



Dental Assisting Program Application for Program Admission

Due Date:

April 15, 2018

Submit Applications to:

**Jimmy Wright
Dean of Student Services
Big Sandy Community and Technical College
1 Bert Combs Dr.**

Prestonsburg, KY 41653

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

Students who complete the Dental Assisting Integrated Program are awarded a diploma from Big Sandy Community & Technical College

The Kentucky Community & Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Dental Assisting Program Mission

The Dental Assisting program prepares the student to function effectively as an integral member of the dental health team and to perform chairside assisting and related office and laboratory procedures under the direction and supervision of a dentist.

Dental Assisting Program Goals

The dental assisting program will:

1. Prepare graduates to demonstrate professionalism, ethical behavior and life-long learning
2. Promote advancement in teaching and learning
3. Comprehensively prepare competent individuals in the current concepts of four-handed dental auxiliary utilization

Dental Assisting Program Information:

The dental assisting program prepares the student to function as a dental assistant under the supervision of a dentist. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulation of dental materials, taking radiographs, providing oral health instructions and performing office management tasks.

Dental assisting students will be awarded a Diploma in Dental Assisting from Big Sandy Community and Technical College. Graduates will be certified in radiation health and safety, coronal polishing and expanded duties (lab competency). The dental assisting curriculum includes courses in general education as well as dental educational experiences through lectures, clinical externship rotations, laboratory and related study. The program involves delivery of instruction to students at two sites located in central and eastern Kentucky. Students at both sites receive an equally well-rounded education in their chosen career track. This is accomplished through the use of:

- Fewer numbers of students at each site provides individualized instruction for students.
 - Each site location can accept from 10-20 assisting students per year.
- Distance Learning. Instructors are able to provide educational materials to students by way of Interactive Television (ITV), internet and email. Lectures and demonstrations can be sent to each site, giving students the opportunity to learn with onsite classmates as well as with the offsite students in the program. Laboratory and clinical components of each course are provided onsite.
- Combined learning experiences for dental assisting and dental hygiene students in six common core courses. These six courses have been identified as being similar in nature that they are integrated into either program during the specified semester.
 - DAH 101 Infection Control and Medical Emergencies
 - DAH 121 Dental Sciences
 - DAH 124 Materials in Dentistry
 - DAH 131 Oral Pathology
 - DAH 135 Oral Radiology
 - DAH 235 Practice Management

Job outlook and salary information can be obtained on the following website:

<https://www.bls.gov/oes/2012/may/oes319091.htm>

Bloodborne Pathogens:

Students enrolled in the Dental Assisting Program will be performing exposure prone procedures and will be required to wear safety glasses, gloves, face masks and protective clothing during all laboratory and clinic activities that produce airborne particulate matter or expose students to patients during dental procedures. An exposure prone procedure is one in which there is an increased opportunity for the exchange of bloodborne pathogens between the patient and the dental health care provider because of the kind of procedure being performed. Safety policies, procedures and protocols are taught and followed according to OSHA regulations and CDC standards to provide a safe learning and patient care environment. The program policies on Bloodborne Pathogens and Infectious Disease are available to applicants upon request. Upon acceptance to the program, extensive training in this area will occur. For more information on Bloodborne Pathogens visit:

<https://www.cdc.gov/niosh/topics/bbp/default.html>

Additional Information

Prior to enrolling in the first semester of dental assisting courses the student must:

- Have current CPR (Healthcare Provider Level) certification
 - Have a current TB test
 - Have current immunizations against tetanus, mumps, measles, and polio
 - Obtain the Hepatitis B vaccine
- Those refusing are required to sign a waiver form

Dental Assisting Program Technical Standards:

Health care delivery can be characterized as the application of specific knowledge to the skillful performance of Dental Assisting/Dental Hygiene technical functions. Therefore, in order to be considered for admission, all applicants should possess sufficient:

1. Visual acuity: to prepare and administer therapeutic agents and to make observations necessary for patient assessment as in taking vital signs
2. Auditory perception: to interpret verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as the stethoscope
3. Gross and fine motor coordination: to perform the delicate manual intraoral operations required of dental personnel
4. Verbal and non-verbal communication skills (speech, reading, and writing): such as are needed in classroom and clinical settings to interact with patients and professional personnel
5. Intellectual and emotional functions: to plan and implement care for individuals

APPLICATION PACKET AND CONTACT INFORMATION

This application packet includes:

1. College and program admission requirements and application instructions
2. Application for Admission to the Dental Assisting/Dental Hygiene Integrated Program
3. Pre-admissions Conference Proof of Attendance (Must be signed by program faculty to be valid)
4. Application portfolio checklist
5. Dental Assisting Integrated Program curriculum
6. Statement of Understanding for Health Occupations

PRE-ADMISSION CONFERENCE

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

October 4, 2017	4:00 PM – 5:00 PM
November 15, 2017	4:00 PM – 5:00 PM
January 17, 2018	4:00 PM – 5:00 PM
February 8, 2018	4:00 PM – 5:00 PM

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

Big Sandy Community and Technical College – Prestonsburg Campus, Johnson Building, Room 117

Somerset Community College – Laurel Campus, LN2Building, Room 118

Dental Assisting Program Contact Information

Jill Keaton, DMD, MS – Dental Assisting Program Coordinator

606-889-4726

**Big Sandy Community and Technical College
One Bert T. Combs Drive
Johnson Bldg., Room J-113B
Prestonsburg, KY 41653**

Olivia Ritchie, CDA, EDDA, MSEd – Dental Assisting Instructor

606-886-7396

**Big Sandy Community and Technical College
One Bert T. Combs Drive
Johnson Bldg., Room J-148
Prestonsburg, KY 41653**

Patsy Smallwood, CDA, RDH– Dental Assisting Instructor

606-878-4789

**Somerset Community College-Laurel Campus
100 University Drive
Bldg. 1, Room 151
London, KY 40741**

APPLICATION PROCEDURES AND INSTRUCTIONS
DENTAL ASSISTING PROGRAM

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

1. Complete and submit the KCTCS Application for Admission and mail it with your completed application packet to the address below (Big Sandy Community and Technical College). It is important that students list all colleges attended, including KCTCS colleges. If you are currently enrolled at BSCTC, complete steps 2-6.
2. Submit an **official** copy of a high school transcript or GED scores **AND official** college transcripts from any college(s) attended (showing every period of enrollment) to Big Sandy Community and Technical College. Students **do not** have to submit copies of transcripts from any KCTCS colleges they may have attended.
3. Submit **official** ACT or COMPASS placement test scores. Scores must be submitted before 5:00 pm EST **April 15, 2018**, and it is the student's responsibility to ensure that the Associate Dean of Admissions receives an official copy of the scores prior to the application deadline
4. Complete and submit the application form for the Dental Assisting Integrated Program (included in this packet).
5. All students **must** attend one mandatory pre-admission conference **to be considered for the Dental Assisting** Integrated Program. Complete and have signed by proctors the Pre Admission Conference Form included in this packet on the date of attendance. Students **will not** be considered for the program unless they attend one of the conferences.

Prospective Dental Assisting students must submit **ALL** of the above required documentation to the address listed below, regardless of any previous applications that have been submitted, by 5:00 pm EST **April 15, 2018**. Incomplete application portfolios **will not** be considered. The Admissions Committee is not responsible for documentation that is not mailed or hand-delivered to the address listed below.

Jimmy Wright
Dean of Student Services
Big Sandy Community and Technical College
1 Bert Combs Dr.
Prestonsburg, KY 41653

Big Sandy Community & Technical College

Application for Dental Assisting Program Admission

General Directions: Please complete the following personal data. Illegible applications will not be processed. Applications must be postmarked by **April 15, 2018** to be considered.

Applicant Name	Last	First	MI
Student ID# (if currently enrolled in classes)	ID#	Date of Birth	
	SS#	____/____/____	
Applicant Address	Street	City	
	State	Zip Code	
Contact Numbers	Home	Cell/Alternate	
Email Address (Required)			
Please check the box next to the site that you wish to attend.	<input type="checkbox"/> Big Sandy Community and Technical College		
	<input type="checkbox"/> Somerset Community College		
List All Colleges/Universities Attended	Name of College		
	Location		
	Dates Attended	From ____/____ to ____/____ mm/yy	
	Degree Awarded		
	Name of College		
	Location		
	Dates Attended	From ____/____ to ____/____ mm/yy	
	Degree Awarded		
Official Transcripts	Have you requested official transcripts from each institution listed above be sent to BSCTC (other than KCTCS) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Test Scores ACT Score OR COMPASS Scores (Reading, Writing, Algebra)	ACT Composite Score. minimum 18		
	COMPASS Scores	OR	Transitional courses
	Reading (minimum 81):	_____	_____
	Writing (minimum 70):	_____	_____
	Algebra (minimum 30):	_____	_____

Signature: _____ Date: _____

Pre-admission Conference Date Attended: _____ (Attach Pre-Admission Conference Letter)

Attach Dental Office Experience Form to the Program Application. Make copies of all forms for your files. It is the responsibility of the applicant to insure that the application is complete and that all information has been received. All information must be included for your application to be complete. Any missing information will result in your application not being considered for admission.

Office Use Only
Date Received: _____

<input type="checkbox"/> I have a degree <input type="checkbox"/> I am currently enrolled at BSCTC <input type="checkbox"/> I am not currently enrolled at BSCTC (must submit application to BSCTC if not already submitted)
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Big Sandy Community & Technical College

Pre-Admissions Conference Proof of Attendance

Dental Assisting Program

Name of Attendee: _____

Date of Attendance: _____

Program Faculty Signature: _____

DENTAL ASSISTING PROGRAM
APPLICATION PORTFOLIO CHECKLIST



KCTCS APPLICATION FOR ADMISSION	Complete and submit the KCTCS Application for Admission and mail with your completed packet to Big Sandy Community and Technical College, even if you are currently enrolled at or have applied to another KCTCS college. It is important that students list all colleges attended, including KCTCS colleges.	
OFFICIAL HIGH SCHOOL/ GED AND/OR OFFICIAL COLLEGE TRANSCRIPTS	Submit an official copy of a high school transcript or official GED scores AND official college transcripts from any college(s) attended (showing every period of enrollment) to Big Sandy Community and Technical College. Students do not have to submit copies of transcripts from any KCTCS colleges they may have attended	
OFFICIAL ACT TEST SCORES OR COMPASS PLACEMENT TEST SCORES	Submit official ACT or COMPASS placement test scores. However, the scores must be submitted by 5:00 pm EST on June 30, 2017, and it is the student's responsibility to ensure that the admissions office receives an official copy of the scores prior to the application deadline.	
PROGRAM APPLICATION	Complete and submit the application form for the Dental Assisting Integrated Program (included in this packet).	
MANDATORY PRE-ADMISSION CONFERENCE FORM	All students must attend one mandatory pre-admission conference to be considered for the Dental Assisting Integrated Program. Complete and have signed by proctors the Pre Admission Conference Form included in this packet on the date of attendance. Students may attend the conference before or after they apply. Students will not be considered for the program unless they attend one of the conferences. Dates and times are listed under the section entitled "Selective Admission Process." The deadline to submit and meet ALL of the above listed materials and requirements is 5:00 pm EST on April 15, 2018. Incomplete application portfolios will not be considered. Application portfolios should be mailed or brought to the following address:	

Jimmy Wright
Dean of Student Affairs
Big Sandy Community and Technical College
1 Bert Combs Dr.
Prestonsburg, KY 41653

Selection Process for the Dental Assisting Program

The Admission Committee determines academic eligibility and ranks the applicants based upon the following criteria:

- **ACT composite score** - minimum of 18
- **COMPASS scores – average of total of three sections**
 - Reading – minimum score of 81 OR completion of transitional course equivalencies (minimum score of 81 will be utilized in averaging, if this option is selected)
 - Writing – minimum score of 70 OR completion of transitional course equivalencies (minimum score of 70 will be utilized in averaging, if this option is selected)
 - Algebra – minimum score of 30 OR completion of transitional course equivalencies (minimum score of 30 will be utilized in averaging, if this option is selected)
- **Cumulative GPA in 10 or more college credit hours** of all postsecondary education from an accredited institution with a 3.0 or higher
- **Completion of the following courses (with a grade of C or better)** will gain preference points in the selections process:
 - BIO 135 Basic Anatomy and Physiology with Lab OR
 - BIO 137 Anatomy and Physiology I (student must also complete BIO 139 Anatomy and Physiology II in order to meet graduation requirements, if this option is selected) AND
 - 3 credit hours from Writing or Oral Communications or Heritage or Humanities
 - Computer Literacy
 - PSY 110

Big Sandy Integrated Dental Assisting

Pre-requisites:

Course Number	Course Title/Area	Credit Hours
BIO 135	Basic Anatomy and Physiology with Laboratory	4
	OR	
BIO 137	Human Anatomy and Physiology I	4
	AND	
BIO 139	Human Anatomy and Physiology II	4
		Total 4-8

General Education:

Course Number	Course Title/Area	Credit Hours
	One course from Writing, Oral Communications, Heritage or Humanities	3
PSY 110	General Psychology	3
		Total 6

Fall Term:

Course Number	Course Title/Area	Credit Hours
DAH 101	Infection Control and Medical Emergencies	2
DAH 121	Dental Sciences	3
DAH 135	Oral Radiology	2
DAH 124	Materials in Dentistry	2
DAS 125	Dental Assisting I	6
DAS 130	Seminar I	2
		Total 17

Spring Term:

Course Number	Course Title/Area	Credit Hours
DAH 131	Oral Pathology	3
DAH 235	Practice Management	1
DAS 225	Dental Assisting II	2
DAS 230	Seminar II	1
DAS 245	Preventive Dentistry	2
DAS 250	Clinical Externship	5
		Total 14

Total Credits 38-45

BIG SANDY COMMUNITY & TECHNICAL COLLEGE

**STATEMENT OF UNDERSTANDING
DENTAL ASSISTING PROGRAM**

I have read and understand each of the following statements.

- I. The program requires a period of assigned, guided clinical experience either in the school or other appropriate facility.
- II. For educational purposes and practice on "live" models, I consent in allowing other students to practice procedures upon me as I will practice these same procedures on them under the guidance and direct supervision of my instructor. The nature and educational objectives of these procedures have been fully explained to me. No guarantee or assurance has been given by anyone as to any problem that might be incurred as a result of these procedures.
- III. The clinical expectations of the health occupations department include:
 - A. Work Environment:
 1. Works in usually well-maintained areas of various light intensities due to the 24-hour nature of the health care industry. The majority of the time is indoors.
 2. The health care industry requires performance of "tasks that involve exposure to blood, body fluids, or tissues. Included are procedures or other tasks that involve an inherent potential for mucous membrane, or skin contact with blood, body fluids with visible blood, or other fluids or tissues, or a potential for spills or splashes. The use of personal protective equipment is required if exposure is likely. I acknowledge that I have been informed of the Occupational Safety and Health Administration (OSHA) Standard on blood-borne pathogens that makes standard precautions mandatory in all health care settings.
 3. The workplace is subject to frequent interruptions and long irregular hours in a stressful environment.
 4. Must be able to maintain concentration in fine detail while remaining alert to the environment. Attend to functions for more than 60 minutes at a time.
 5. Communicates effectively, in writing, electronically, and verbally, with a variety of individuals of diverse position, race, creed, color, national origin, religion, age, disability, and temperament. This includes physicians, health care facility management, patients and families, visitors, and other members of the health care team.
 6. May be exposed to hostile patients or other sources of violence in the clinical environment.
 7. May be exposed to infectious or communicable diseases such as
 - a. Hepatitis, b. AIDS, c. Tuberculosis, d. Herpes
 8. May be exposed to hazardous materials such as:
 - a. Biological agents including blood, feces, urine or other identified or unknown body fluids.
 - b. Ionizing nuclear materials in different kinds and amounts under reasonably anticipated situations.
 - c. Flammable agents used in the health care industry
 - d. Chemical hazards, including, but not limited to:
 - (1) Carcinogens, (2) Teratogens, (3) Poisons, (4) Asphyxiants.
 - e. Explosive hazards, both from known or unknown sources.
 9. May be exposed to internal or external disasters.
 10. May be required to use ramps, stairs, or ladders for various job tasks.
 11. May be periodically exposed to physical injury (burns, cuts, needle sticks, etc.).
 12. May be exposed to electrical hazards.
 13. May be subjected to a variety of noises, usually of a moderate level.
 14. Must be able to tolerate environmental fluctuations of temperature and humidity.
 - B. Physical requirements:
 1. Sits, bends, stands, stoops, crouches or crawls, reaches overhead, turns, lifts, and moves, sometimes in tight spaces, intermittently throughout the clinical experience and program.
 2. Seizing, grasping, holding, turning, twisting, or otherwise manipulating with the hand or hands for injections, equipment operation, resuscitation, etc.
 3. Picking, pinching, and other fine motor skills with the fingers for venipuncture, catheterization-cannulization, equipment setup, etc.

4. Physically able to work beyond normal working hours including overtime, evenings, nights, weekends, and/or various holidays as required by the situation.
 5. Lift and move supplies, equipment, medical records, patients, etc as needed. Depending on position must be able to lift up to 50 pounds without assistance, 100-250 pounds with assistance. Must be able to carry objects weighing 50 pounds or more in the duty area. Must be able to move by pulling or pushing up to 250 pounds by wheeled device.
 6. Retrieve supplies and equipment from the floor to elevated shelving which may require moving mobile access equipment (ladders, stools, carts, etc.).
 7. Be physically and mentally able to perform cardiopulmonary resuscitation for any age group without accommodation for at least 15 to 30 minutes.
 8. Possess excellent eye-hand coordination for venipuncture, palpation of landmarks, and maintenance of sterile environments.
 9. Perceive such attributes of objects and materials as size, shape, relative temperature, texture, motion, etc. by means of receptors in the skin as in measuring a patient's pulse or skin condition.
 10. Ability to perceive or recognize similarities or subtle differences in colors, or in the shape or other values of the same color: to identify a particular color or its components in an individual's skin color as an assessment of wellness, etc.
 11. See objects closely as in reading a glass clinical thermometer and patient observation.
 12. Possess speech and hearing skills and abilities must permit effective use of a conventional telephone system. Additionally, must be able to perceive the nature of sound, including soft voice, by ear, to respond appropriately.
 13. Remember task/assignment for full shift.
- IV. The instructor assigns clinical experiences for their educational value and thus no payment (wages) will be earned or expected.
- V. I will be a student within the clinical facilities that affiliate with my school and will conduct myself accordingly. All applicable personnel policies, standards, philosophy, and procedures of the clinical site will be followed. I also agree to obtain all tests (Drug Screening (initial and random), Background checks, etc.) and immunizations required by the affiliating agency. The cost of all tests and immunizations will be the responsibility of the student. The required tests and immunizations are 1) a TB skin test within 3 months starting the class, and 2) compliance with OSHA's Blood Borne Pathogen Standard's Hepatitis B immunization requirement. **Initial either A or B** below:
- A. I understand that due to my clinical exposure to blood or other potentially infectious materials during my education program, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed that KCTCS recommends that I take the hepatitis B vaccination prior to entering the clinical site. I understand that by declining this recommendation to take the hepatitis B vaccine, I will be at risk of acquiring hepatitis B, a serious disease. I understand that if, in the future, I want to be vaccinated I can take the vaccine at any time. If I choose to do this, I will furnish KCTCS with proof of vaccination within 10 days of taking the vaccination.
- B. I have had the hepatitis B vaccination and will submit proof of vaccination to KCTCS within 10 days.
- VI. Information regarding a patient or former patient is confidential and is to be used only for clinical purposes within the education setting. This confidentiality requirement applies to direct patient information, facility access codes, facility computer access codes and procedures, and any other patient or facility code not generally available to the public.
- VII. The educational experiences and knowledge gained during the program do not necessarily entitle me to a job; however, if all educational objectives and certification requirements are completed, I will be qualified for a job in this occupation and the school will assist me accordingly to attain employment.
- VIII. Any action on my part inconsistent with the above understandings may warrant suspension or termination of my training.
- IX. I have read and agree to abide by the school policies, rules, and regulations related to my occupational program.

*****All students will be required to sign this understanding during orientation before beginning the program.*****