense to me.</p>				

CONSENT OR REFUSAL

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I hereby *refuse* consent to:

- HIV Testing
- HBV Testing
- HCV Testing

Note: If you refuse consent, should this incident be deemed a significant exposure, your blood may be tested for HIV, HBV, and HCV per Wisconsin Statute Chapter 252.

SIGNATURES

Exposed Individual's Name

Exposed Individual's Signature

Witness Name

Witness Signature

Appendix C: Program Readmission

POLICY STATEMENT

The Northcentral Technical College (NTC) Dental Therapy Program may re-admit students based on academic standards*, evaluation of Admission Portfolio, and program space availability. Students wishing to be readmitted to the Dental Therapy program should contact the admissions office to initiate the process whereby the Dental Therapy Program Admissions committee will review application materials quarterly following the academic year calendar July 1st to June 30th.

A. REQUIREMENTS & SUBMISSIONS

- a. NTC application and related fees
- b. Review of NTC Criminal Background and Health Records information (<http://www.ntc.edu/criminal-background>)
- c. Admission Portfolio
 - i. Requesting student's success plan
 - ii. Unofficial Transcripts
 - iii. Personal letter that includes:
 1. Why the student wants to re-enter the program
 2. How the student plans on being successful
 3. How this re-admission will lead to graduation (please include relevant circumstance changes to lend to successful completion)

B. READMISSION PROCESS

- a. Student will submit the completed Admissions Portfolio to the Dental Therapy Program Director
- b. Once your portfolio has been received by the Dental Therapy Admissions committee, you will have an appointment scheduled to meet with the Dental Therapy Admissions Committee. You will receive notification of the date and time of your meeting via email. Please confirm the meeting date and time. If you cannot attend, you may be scheduled at a later date.
- c. The requesting student will meet with the Dental Therapy Admission Committee to:
 - i. Review Admission Portfolio with student
 - ii. Review Admission process
 - iii. Identify evaluation plan of theoretical, skill, and clinical knowledge to determine appropriate placement within the allied health program being requested if the student is permitted to enter the program. The student may need to demonstrate competencies of a previous program course(s), repeat a course, demonstrate success in a theory course before taking a clinical course, or start the program over. These are all to improve the student's ability to be successful as they progress through the requested program. A progression plan/learning contract may be utilized.
- d. The Dental Therapy Admission Committee will provide the student with a written decision and rationale within 3 weeks of the meeting.

Note: As with all students in Health Division programs, any potential re-admitted student is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

*Student transferring from a college with the same accrediting body as NTC

Appendix D: Reasonable Accommodations Plans for Impaired Functional Abilities

Pertains to: Health Occupations Program students/staff

Purpose:

The purpose for having a “Reasonable Accommodations Plan” is for students who may suffer injury or health impairment during program enrollment, which results in their inability to meet certain Functional Abilities within their field of study.

Policy:

If possible, NTC will make every effort, following an evaluation, to accommodate students with injuries or episodic health problems so that they can complete their clinical or lab rotations while maintaining the same level of clinical standards. Since the situations may vary widely, thus impacting on varied Functional Abilities, the evaluations must be done on an individual basis. NTC understands that while accommodations made to complete a program may be reasonable, they may not be reasonable for an employment situation.

Procedure:

Following a hospitalization, injury, or health impairment which impacts on Functional Abilities and prior to returning to clinical:

1. The student must provide the Program Director with a medical release form signed by a qualified health care provider. If there are no work restrictions, then a plan will not be written.
2. A copy of work restrictions, signed and dated by a qualified health care provider, must be received by the Program Director.
3. A “Reasonable Accommodations Plan” will be written, which outlines in part:
 - ways in which the student may function during the clinical shift while still meeting clinical objectives and maintaining patient safety
 - specific timeframes that the plan covers
 - a release of NTC from liability
4. The Program Director will ensure that the student understands the plan, signs the form, and is given a copy.
5. A copy of the plan will be sent to the Dean of Health Science and copies of the plan and the health care provider’s work restrictions will be given to the clinical instructor.
6. It is the responsibility of the clinical instructor to inform unit staff at the clinical agency of the student’s plan and to provide a copy if they request it.