

**Course Number/Title: DH 210 Process III**

**Department: Dental Hygiene**

**Required Text:**

**NTC Dental Hygiene Clinic Manual**

**Author: NTC Dental Hygiene Faculty**

**PUBLISHER: NTC**

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**EDITION: 2012**

**Process III Course Manual**

**Author: Koziel**

**Publisher: NTC**

**Copyright: 2012**

**Edition: 2012**

**Clinical Practice of the Dental Hygienist**

**Author: Wilkins**

**Publisher: Lippincott Williams & Wilkins**

**Copyright: 2011.**

**Edition: 11th**

**Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation**

**Author: Nield-Gehrig**

**Publisher: Lippincott, Williams & Wilkins**

**Copyright: 2013**

**Edition: 7<sup>th</sup>**

**Dental Hygiene Theory and Practice**

**Author: Darby**

**Publisher: Saunders/Elsevier**

**Copyright: 2012**

**Edition: 3<sup>rd</sup>**

**Mosby's Dental Dictionary**

**Author: Mosby**

**Publisher: Mosby/Elsevier**

**Copyright: 2008**

**Edition: 2<sup>nd</sup>**

**Year: Fall 2012**

**Credit Hours: 5**

**DAYS/TIME: Mon. 1-6**

**TUES 8-1, 2-7 Wed. 8-1**

**ALT. FRI. 1-5**

**HLTH. SCIENCE 808**

**Supplies:**

Clinical Attire (all inclusive items as defined at each campus)

Instrument kit (all inclusive items as defined at each campus; purchased prior to DHPI for patient care)

Internet Access

**Instructor: Sheri Martin**

**Office Hours: Posted**

**Email: [sheri.martin@colbycc.edu](mailto:sheri.martin@colbycc.edu)**

**Course Placement: Sophomore**

**Phone # 785-460-5414**

**Prerequisite: DH110, DH124**

**Pre/Corequisite: DH126, DH125**

**Rationale**

This course is designed to satisfy the Dental Hygiene curriculum at NTC at Wausau, Wisconsin.

**Performance-based Instruction**

This is a performance-based course. It is designed around ten competencies. You will be required to show me your learning by demonstrating your skills. Your grade will be based on your performance of those competencies according to the criteria outlined in your learning plans.

**Course Description**

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene, Process II. In consultation with the instructor, students apply independent problem solving skills in course of providing comprehensive care for calculus case type 1, 2, and 3 patients and perio case type 0, I, II, III patients. Dental Hygiene Process III introduces root detoxification using hand and ultra-sonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxis treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs.

**Core Ability Statement**

Core Abilities are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the content of a specific course or program and are the skills employers tell us they expect employees to have. NTC has identified seven Core Abilities that are important in every area of learning. All seven of these core abilities have been identified as important in this course:

- Communicate effectively
- Act responsibly
- Work productively
- Work cooperatively
- Demonstrate integrity
- Think critically and creatively
- Develop global awareness

**Program Outcomes**

The competencies listed in the syllabus for this course are to help you obtain the skills and knowledge required to obtain the type of position you desire upon completion of the program. There is a direct link between this course and the overall program.

- A. Model dental hygiene professional code of ethics
- B. Counsel patients to reduce health risks
- C. Provide community oral health services in a variety of settings
- D. Manage infection and hazard control
- E. Assess data on all aspects of patient health using methods consistent with dental hygiene scope of practice and legal principles
- F. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals
- G. Provide preventive and therapeutic services that promote oral health according to the needs of the patient.
- H. Evaluate the effectiveness of the implemented patient dental hygiene care plan

### Course Competencies

Competencies are what learners will be able to do as a result of the learning experience. In this course, the competencies that you must demonstrate are:

1. Perform root detoxification with hand instruments
2. Perform root detoxification with ultra-sonic instruments
3. Manipulate files
4. Integrate oral irrigators
5. Administer prescribed chemotherapeutic agents
6. Determine tobacco use risks
7. Adapt care plan in order to accommodate patients with special needs
8. Choose treatment options for prophylaxis on dental implants
9. Exhibit independent problem solving skills in the course of providing comprehensive care for calculus case type 1, 2, and 3 patients
10. Exhibit independent problem solving skills in the course of providing comprehensive care for perio case type 0, I, II, and III patients

### Core Abilities

Core Abilities are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. For you to meet these demands, NTC has identified 7 Core Abilities that are important to every area of learning. In this course we will focus on:

- |                                 |                          |
|---------------------------------|--------------------------|
| Communicate effectively         | Act responsibly          |
| Work productively               | Work cooperatively       |
| Demonstrate integrity           | Develop global awareness |
| Think critically and creatively |                          |

### Assessment Information

This course is a performance-based course, designed for your success. Ten learning plans will be studied over the course of the semester. Each learning plan will have assessment activities or tasks, called PATs, which will evaluate your performance of the course competencies. To earn a passing grade, all competencies must be demonstrated successfully.

The grade you achieve in this course is entirely up to you. Advanced preparation and participation in activities, as well as completion of course work will all help you achieve the personal goals you set for yourself. To help you, I will utilize a wide variety of teaching methodologies and assessments to help you maximize your learning potential. Be open to new activities in order to help yourself reach new personal and professional levels of achievement and success.

The following items will be part of your assessment for this course and contribute to your final grade:

#### Cumulative Lecture Grade

#### Reflection Journal

#### Case Document

#### Clinical (Lab) Evaluations

- Equipment set-up/Typo Demo- Part A
- Ethical Dilemma Observation
- Instrument Sharpening Process
- Medical/Dental History Scenario Product
- Medical Emergency Role Play Observation
- Polishing Process
- Radiographic Interpretation Product-FMX
- Radiographic Interpretation Product-Pan

#### Product Evaluations

- Calculus Charting- Two
- Dental Charting
- Extra/Intraoral Exam- Two
- Instrument Reprocessing Effectiveness
- Instrument Sterilization Effectiveness
- Patient Education Plan-Adult
- Patient Education Plan-Child
- Patient Education Presentation
- Periodontal Probing-Four Quads
- Radiographs-2 Child BTW
- Radiographs-BTW-Four

Radiographic Orientation/Content Review

**Observation Evaluations:**

Fundamental Skills-Six Quads

Periodontal File

Root Debridement-Part A

Root Debridement-Part B

**Process Evaluations:**

Chemotherapeutic/Oral Irrigator

Probe-Four Quads

Ultrasonic-Part B

**Process/Product Evaluations:**

Air Polishing-Part B

Med/Den History-Recall

Sealant

Radiographs-FMX-Two

Sealant-Three

Supra Deposit Removal-Air Polish

Supra Deposit Removal-Adult-Two

Supra Deposit Removal-Child

Time/Motion Efficiency-Two

Treatment Plan

Treatment Record Documentation

Clinic Service Activities-Three

In this course your performance will be assessed in the following methods:

**Clinic/Lab**

Process and Process/Product Evaluations:

- All must be successfully completed to pass Dental Hygiene Process III.
- If minimum competency or performance level is not achieved, you must repeat the entire process until minimum competency is achieved. **The score recorded is the minimum competency level.** failure to achieve minimum competency will result in a score of zero for that process.
- Once minimum competency has been achieved, reprocessing for the betterment of the grade will not be allowed and minimum completed score will be recorded.
- Poor evaluation performance may indicate the need for an additional evaluation (up to the discretion of the evaluating instructor).

Product Evaluations:

- All must be successfully completed to pass Dental Hygiene Process III.
- If minimum competency or performance level is not achieved, you must repeat the entire process until minimum competency is achieved. The highest score will be recorded. Failure to achieve minimum competency will result in a score of zero for that product.
- Products may be repeated for the betterment of a grade. The highest scores will be recorded and used for grade determination.
- Poor evaluation performance may indicate the need for an additional evaluation (up to the discretion of the evaluating instructor)

Observation Evaluations:

- All must be successfully completed to pass Dental Hygiene Process III.
- A non-graded evaluation with constructive feedback using appropriate evaluation instrument with pre-stated criteria.
- Poor evaluation performance may indicate the need for an additional evaluation (up to the discretion of the lead instructor).

**Lecture**

Worksheets

- Each lab activity has a reading assignment along with a series of corresponding questions. The responses must be submitted immediately prior to the actual lab presentation and participation (Lead will specify per campus). Format: typed, double-spaced, Font 12, Times New Roman, uses correct grammar, spelling, and punctuation. This is an individual activity.

### Special Needs Grid

- Given a list of medical conditions or cultural experiences, identify the definition, dental implications, and alternative treatment methods, special handling, or treatment modifications associated with the condition or situation. Present this information typed in a grid format. This is an individual activity.

### Take-home Exam

- This exam will consist of fifty questions of varying types. Using the course manual as your reference, identify the most appropriate response to each question or series of questions. Submit your answers, via e-mail to Koziel@ntc.edu. This is an individual activity.

### Final Exam

- This exam will consist of 100 questions of varying types (True/False, list in order, multiple choice, or case study/story problems). This exam is cumulative and is based on past reading assignments, lab experience, and power point presentations. Exam is closed book, without reference, and face-to-face classroom delivery. This is an individual activity.

### Reflective Journal

- Upon completion of each clinical week, document your thoughts, experiences, successes and failures. Identify your strong points as well as areas in need of improvement. Utilize the sheets provided to record this weekly reflection (any format is acceptable; Typed, handwritten, bullet points or complete sentences). Based on the weekly notations, create a cumulative document which reflects your journey through DHPIII. This document format is: typed, double-spaced, Font 12, correct grammar, spelling, and punctuation. Submit the weekly reflections along with this final cumulative document for grading. This is an individual activity.

### Assignments

Because it is vital that you can demonstrate each of the competencies outlined in this course, we must stay on track with timelines for assignments. All assignments must be completed and submitted on time. The grade recorded for late lecture assignments will reflect specific point deductions as sited on evaluation forms. All clinic/lab assignments (CPE, evaluations, and Clinic Service Activities) must be submitted for grading within one week of completion.

**Attendance and Participation:** Consistent attendance and participation in this course is essential for your success! Demonstrating these behaviors will help you meet NTC's core abilities and will help prepare you for future employment. As your instructor, I will make reasonable allowances for personal illness, legitimate absences which accommodate the Americans with Disabilities Act (ADA) and absences for sincerely held religious beliefs. Whenever possible, please contact me prior to an absence to make arrangements for missed course work. Unexcused or excessive absences, however, will have a negative impact on your success in this course.

You are required to be in class for all class sessions (100% attendance is expected with or without a patient). Please be on time for class. If you are late, please enter quietly without creating a class disruption. Please act responsibly by arranging your schedule so you are able to attend each class session. If you must miss a class, please call or email me (Ms. Koziel) to schedule a meeting time so that you can receive the material you missed a set a reasonable make-up work timeline so that you will not fall behind and can continue to be successful in the course. Remember that you must demonstrate all competencies in order to pass the course. Please be here so that you are successful! Should it be

necessary to be absent, you are required to notify me (your lead instructor) and clinic personnel prior to the absence. It is your responsibility to cancel and reschedule any patients that were scheduled.

When changes in health status occur (pregnancy, surgeries, infections, injuries, etc.) written verification from the attending physician indicating that you may return and engage in the rigors of clinical (without endangering the safety of others) is required. A clinical contract is available for downtime. Downtime refers to excused absences (illness, death in family, or official school field trips) or situations created by the patient that prevents you from completing treatment (patient arrives late, leaves early, or cancellations).

Unexcused absences will result in a deduction of an Employability point. You will be responsible for any announcements and all material presented in class. If NTC is closed, we will not have class.

**No Show/Drop/Cease to Attend:** Students who do not attend the first session of class or who do not complete the first assignment in Blackboard by the deadline will be considered a 'No Show' and will be removed from the course. If you wish to drop this course once it is underway, you may do so within the first 80% of the course. Please follow the information under the Student Procedures Guidelines to officially drop the course. If you cease to attend and do not "officially" drop a course before the course is 80% complete, you may receive an "F" for this course. **If you withdraw from this class you are automatically out of the program.**

### Grades

Final course grades can be viewed by going to [www.ntc.edu](http://www.ntc.edu), clicking on "my>NTC" and following the instructions listed. For more information on grading and academic procedures, please review the NTC Policies and Guidelines below.

The Instructional strategy for this course will be lecture/clinical. Grade determination is based on a combined 20% lecture component and an 80% clinical component. This course, like all other dental hygiene courses, must generate a final grade of "C" or better to progress in the dental hygiene program. Upon completion of DHPIII, refer to the Grade Criteria Chart below and use the following as a guide to determine your final grade:

1. Circle the number that represents the total number of Quota Points earned this semester.
2. Circle the number that represents the total number of Quads of Class 2/3 sub-calculus successfully completed this semester.
3. Circle the number that represents your total earned Employability Points. a) Take 195 and subtract the total number of infraction points deducted this semester.
4. Circle the number that represents the percentage Grading Scale earned this semester. a) Calculate your dental charting. Take the total number of product dental charting (all pass and fail—does not include the "teach" chartings). From that cumulative number, subtract all of fail products. Divide that number by the cumulative number for your percentage. Insert that percentage into the appropriate space on your printout. b) Add the "Earned Score" from your Process, Process/Products, Products, Radiographs, and Case Doc. Divide that number by 41. c) Multiply that number by 80%. d) Add that number to your total Lecture Grade Earned Score. Your lecture grade is worth 20% of your final grade. The number recorded on your tracking sheet reflects the point value out of 20.
5. Circle the appropriate response regarding the number of evaluations completed this semester.
6. Circle the number that represents the total Clinic Service Activities completed this semester.
7. The lowest letter grade circled reflects the overall grade earned. This will be the grade recorded with the college as your final course grade.

## Grading Criteria

Grade	Quota Points	Quads Scaled	Employability Points	%Grading Scale	Completed Evaluations	Clinic Service Activities
A	30	9	185-195	95-100	All	3
A-	28	8	179-184	92-94	All	3
B+	26	7	175-178	90-91	All	3
B	24	6	169-174	87-89	All	3
B-	22	5	163-168	84-86	All	3
C+	20	4	156-162	80-83	All	3
C	18	3	146-155	75-79	All	3
D	17	2	167-145	70-74	All	
F	=/<16	0	136 or below	69 or below	Less than All	Less than 3

## Program Clinical Requirements (Cumulative)

\*To graduate from the NTC Dental Hygienist Program, you must successfully complete the following requirements:

- Cumulative Patient Requirements
    1. (6) children
    2. (1) adolescent
    3. (7) geriatric
    4. (10) periodontally involved
  - (1) Panoramic Radiograph
  - Cumulative Quadrant Requirements—24 quadrants of Class 2/3 sub-calculus
    1. 3 quads at 75%- 5 areas of feedback
    2. 5 quads at 80%- 4 areas of feedback
    3. 7 quads at 85%- 3 areas of feedback
    4. 9 quads at 90%- 2 areas of feedback
- 24 quads

As a cumulative graduate requirement, you are strongly encouraged to begin the process of identifying and completing class two/three (2/3) subgingival quadrants in Dental Hygiene Process II. The Dental Hygienist Program strongly discourages you from delaying these requirements.

## Technical Skills Attainment

In addition to assessing each course competency, your instructors will assess your ability to demonstrate each program outcome. This assessment, called Technical Skill Attainment (TSA), is important because it objectively measures your ability to meet industry-recognized skills. When you complete the TSA for your program, you will demonstrate what you know and can do. You can then share this information with prospective employers. Your instructors will tell you how and when your program TSA will be done.

**Guidelines for your success:****NTC Student Guidelines and Procedures**

Please review all of the NTC student guidelines and procedures found at this website:  
<http://www.ntc.edu/current-students/guidelines-procedures>

**Student Behavior Guidelines (Including)**

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

**Student Academic Procedures (Including)**

Academic Appeal	Grades and Grading System
Academic Retake	Refunds
Add/Drop a Class	Transcripts

**General Information (Including)**

Academic Calendar	Religious Accommodations for Students
Emergency School Closing	Student Catalog and Handbook
Equal Opportunity	Student Bill of Rights
Privacy Policies	Student Printing Procedure

**Tutoring**

Please view this site <http://www.ntc.edu/current-students/tutoring> to learn about academic support offered at NTC.

**Academic Integrity Code**

All are expected to pursue the highest standards of academic excellence and integrity.  
 Your responsibilities include:

- A duty to respect the efforts of others by submitting his or her own work;
- A duty to acknowledge properly the efforts of others;
- A duty to treat others with respect and dignity;
- A duty to safeguard and respect the property and rights of others;
- A duty to preserve the quality and safety of academic facilities;

Accept the responsibility to be honest and meet accepted ethical standards in completing your academic assignments and requirements. 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, impedes or possesses or uses academic materials is considered unethical. Dismissals from this course and/or the Program are actions that may occur for these types of infractions. A student must demonstrate a satisfactory and safe performance level during each clinical/laboratory course throughout each semester. A student who is deemed unsafe during a clinical/laboratory course will not continue in the program.



Competency	Criteria
Satisfactory	Patterns of behavior that demonstrates consistent progress toward fulfillment of the course competencies and objectives
Unsatisfactory	Patterns of behavior that fail to meet the course competencies and objectives.
Unsafe	Behavior that jeopardizes or is potentially harmful to patient, fellow classmates, faculty, staff and self. Unsafe behavior can be either commission or omission of acts.

### **Special Needs/ADA Accommodations**

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 the Student Success Center at 715-803-1469 or visit our website: <http://www.ntc.edu/current-students/disability-services>

### **Student Help Desk Information**

NTC has a 24-hour Student Help Desk to provide technical support for our online students. 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 when you are working on your course, you can contact the NTC Student Help Desk via e-mail at [studenthelp@ntc.edu](mailto:studenthelp@ntc.edu) or call 715-803-1160, press option #1, or 1-888-682-7144, Ext. 1160, press option #1. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

### **Course Revisions**

In this syllabus, I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.

### **Safety Guidelines/Regulations**

#### **Clinic Procedures**

- Clinical procedures must be completed in the College's educational setting during your clinical time with the exception of the patient's medical history. You are not allowed to take medical histories home, you may send it to a patient and they can fill it out and return it to the clinic.
- Bring Clinic Manual and Dental Hygiene Process III Manual with you to clinic for easy reference.
- Clinic forum is mandatory and a deduction of an Employability point will be given for late or non-participation.
- Each student will sign in on the patient sign-in form prior to beginning clinic. Indicate product, process, or observation evaluations to be completed and anticipated start and end times for treatment.
- Complete baseline data (record all probe readings) on all new patients and recall patients that have not had a complete perio probing within one-year's duration. For all other patients, record all 4 mm probe depths and above (5mm and greater are recorded in red); 3 mm or less are recorded as a dash mark.
- Students may not assist each other during patient treatment without prior dialogue with clinical instructor.

- Sharing patients is not encouraged. If it does occur, RDH instructor involvement is required prior to the sharing to determine appropriateness and distribution of treatment and quota points. A maximum of three students per patient is allowed and the patient must be in agreement. A maximum of one patient can be shared per clinic limited to one procedure only.
- feedback is given for Class 2/3 sub-gingival deposit. The student informs the instructor they would like feedback in the quadrant they are currently working on. The student lists the surfaces (MF, DL, etc) on the teeth they wish to have feedback on and the instructor informs the student if the deposit has been successfully removed. The number of feedback areas is determined by the amount of quadrants of Class 2/3 the student has successfully completed.
- A maximum of two dental hygiene students may be treated as patients during the course of this semester.
- Each patient started must be completed. If unforeseen circumstances arise and you cannot complete a patient, you must dialogue with the lead instructor so that appropriate documentation can be made in the patient's record. A review of the requirements will be granted.
- It is the student's responsibility to review the treatment record with each patient prior to final check. The patient must initial and date the record.
- All patients require treatment planning. The plan must be reviewed with RDH at the verification of the perio assessment and at time of check-in for subsequent appointments.
- A maximum of 25% of patient total may be children. If the patient population exceeds 25%, no credit will be given for those patients in excess.
- A clinical contract must be completed for those times a patient is not present. Students will remain in clinic with or without a patient.
- Infection control and safety guidelines will be followed per Clinic Manual; failure to do so could result in dismissal from the program.
- No food or beverage is permitted in the clinic, lab, or locker room.
- Must maintain legal and ethical standards (documentation & confidentiality); failure to do so could result in dismissal from the program.
- Do not write on patient tray paper during treatment. Any communication should be written on sticky notes and placed on the counter.
- All evaluations are to be completed by the instructor indicated. No credit will be given if the wrong instructor evaluates the process, product, process/product, or observation.
- Professional expectations (appearance/attire, language, and attitude) will be followed, as outlined in the Clinic Manual.
- Demonstrate respect (including verbal and nonverbal behaviors) for patients, peers, faculty, and staff. Lack of respect is grounds for immediate dismissal from that clinical session. It could also result in suspension from future clinical privileges or clinical sessions (dependent upon severity of the infraction).
- All procedures must be completed in the appropriate sequence of treatment.

**Student Chair Assignments:**

- Students may not use more than one chair per session (cannot set up two units).
- Students must remain in their assigned unit (dialogue with instructors, for approval, if there is a need to move to another unit).

**Clinic Assistant:**

- CA responsibilities (Restock clinic at beginning and end of clinic; run autoclaves as indicated; develop and have a step-wedge signed at beginning of each clinic session; complete all established CA responsibilities designated at each site)
- 100% attendance is expected (sign in on evaluating instructor's check-in sheet; check out only after all responsibilities have been completed, checklist reviewed, and CPE is signed by the appropriate personnel.
- Appearance reflects appropriate clinic attire; full barrier protection and utility gloves must be worn for all cleaning procedures and maintenance of solutions
- Failure to adequately perform CA duties will result in an Employability deduction

**Clinic Checkout Times:**

- All patients are to be dismissed 30 minutes prior to the end of the clinical session.
- Do not begin polishing unless the patient can be completed prior to the 30-minute dismissal. Dialogue with instructor prior to beginning polishing.
- An instructor must see your patient prior to dismissal. If the instructor is not available for this final check, permission must be obtained to have another clinical instructor do the dismissal.
- All students are dismissed from clinic at the same time.

**Habitual Late Dismissal:**

- Defined as three Employability deductions due to late dismissal of clinical patient.
- Protocol:
  1. At time of check-in, present an Appointment Planner sheet for the entire clinical session with clock times indicated.
  2. At the time of the perio assessment verification, review the plan with instructor, dialogue for changes, and implement modifications as indicated.
  3. Thirty minutes before designated patient dismissal time, dialogue with instructor to determine what can or cannot be accomplished.
- Students are responsible for cleaning their own operatory if their patient is dismissed late.

**Consultations**

- Each student will participate in two 30-minute consultations to discuss their clinical progress; scheduled during the week of October 8 and November 12.
- Bring all of your CPE, Completed and in-progress evaluation forms, ethical essays, tracking sheets, clinical contracts, and completed consultation forms.
- Failure to participate will result in a deduction of 10 Employability points

**Employability objectives**

- At the beginning of the course, you will have 195 Employability points. The following is a list of expected behaviors required to retain those points. For every infraction demonstrated within a clinic session, lab, clinic service activity, or when you are scheduled as CA, an Employability point will be deducted.
- Follow clinic policies as outlined in the Clinic Manual, DHPIII Course Manual, and Clinic Forum.
- Protect the health and safety (e.g., infection control) of patients, peers, faculty, staff, and self.
- Maintain legal and ethical standards (e.g., documentation and confidentiality).

- Efficiently perform clinic assistant duties on assigned days following guidelines in DHPIII Course Manual and posted information.
- Follow clinical and program attendance policies.
- Demonstrate respect for patients, peers, faculty, staff, and self—exhibiting a lack of respect through verbal or nonverbal behaviors, which do not demonstrate professional and ethical behavior, are grounds for immediate dismissal from that clinical session. It could also result in suspension from future clinical privileges or sessions.
- Be prepared for and participate in consultations.
- Demonstrate knowledge of information covered in Clinic Forum.
- Maintain complete and accurate records of Dental Hygiene treatment.
- Periodic, random instrument sterilization checks will be conducted throughout the semester. Sterilization infractions may result in loss of an Employability, clinic expulsion, or mandatory instrument sterilization checks.
- Present your CPE at the beginning of each clinic session. A CPE is required for every patient scheduled and CA session.
- A lost Employability point will require a type written ethical Employability essay. The instructor assigning the ethical essay must review the final essay and sign-off (instructor signature and date). If that instructor determines the essay is unacceptable, modifications will be requested. Staple the signed and dated essay to the CPE associated with the lost Employability. Ethical essays must be completed within one week from the infraction. An additional Employability will be deducted for late essays.
- Failure to follow clinic/program procedures and/or expectations as outlined in the Clinic Manual, DHPIII Course Manual, Clinic Forum, New Student Orientation Manual, and ADHA Code of Conduct/Code of Ethics, will be grounds for dismissal from the clinical session, the course, and/or the program.

#### **DOD Guidelines for Instructor Checks of Deposit Removal**

- Child DOD- check after hard and soft deposit removal.
- Class 1 DOD- check after scaling entire mouth.
- Class 2 DOD- check after scaling by two quadrants.
- Class 3 & 4 DOD- check scaling by quadrant (as recommended for Class 2 & 3 subgingival calculus).

#### **The following procedures may be performed for grade on dental hygiene students and graduate dental hygienists, assuming they meet the criteria:**

- Air Polishing Process and/or Product
- Fundamental Skills Instrumentation Observation
- Polishing Process
- Probe Process and/or Product
- Radiographs
- Scaling Product
- Supragingival Deposit Removal Product
- Time Motion
- Ultrasonic Process

## Clinical Service Activities Guide

### Service Categories:

Professional Development Seminars—Dental hygiene continuing education courses/seminars/dental or dental hygiene conventions/meetings. Some examples might be continuing education courses offered Fridays/weekends, local area dental/dental hygiene society guest speakers. Examples of conventions/meetings might be KDHA Annual Meeting; Denver Mid-Winter Meeting—see postings at your school, any other appropriate dental/dental hygiene professional seminar as approved by clinical lead faculty at your cooperating college.

Community Activities—October/February organized dental hygiene activities (October is dental health month, February is Children's Dental Health Month); health fairs; toothbrush exchanges; Parents' Night; sealant clinics; Headstart/Even Start screening clinics; professional speakers arranged as a club activity (product or KDHA or WDHA guests); and/or any other appropriate community activities as approved by clinical lead faculty at your cooperating college.

\*Activities that count for Community Dental Health, Dental Hygiene Process Rotations, or Club fund-raising activities will not count as a Clinical Service Activity.

### Participation expectations:

Being on time; dressing and acting in a responsible professional manner as representatives of the Dental Hygiene Program (Appropriate attire and professional behavior are mandatory); staying for the entire activity, being involved as appropriate in planning, setup, staffing; and tear-down of the activity while working as a team member with faculty, staff, and your peer colleagues.

Any expenses incurred for travel, lodging, meals, etc., is the responsibility of the participant. There are a variety of activities which are of no cost to you. Choose what will meet your needs for personal and professional growth wisely.

## Quota Points

Complete a minimum of 18 quota points on a combination of clinical patients. Each completed patient is equivalent to quota points depending upon difficulty.

### Quota Point Scale:

Edentulous =	.5 quota point
Inability to create a quad =	1 quota point
Child & Class 1 DOD =	1 quota point
Class 2 DOD =	2 quota points for 3-4 quads 1 quota points for 1-2 quads
Class 3 DOD =	3 quota points for 3-4 quads 2 quota points for 1-2 quads
Class 4 DOD =	4 quota points for 4 quads 3 quota points for 3 quads 2 quota points for 1-2 quads

Additional sealants may be completed and count towards quota points (4 sealants = 1 quota point).

Once the minimum (18) quota points have been met, additional sealants will be applied toward overall grade. Be sure this is noted as additional sealants on product form. Patients may be of any age. No rounding up of partial quota points. Use form provided for tracking, not CPE.

Maximum quota points, which will be applied for DHPIII requirements, are 2 (8 sealants = 2 quota points.)

Once you have successfully completed 18 quota points, you can advance to Abbreviated Procedures. You must dialogue with the DHPIII Lead instructor for written verification prior to participating in Abbreviated Procedures. If at any time the quality of care you are performing declines to an unacceptable level, the privilege of Abbreviated Procedures will be revoked until you can demonstrate an acceptable skill level.

#### Abbreviated Procedures (All Children, Class1,2, and 3 DOD Recall Patients)

1. Sign in on daily sheet indicating abbreviated procedures will be used. Seat the patient and update the medical/dental history. Have the medical history checked by the instructor prior to any tissue manipulation (periodontal assessment).
2. Perform intra/extraoral exam.
3. Perform periodontal assessment—to include: gingival conditions, mobility, exudate, furcation involvement, CAL, MGI, and SBI. If the patient has not had a complete serial perio assessment form completed within one-year of this appointment, probe all teeth and record all readings. If the patient has a serial perio assessment already completed and this is a subsequent recall within one-year, probe all teeth and record all 4 mm probe depths and above (5mm and greater are recorded in red); 3 mm or less are recorded as a dash mark. Explore for calculus. If you believe the patient will qualify for scaling quads, discontinue abbreviated procedures. Begin standard operating procedures.
4. Determine dental hygiene diagnosis, need for radiographs, treatment plan, and patient education plan.
5. In the treatment record, document the following:
  - MH
  - IEQE
  - PA
6. The instructor must verify the patient at this time. Present the IOEQ perio assessment documentation, and be prepared to dialogue with instructor (patient education plan, need for radiographs, treatment plan and sequence, determine recall). Clinical faculty will record “abbreviated procedures” on CPE, determine DOD, and record quota points.
7. Take radiographs immediately and develop. As soon as they are processed, grade and complete the Radiographic Findings Assessment. Ask supervising dentist to grade and determine possible retakes. Retakes are to be taken immediately.
8. PCR—disclose and estimate percentage. If you have successfully completed all supra deposit removal requirements, you will not need to use disclosing solution. However, the use of disclosing solution is strongly encouraged.
9. Provide patient education.
10. In the treatment record, document the following:
  - Radiographs (if applicable)

- The SBI and PCR
  - The patient's current patient education practices
  - Your patient education recommendations
  - The patient's comments to recommendations; include verbal commitment using quotation marks and address dexterity.
11. Scale, polish, and floss
  12. Complete dental charting
  13. Clinical faculty will verify calculus, plaque, and stain removal. Be prepared to dialogue with instructor (confirm patient recall interval)
  14. Root debridement and chemotherapeutic (if indicated)
  15. Verification of dental charting and obtain dentist signature on dental referral letter
  16. Apply fluoride
  17. Complete documentation
    - Ultrasonic and/or hand scale
    - Engine or air polish
    - Root debridement (if applicable)
    - Chemotherapeutic (if applicable)
    - Fluoride (if applicable)
    - Established recall
    - Patient signature
  18. Review, with the patient, the treatment you provided
  19. Obtain patient signature
  20. Obtain instructor signature on dental referral letter, ask for final check, dismiss patient.

### **Children in the Classroom**

Children may not find this class particularly enjoyable and could pose safety concerns. Therefore, so that you and other students are not distracted and are able to learn, please make child care arrangements and do not bring children to class.

### **Academic Integrity**

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

**Cheating** is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

**Plagiarism** is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.

- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

### **Assessment**

Colby Community College assesses student learning at several levels: general education, program, and course. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. An example of your work, a paper, some test questions, a presentation, or other work may be selected for assessment. This process will not affect your grade, will not require you do additional work and your evaluation will be confidentially handled. Results of these activities will be used to improve teaching and learning at Colby Community College.

### **Syllabus Information Disclaimer**

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice required. It is the student's responsibility to keep up with any changes, modifications, adjustments or amendments that are made to this document.

### **Accommodations for Students with Disabilities**

The American with Disabilities Act requests that each student with a disability notify the College of his/her disability and request accommodation. If a member of the class has a documented learning disability or a physical disability and need special accommodations, he/she should contact Student Support Services, which is located in the Student Union.