

## Dental Assisting Program Clinic Placement Requirements

Students must meet the following requirements in order to be eligible for placement in a clinic rotation. The clinic requirement placement process begins after acceptance into the Dental Assisting Program.

### American DataBank ([Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com))

Students will be required to create an account with [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com). Information on how to create your account will be emailed to you by the Dental Assisting Program. The cost will be approximately \$120. Students will use Complio for their background check, UA, physical exam, and immunization tracking for the duration of the Dental Assisting Program. Students will need to upload all their clinic documentation to the website and keep their clinic placement requirements current through [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com).

### Criminal History Background Inquiry & Urine Drug Screening

Students must pass a criminal history background check and provide a negative 10-panel urine drug test. Information on the background check process and disqualifying crimes can be found on the Criminal History Background Check Info Sheet. Students with pending and/or disqualifying crimes are not eligible for clinic rotations. Dilute UA samples require rescreening within five business days at an additional cost and a second dilute sample is considered a positive. If your final drug test results are positive, you will be ineligible to participate in the program for one year. *Instructions for initiating the process and creating an account will be emailed to you from the Dental Assisting Program.*

### Physical Exam

All students must show evidence of satisfactory health status by physical examination within 6 months prior to starting clinic rotations (**Get your physical exam after July 4<sup>th</sup>**). The examination may be conducted by a physician or mid-level provider (PA, ARNP) and the provider must sign off that you have met the **Essential Qualifications of Dental Assisting Students** and whether or not there are any health problems or limitations that may interfere with your ability to complete clinic rotations while enrolled in the Dental Assisting program.

### CPR & First Aid Certification

American Heart Association (AHA) BLS for Healthcare Providers and AHA First Aid (AHA 203) are included in the first quarter of the Dental Assisting Program. Students must successfully complete both certifications and upload proof to Complio prior to clinic placement.

### 7-hour HIV/AIDS (Bloodborne Pathogen) Education for Healthcare

You must complete a WA DOH approved 7-hour HIV/AIDS education class once in your lifetime. BTC offers this training as AHA 106. Go to [www.btc.edu/TakeClasses](http://www.btc.edu/TakeClasses) to find course offerings. You may submit a copy of your unofficial transcripts or HIV/AIDS education class certification of completion. Online classes are acceptable as long as they are approved by the WA DOH.

### Health Insurance

You must submit proof of current health insurance coverage. Student Injury-only insurance is acceptable and information on how to enroll is available on the [BTC website](http://BTC website). Your health insurance must be current throughout the duration of the program and you must notify the Dental Assisting program of changes to your health insurance.

### Tuberculous Screening (TB test)

One of the following methods of TB screening is required to show proof of negative TB status:

- **2-Step Skin Test (TST):** A two-step is an initial injection that is then read by your nurse or doctor within 48-72 hours. The test must be repeated (second step) no earlier than one week from the 1<sup>st</sup> reading. A typical schedule is as follows:
  1. Initial appointment – first test (injection) is placed
  2. Second appointment – 48-72 hours after receiving the first test, it is read (measured)  
Wait – 1 to 3 weeks after reading of the first TB test
  3. Third appointment – second test (injection) is placed
  4. Fourth appointment – 48-72 hours after receiving the second test, it is read (measured)*If you have had a two-step TB (TST) screening in the past, you only need to have a one-step screening done each year. If more than a year has passed since your last TST, you must start over with the two-step process.*
- **IGRA Quantiferon or TSpot:** is a blood test that is ordered by your healthcare provider, you go to a lab to have your blood drawn and then you receive the results.

- **Chest x-ray and annual symptom review:** is usually done only for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get an x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete an annual symptom review.

## Immunizations

Dental Assisting students must have proof of all the required immunizations on file with the Dental Assisting Program before they can attend clinic. If you need to update your immunizations you may submit partial proof initially and then complete the process after the quarter starts **but before** beginning clinic rotations.

- **MMR (Measles-Mumps-Rubella):** proof of 2 MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella is acceptable.
- **Tdap:** you must have proof of having received one Tdap (tetanus, diphtheria, acellular pertussis) booster immunization *since 2006*. Students are encouraged to be up to date on their tetanus vaccination as well but is not required.
- **Varicella:** proof of 2 varicella vaccinations in your lifetime or positive titer indicating immunity to varicella. The vaccination or titer may be waived (*for varicella only*) if your healthcare provider signs off stating the date (m/d/y) that you had the disease (chicken pox).
- **Hepatitis B (Hep B):** proof of a positive titer indicating immunity to Hepatitis B or proof of at least the first Hep B vaccination in the sequence. It is the student's responsibility to complete the sequence (3 injections and a positive titer indicating immunity) and submit proof to the Dental Assisting Program. Students are required to complete the Hep B series while they are in the program.
- **Influenza:** you will be required to obtain an influenza vaccine during flu season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered. Only medical exemptions are accepted in place of yearly influenza vaccination. Contact the program manager for information about the medical exemption.

## Next Steps- Once you have registered for first quarter program core courses

1. The clinic placement requirements process begins after you have registered for DEN 110, DEN 112, DEN 114, DEN 115 & AHA 203.
2. You may begin by gathering your immunization records. If you are unsure of your current vaccinations the WA DOH offers online access to the vaccine registry at <https://wa.myir.net/>. You will need to register and create an account. Next you can make an appointment with your healthcare provider for a physical exam but be aware that the **physical exam must be completed no earlier than 6 months prior to the start of clinic**. You will need to download the Physical Exam form from Complio.
3. You will receive an email from the program with deadlines for completing clinic requirements, instructions for creating an account and submitting documentation to [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com).
4. Complete the urine drug screen (UA) and background check by the deadline. Creating your Complio account and paying for the services initiate the background check process.  
You are responsible for scheduling your UA appointment at the designated collection site. Negative results will be available within 3 business days from collection. If the test is non-negative it will transmit to a Medical Review Officer (MRO) for review. The MRO will contact you by phone with next steps. If your sample is dilute you will need to retest at additional cost. *BTC staff cannot be involved in the drug testing process in any way.*
5. Complete HIV/AIDS Education course only if you have not completed these beforehand.
6. Start the 2-step TB skin test process as it can take three or more weeks to complete.
7. Upload your clinic requirements documentation and Physical Exam form to Complio and electronically sign the required clinic placement forms.

**For questions about the clinic placement requirement process, please contact Allied Health Programs Program Office Coordinator Billie Baker, at 360 752-8447 or [bbaker@btc.edu](mailto:bbaker@btc.edu)**

**For questions about [Bellinghamtechcompliance.com](http://Bellinghamtechcompliance.com) (Complio/American DataBank), please contact Instructional Technician Shelby Traeger at [straeger@btc.edu](mailto:straeger@btc.edu).**