



STUDENT HANDBOOK

2017-2018

"Focused on Excellence"

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WELCOME to South Florida State College, Department of Dental Education and the Dental Hygiene Program!

The faculty and staff wish you success in the pursuit of your educational and professional goals.

The **purpose of this handbook** is to detail policies and procedures relevant to health science students and those specific to this program. The handbook is constructed to be used in combination with the South Florida State College Catalog, the South Florida State College Student Handbook, the Dental Hygiene Clinic Manual, and serves to bridge the overriding policies of the College with the policies of the Dental Education Department.

The Dental Hygiene Program is just one of the programs within the Health Sciences Division. Health Science is comprised of the following programs/areas: Nursing, Dental Hygiene, Dental Assisting, Emergency Medical Services Professions, Phlebotomy Technician, and Radiology. The Health Sciences Division is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

Health Science programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Organization of this handbook

This handbook is presented in components or sections. Each component will first detail any applicable policies and procedures of the SFSC Health Science programs, followed by items specific to the Dental Education Department and Dental Hygiene Program.

GENERAL COLLEGE INFORMATION

College Mission Statement

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership, and a comprehensive range of opportunities, for the educational, cultural, and economic development of the service district.

SFSC Accreditation

South Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor, and associate degrees, certificates, and diplomas.

SACS

1866 Southern Lane

Decatur, GA

30033-4097

(404) 679-4501

The Dental Education Programs are also accredited by the American Dental Association. Accreditation for the Dental Hygiene Program was received in January of 2012. Only those students graduating from an ADA accredited program are able to take the Dental Hygiene National Board Examination which must be passed in conjunction with the Florida State Board Examination for graduates to be licensed in the State of Florida.

Equity/Equal Access/Equal Opportunity

South Florida State College pledges to provide equal access and equal opportunity to education and employment for all regardless of race, color, gender, religion, age, national origin, marital status, or disability. The College adheres to federal and state laws controlling equal access and equal opportunity. This pledge covers all aspects of the educational and employment relationship with our students and employees. Concerns regarding this pledge are to be addressed to the EA/EO Student Coordinator, (863) 784-7107.

Americans With Disabilities ACT (ADA)

South Florida State College seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. Persons with disabilities who are otherwise eligible for services must help the College accommodate their individual needs by notifying College staff of specific equipment or resource needs. The College will make every effort to reasonably accommodate student disabilities.

Individuals have been assigned to assist in ensuring that students have access to the College's programs, services, and facilities. These persons are the ADA Student Coordinator and the ADA Employment and Facilities Coordinator. Their names and numbers are listed in the current College Catalog. Please contact these individuals if you require assistance.

GENERAL DENTAL HYGIENE PROGRAM INFORMATION

Health Sciences Division Mission Statement

To prepare compassionate and ethical health care professional who continually strive for excellence through interprofessional collaboration, in a dynamic learning environment.

Dental Hygiene Program Mission

SFSC Dental Hygiene Program is dedicated to educating and training Dental Hygiene students through core values in order for graduates to accept their roles in the professional and general communities.

Six Core Values:

- Demonstrating excellence in teaching
- Empowering students to think critically
- Guiding students in the development of professional and ethical behavior
- Teaching methods for achieving excellent technical skills
- Imbuing the desire for continued professional excellence
- Giving back to the community that which they give to us

Dental Hygiene Program Philosophy

The philosophy of the Dental Hygiene Program is twofold: (1) To provide an educational environment that promotes problem solving, self-discipline and self-esteem in acquiring the skills necessary to provide preventive and therapeutic dental hygiene care to the public; (2) To encourage students to recognize the need for continued growth by actively supporting their chosen profession, participating in community activities, and continuing their education, “in the interest of the dental hygiene profession and the public it serves.”

Program Goals

In order to prepare students for licensure as dental hygienists so they may provide quality oral health care to the public, our program goals are to:

- Provide an environment that fosters respect for the ADHA Professional Code of Ethics and Conduct and that supports state laws governing the practice of dental hygiene.
- Provide high quality didactic instruction that precipitates critical thinking, teaches responsibility for evidence based decision making and creates a desire for lifelong learning.
- Educate in precision instrumentation that integrates didactic theory with oral hygiene therapy.
- Prepare students to deliver education and therapeutic services in their communities, while recognizing dental hygiene as a dynamic profession.

CODE FOR PROFESSIONAL CONDUCT

A code of professional conduct is an essential premise of any profession in which society places its trust. The student aspiring to membership in a profession inherits, along with the public trust, an obligation to adhere to the profession's established standards of conduct.

Students of South Florida State College Dental Hygiene Program are expected to conduct themselves professionally during interactions with peers, faculty, staff, patients, and the public.

Expected Professional Characteristics

The following professional characteristics are among those encouraged, observed, and evaluated throughout the dental hygiene curriculum. Students are expected to demonstrate these characteristics, both in their academic and clinical pursuits.

Integrity:

Integrity refers to a sense of honesty, truthfulness and adherence to a code of values. It is expected that students enrolled in the Dental Hygiene Program will display honesty and trustworthiness in all situations and interactions to include admitting mistakes. Further, dental hygiene students will comply with confidentiality principles, procedures, and policies. (HIPAA Compliance Training)

Interpersonal relationships:

The dental hygiene health care provider is expected to demonstrate empathy in all interactions whether considering peers, patients, faculty, and staff. Further the dental hygiene student must demonstrate respect for and complement the roles of other professionals. Understanding that dentistry is a collaborative effort, the dental hygiene student must be able to effectively work as a member of a healthcare delivery team.

Initiative:

The dental hygiene student must develop into an independent healthcare professional who is able to: identify tasks to be performed, complete tasks satisfactorily and efficiently, and self-assess outcomes. Initiative in the sense of professional development also includes a willingness to assume new responsibilities and the ability to recognize when to ask for guidance.

Dependability:

Dependability is closely related to the traits of integrity and initiative. It is expected that the dental hygiene student arrives on time and is prepared for and actively participates in clinical and didactic activities. When assigned a responsibility it is expected that the dental hygiene student is reliable.

Attitudes:

The attitudes of a healthcare professional are communicated through both verbal and nonverbal means. A dental hygiene student is expected to demonstrate the following attitudes

using positive communication skills: concern for others, willingness to accept and incorporate constructive feedback, and an appreciation for life-long learning.

Tolerance:

It is expected that the dental hygiene student acknowledges his/her biases and even in doing so, does not allow them to affect the quality of patient care or contribute to threatening, harassing, or distressing environment.

Composure:

The dental hygiene student is to maintain professional poise and exhibit sound clinical judgment in stressful situations.

Appearance:

It is expected that the appearance and grooming of the dental hygiene student communicates a sense of professionalism.

Guidelines for Professional Conduct

Examples of professional behavior are given below, but not limited to these examples.

The student will be expected to:

- Abide by the regulations and policies of the school, program and training sites
- Exhibit an attitude of respect, concern and cooperation toward peers, faculty, and staff
- Practice personal grooming and hygiene
- Accept responsibility for one's own work and results; demonstrate willingness to accept suggestions, instruction, constructive criticism for improvement
- Recognize and respect the role and competencies of other professionals and cooperate with them for the benefit of the person served
- Refuse to participate in, or conceal, any unlawful, incompetent or unethical practice as outlined in the ADHA Code of Ethics
- Demonstrate sound judgment commensurate with his or her level of training and experience
- Demonstrate the ability to think critically and remain composed in stressful situations
- Provide services without regard to race, creed, national origin, sex, age, handicap, disease entity, social status, financial status, sexual orientation, or religious affiliation
- Exhibit concern primarily for the welfare of the individual served above all other considerations (i.e.- course requirements)
 - Protect the confidential nature of information gained from educational, practice, and assessment activities unless sharing such information could be deemed necessary to protect the well-being of the person served. Protect the confidential nature of patient information at all times, safeguarding and maintaining physical and electronic records with regard to HIPAA standards
- Maintain physical, mental, and emotional composure in difficult situations
- Refrain from lying, cheating, stealing, or intentionally misleading or deceiving anyone as to the facts

Definitions associated with unprofessional conduct

LIE

To deliberately make an untrue written or oral statement or to deliberately create a false impression through words or actions.

CHEAT

To intentionally mislead or defraud, or to endeavor to mislead or defraud another. To use unauthorized assistance on submitted work or examinations designed to represent one's own effort.

COLLUSION

To agree to cooperate for an unethical or deceitful purpose.

STEAL

To take, obtain or withhold property from the possession of the true owner without permission.

DECEIVE

To misrepresent, omit or distort information in such a way as to create an erroneous impression.

PLAGIARISM

To steal and present the ideas or words of another as one's own without crediting the source.

INTENT

To have in mind as a purpose or goal. An assessment of intent is essential to consideration of the ethical violations previously defined. However, denial of intent does not provide exoneration from the charge, since the intent can be inferred from the circumstances in which an unethical act was performed.

PROFESSIONAL BEHAVIOR AND STUDENT SUCCESS

Faculty of South Florida State College and the Health Science programs have an academic, legal, and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices. Dental Education students, while representing South Florida State College at any clinical facility, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable. Students will abide by SFSC and clinical facility policies during each clinical experience.

Failure to adhere to program specific policies related to **professional behavior** and the **guidelines for professional behavior** or **safe clinical practice** may result in the use of the Progressive Discipline Policy outlined in the Dental Hygiene Student Handbook. **Serious infractions may result in immediate dismissal from the program and the grade of "F" in the course in which the infraction occurred.**

Dental hygiene healthcare delivery requires not only the mastery of a large body of knowledge and the acquisition of clinical skills, but also high standards of behavior and professional conduct. In addition to fulfilling all academic requirements, students are required to display attitudes and behaviors consistent with accepted standards of professional conduct. Therefore, evaluation of professional behavior occurs continuously through-out the curriculum. If accepted standards are not met, at minimum along the continuum of consequences, a student may fail a skill assessment. For egregious and/or repetitive breaches of professional standards the Progressive Discipline Policy will apply. **A student who is deemed to be unsafe may be dismissed from the program without opportunity to reapply. The grade of "F" in the course in which the problem occurred will be applied.**

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. **Failure to comply with the above is cause for immediate dismissal from the Program. HIPAA, legal, and ethical violations are cause for dismissal from the program with a grade of "F" in the course in which the violation/s occurred.**

SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Dental Education programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff, or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the Dental Hygiene Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered an exhaustive list.

HIPAA Violations

Examples of Sources of HIPAA Violations (this is not an exhaustive list, but examples):

1. Electronically stored patient PHI is exposed to potential hacking or theft through negligence (password protection is not used)
2. Hardcopy stored patient PHI is exposed to potential theft through negligence (file room is not locked/secured)
3. Patient PHI is left in an unsupervised area for an extended period of time (on a printer, on a shelf in an open area, open on a computer monitor)
4. Patient PHI is incorrectly stored in a patient record (one person's info is placed in another person's chart)
5. Patient PHI is removed from a secure clinical area (taking files home)
6. Patient PHI which is to be destroyed is not handled with care, exposing PHI to theft
7. Contract personnel, such as housekeeping/security/maintenance/equipment installers who are not employees of the college are not trained in HIPAA, but are allowed access to areas where PHI is stored
8. Institutional employees who are not HIPAA trained are allowed unsupervised access to areas where PHI is stored
9. Conversations involving PHI are held in public areas where PHI may be heard/seen by others
10. Department personnel remove patient PHI/demographic information from clinical areas by any duplication means (writing it down, photographing it, photocopying it, etc.)

Physical Safety: Unsafe behaviors include but are not limited to:

- Inappropriate use of dental and medical equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, tissue trauma (such as bruising), burns, new or further injury
- Failure to correctly identify patient(s) risks/contraindications prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) risks/contraindications prior to treatments

Emotional Safety:

Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Unstable emotional behaviors
- Failure to critically think through stressful situations

Unprofessional Practice:

Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians/dentists

- Verbal or non-verbal language, actions, or voice inflections which potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form (including HIPAA)
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

On-line Learning(D2L)

All Dental Assisting courses have instructional content posted on SFSC's on-line learning web portal called D2L. Students will learn how to access and navigate courses in D2L through our e-learning department. Computers are available for student use in T-108, library, Health and Science Building resource center and I building. **Problems logging in to or accessing D2L should be reported to an instructor.** Wireless access is available in the classrooms and labs; students are encouraged to bring in personal laptops, tablets, and other electronic learning devices with web access to use during class. **However, use of these electronic devices during class for non-academic purposes is prohibited.**

To insure the highest level of learning, retention of information, preparation of exams, and competence in patient treatment, it is required that each student will use their private password and log in to access the online learning platform. Students are expected to protect their log in information (assigned by IT department) and to use online learning tools with the highest integrity by doing their own online work.

SFSC and the Dental Hygiene program protects student privacy and will notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

To assure security of content of D2L courses, access to the previous terms' courses is limited. Generally, previous term's course will close within two weeks of the next term start-up so that students cannot access the old course. In addition, most projects and assignments in a current course will have a deadline for which the student has access to that material.

PROGRESSIVE DISCIPLINE

Faculty is committed to assisting students to be successful in the program. Therefore, Dental Education students who are not meeting course objectives in class, clinical/practicum or lab, will be apprised of their performance status. Faculty may choose to address the problem in an informal setting or on the evaluation of performance form (such as the Process of Care form used in clinic). Remediation forms are used when student performance falls below expected standard and additional instruction is required. Infractions which are repeated or are in violation of the **Guidelines for Professional Behavior and for Safe Practices** will be addressed using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to: utilization of tutors, computer-assisted instruction, and seeking assistance from SFSC Advising counselors or other remediation as identified.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference scheduled (Step 2).

Step 2: Conference

The student meets with the instructor or other faculty member/s in a formal conference to review the performance deficit. A written Student Conference Report will identify specific course/program objectives not met and a remediation plan/contract. The plan/contract, with deadlines for completion, is designed to assist the student to correct the deficit, remain in the program, and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or dismissed from the program dependent on the nature of the deficit.

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory compliance with patient PHI confidentiality (HIPAA)
- Unsatisfactory demonstration of critical thinking
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient, student, or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the student conference report
- Repeated errors despite prior remediation and advising

Probation is a trial period in which the student must improve. If improvement is not observed then the student will be dismissed from the program.

The student meets with the instructor and department chair. An SFSC Advising counselor may be asked to assist in counseling the student. The student and faculty will review and sign a Student Conference/ Probation Report explicitly stating expectations that must be followed during the probationary period.

Step 4: Dismissal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program.

Student who is dismissed from the program will earn the grade of “F” for the course in which the infraction resulting in the dismissal occurred.

Some situations do not allow for the progressive discipline process due to the severity of the nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or dismissed from the program.

Examples of these include, but are not limited to:

- **Violations of patient confidentiality (HIPAA)**
- **Academic dishonesty**
- **Falsification of documentation**
- **Unprofessional behavior or safety practices that seriously jeopardize patient, student, staff, or preceptor safety**
- **Unprofessional behavior that seriously jeopardizes clinical affiliations**

Dismissal due to lack of ability to develop effective instrumentation skills:

While it is the goal of dental hygiene instruction to teach the hand/eye coordination and skills needed for successful dental hygiene practice, not every individual is able to develop the skills necessary for safe practice. This is not necessarily a reflection of the student’s efforts, but an indication that not everyone is comfortable with manipulation of small instruments in close environments such as the oral cavity. Multiple opportunities for remediation will be offered the student when these difficulties are identified by faculty. A student in this situation will be given the opportunity to withdraw from the program without penalty.

Uniform/Dress Code Infractions:

See section on Uniforms for Progressive Discipline regarding uniform infractions.

Dental Education Department Policies

PROFESSIONALISM: CLINICAL POLICIES

A student in the SFSC Dental Hygiene Program is expected to abide by the moral and ethical standards set forth by the College, Allied Health, and the Dental Hygiene program. Educational growth toward professional entry-level competence includes the continued development of three key domains: knowledge, skills, and attitudes. Didactic information and professionalism are linked with clinical skills to deliver comprehensive quality dental hygiene care.

The comprehensive patient care philosophy includes these three (3) treatment principles:

- treatment is planned and delivered to best meet the needs of the patient;
- treatment is delivered in a way that considers the well-being of the student/clinician and patient;
- treatment is delivered considering the interests of the College.

Skill assessments (also referred to as Processes), professional evaluations, and didactic examinations assess the student's ability to deliver competent comprehensive dental hygiene care.

Based on the above three (3) treatment principles, whenever any of the following occur, a critical treatment error has been committed:

- a patient's welfare has been jeopardized
- the student has been placed at risk
- the College has been placed at risk

Professionalism in the patient-care environment reflects the principles described above and is further defined by expectations in the following areas: protocol, skill maintenance, instrumentation skills, documentation, time management, infection control, equipment maintenance, decision making, ethics, and conduct and communication. The following reflects the attempt of faculty and students to detail the expectations for each area with representative examples. No attempt has been made to create an all-inclusive listing, rather to show how the principles apply for each area. The items designated by an asterisk (*) denote the areas where critical treatment errors are most likely to occur.

A full list of Entry level competencies is available in the Clinic Manual.

Demonstration of good critical thinking skills in the clinical setting is imperative for wise, safe, and appropriate patient treatment. If a student is unable to consistently demonstrate knowledgeable problem solving skills, instructors/advisors will counsel as to what constitutes good critical thinking skills and create an advising/remediation contract to assist the student in understanding what is required for successful critical thinking. If the student is unable to demonstrate good critical thinking skills after remediation, an additional infraction may result in dismissal from the program.

Competent healthcare delivery is defined as the consistent delivery of care without critical errors. The list that follows outlines the entry level skills the dental hygiene student is required to demonstrate.

A. Protocol

The dental hygiene student:

- ❖ Follows procedure/treatment sequences as outlined by the Course Director/Clinic Coordinator
- ❖ Obtains diagnostic radiographs prior to initiating treatment such as scaling or polishing
- ❖ Follows the treatment/patient care plan
- ❖ Displays and utilizes radiographs during treatment
- ❖ Displays and utilizes periodontal findings during treatment
- ❖ Self-evaluates treatment with respect to the patient care process
- ❖ Recognizes limitations
- ❖ Asks for instructor feedback
- ❖ Accepts feedback with an objective and positive attitude
- ❖ Follows the chain of command

B. Skill Maintenance

The dental hygiene student:

- ❖ Maintains competency of previously evaluated psychomotor skills; does not allow their level of expertise and abilities to diminish
- ❖ Incorporates dental hygiene theory previously assessed as satisfactory

C. Instrumentation Skills

The dental hygiene student:

- ❖ Demonstrates effective and ergonomic operator/patient positioning, lighting, and use of the dental mirror
- ❖ Incorporates pre-clinical skills regarding:
 - ❖ instrument design and selection
 - ❖ instrument grasp and fulcrum use
 - ❖ adaptation, stroke, and control
 - ❖ treatment sequence and assessment
- ❖ Implements patient selection criteria when treatment planning the use of ultrasonic instrumentation and the air abrasive polisher
- ❖ Avoids/prevents tissue trauma

D. Documentation

The dental hygiene student:

- ❖ Creates and maintains the patient record accurately, completely, and legibly to include the use of correct grammar and spelling
- ❖ Notes information pertinent to patient treatment (objective vs. subjective)
- ❖ Consults with a physician when indicated for medical clearance
- ❖ Ensures pre-medication requirements are met prior to initiation of treatment

- ❖ Obtains required signatures: a signed Informed Consent prior to initiating treatment/radiographs; RDH/DMD faculty signatures
- ❖ Records patient services rendered, referral data, and recall intervals according to the sequential documentation format and protocol
- ❖ Ensures patient payment for services rendered
- ❖ Completes a chart audit for each completed patient treatment case

E. Time Management

The dental hygiene student:

- ❖ Attends all assigned clinic sessions, is punctual to each session, and does not leave the clinic before the end of the session without the permission of the Clinic Supervisor/Coordinator
- ❖ Maximizes clinic time by advanced planning for patient and equipment needs
- ❖ Uses time management principles when planning treatment procedures/activities for the clinical session
- ❖ Effectively and efficiently uses clinic time
- ❖ Implements the patient treatment plan in a timely fashion and in the best interest of the patient: appointments and procedures are scheduled according to accepted treatment protocol, treatment/clinical sessions are not prolonged unnecessarily nor is treatment hurried
- ❖ Conforms to the patient seating and departure times
- ❖ Offers assistance to peers to facilitate timely

F. Infection Control and Equipment Maintenance

The dental hygiene student:

- ❖ Cleans and disinfects the treatment cubicle/operatory according to infection control standards at the beginning and end of each clinic session.
- ❖ Demonstrates the use of protective measures for themselves and their patient: patient eyewear, face mask, clinician eyewear, gloves, and overgown
- ❖ Maintains aseptic technique: uses sterile instruments and prevents cross contamination
- ❖ Maintains an organized work area for the purposes of motion economy, efficiency, and prevention of cross contamination
- ❖ Does not leave his/her operatory with gloved hands with the exception of the use of overgloves.
- ❖ Effectively cleans, disinfects, and packages instruments prior to sterilization
- ❖ Maintains equipment such as handpieces, suction lines, ultrasonic units, air polishers, etc., in accordance to infection control principles and manufacturers' recommendations.
- ❖ Complies with the suction filter (trap) and water treatment policies and procedures
- ❖ Secures his/her operatory at end of the clinic session

G. Decision Making and Ethics

The dental hygiene student:

- ❖ Complies with the ADHA Code of Ethics
- ❖ Complies with confidentiality policies, rules, and regulations, including HIPAA
- ❖ Represents the profession of dental hygiene by modeling high standards of personal conduct

- ❖ Serves all patients without discrimination
- ❖ Demonstrates compassion and empathy to patients entrusted to their care
- ❖ Provides treatment within the ethical context of autonomy, nonmaleficence, beneficence, veracity, justice, and fidelity
- ❖ Provides the patient with complete and evidence-based information about his/her condition
- ❖ Includes the patient in any discussions regarding his/her treatment
- ❖ Demonstrates a genuine, consistent interest in modifying behavior
- ❖ Renders comprehensive individualized dental hygiene treatment to all patients
- ❖ Confers with the clinical instructor regarding patient treatment specifics and treatment progress
- ❖ Problem solves incorporating evidence-based alternatives
- ❖ Complies with policies and procedures as identified in the Clinic Manual and the respective course syllabi
- ❖ Uses critical thinking skills to address complex issues and stressful situations and while under pressure
- ❖ Does not initiate services without an obtaining an instructor check; does not dismiss the patient from the clinic with an instructor check

Examples of conduct that will be considered as grounds for dismissal from the program:

- ❖ Stealing any property of the Dental Education Center, dental clinic, clinic patients, dental faculty (full time and/or adjunct), dental staff, dental program students, visitors, SFSC personnel, or other SFSC property.
- ❖ Willfully damaging (to the extent that the damaged property CAN be repaired) or destroying (to the extent that the damaged property CANNOT be repaired) any property of the Dental Education Center, dental clinic, clinic patients, dental faculty (full time and/or adjunct), dental staff, dental program students, visitors, SFSC personnel, or other SFSC property.
- ❖ Reporting for or attempting to work while under the influence of alcohol, prescription or illegal drugs or narcotics, or other chemical, or in a physical condition making it unsafe to practice clinically as a dental education student.
- ❖ Patient neglect: Physical, mental, and/or verbal patient abuse; knowingly and willfully failing to observe Standard Precautions.
- ❖ Altering, falsifying, or making a willful misstatement of facts on any patient record chart or any student record chart.
- ❖ Forging the signature of a clinical instructor or lecture instructor or laboratory instructor or supervising dentist or off-campus supervisor.
- ❖ Submitting work that is not your own work, or submitting work that was previously submitted for another course requirement.
- ❖ Violating client rights as defined by law (i.e.: Confidentiality)
- ❖ Violating HIPAA
- ❖ Failure to report any activity or incident that adversely affects the patient.
- ❖ Any act that is deemed sufficient in the clinical instructor's view, which hinders the quality of the patient care, rendered by a dental hygiene student.

- ❖ Administering treatments and procedures WITHOUT the approval of the clinical instructor or supervising dentist.
- ❖ Smoking inside the Dental Education Center.
- ❖ Disobedience or insubordination to a dental program faculty (full time and/or adjunct), a dental program staff member, or any other SFSC personnel.
- ❖ Disorderly, unethical, or indecent conduct in the classroom or in the laboratory or in the clinical setting.

Examples of behavior that will be considered grounds for disciplinary action as determined by instructor and Chair:

- ❖ Discussing personal problems with a patient.
- ❖ Excessive tardiness: 3 tardies equal one **unexcused absence**. (Refer to Attendance Policies)
- ❖ Consuming food or beverages, chewing gum or eating candy in the dental materials laboratory classroom, the dental laboratory, or the clinic.
- ❖ Failure to abide by the code of conduct.
- ❖ Failure to abide by the policies/procedures of the clinical facility.
- ❖ Family members and/or friends are allowed to visit the dental hygiene student during the student's **lunch break only**. If necessary, family members and/or friends may contact SFSC and the student will be contacted through the instructor for any messages.
- ❖ Taking more time than the specified time for meals or breaks.
- ❖ The omission or commission of any act deemed clinically unsafe, unethical, or unprofessional by the clinical instructor.
- ❖ Fraternization with employees or representatives of the clinical facilities is prohibited during clinical hours.
- ❖ Using any telephone in the Dental Education Center without prior permission of dental faculty or dental staff or other SFSC personnel.
- ❖ Using any computer in the Dental Education Center without prior permission of dental faculty or dental staff or other SFSC personnel.
- ❖ Leaving a laboratory or lecture without informing AND receiving acknowledgement from the class instructor.

Absence from Clinic

Clinic hours lost will be subject to rules of grade assignment, which could be detrimental to the student's grade, and result in dismissal from the program.

Occasionally, students will be assigned to offices and clinics in the community for patient treatment assignments. In the event that an extramural facility cancels clinic, the student must contact the instructor for reassignment. **The office in which the student is rotating does not have the authority to dismiss for the entire day. Failure to contact the instructor may result in dismissal from the program.**

General Classroom Guidelines

Take responsibility for your education. There is a common myth among students that because they pay tuition they deserve to receive credit for the class. This is not true. In fact, students pay approximately 25 percent of the cost of their education; taxpayers pay the rest. Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.

Attend every class. Research shows that students who attend every class, listen to the instructor, and take good notes will be more likely to pass with a higher grade. If you have an emergency or illness, contact your instructor ahead of time to let her/him know that you will be absent. A local study showed that students who missed the first class meeting were more likely later to withdraw or fail. Important note: if you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.

If instructional time is missed for excusable reasons, the student will be permitted to make up work to the extent possible. Due to the nature of some learning experiences, especially clinics and labs, it is difficult, if not impossible, to duplicate the work of the class. In some courses, absences or tardiness of an individual may be a major disruption to the performance of others in the class or an inconvenience to other organizations such as off-site rotations. The faculty may develop guidelines for advance notice of absences, makeup or work, etc. Students will be informed of guidelines at the beginning of the course.

A **tardy** is defined as arriving 10 or more minutes late for class, leaving early, or being away from class without permission during class hours. The clock in the classroom or clinic area will measure the official time. Consequences of being tardy are:

3% of the student's grade will be dropped for every unexcused absence

Three tardies may constitute one unexcused absence

In addition to the loss of 3% per unexcused absence (or every 3 tardies), the student shall lose **1 point** off the **final overall average** for every hour missed during lab, clinic, or rotation.

The following is defined as an **excused** absence:

Serious illness – pneumonia, surgery, hospital confinement, or valid medical reason. A physician's note verifying illness shall be presented by the student should the instructor request it.

Death in the immediate family – mother, father, spouse, child, brother, sister,

grandparents, or significant other. Documentation must be provided.
Statutory governmental responsibilities – jury duty, court subpoena.
Documentation must be provided.

It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date at the end of the twelfth week of classes.

If the student must be absent from class or clinic, he/she must **contact the instructor directly or leave a message by voice mail or email before the start of class**. Failure to do so may result in dismissal from the program.

Practice common courtesy. Do not have private conversations, and turn beepers and cellular phones off. The noise is distracting to instructors and other students. Your instructor and classmates deserve your respect and support. Others may have different ideas and opinions from yours, they may ask questions you perceive to be “stupid,” but they deserve the same level of respect from you as you wish from them.

Ask appropriate questions. It’s good to ask questions and make comments, but keep them related to the discussion at hand. If you dominate the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions.

Respect your instructor. Openly challenging the instructor’s knowledge or authority in the classroom is not proper. If you take issue with the instructor’s information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

Instructors’ classroom policies, procedures and teaching styles vary. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the college).

Come to class prepared. Students who forget common classroom supplies such as a pencil, paper, books, test materials, etc. usually waste class time. Students who have not completed their assigned homework many times ask questions that could have been answered through their assignments.

Turn in your work on time. It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines.

Do not bring children to class. Children in classrooms are distracting to the instructor, other students, and you. Plan ahead for child care.

If you are struggling with your coursework, seek assistance. Your instructors are willing to assist you; however, there are other ways to get help. The Teaching and Learning Center has tutorial assistance available for many courses. If you have questions or need assistance, please make an appointment to see an academic advisor. She/he is willing to assist you so that you can be successful. Your Dental Education Faculty Advisor is also a valuable resource for assistance.

Students must complete all assignments in the course to have completely covered all required material for the course. Even if a final point total yields a passing grade, an “Incomplete” grade will be given until all required assignments are completed.

Weather Events & Cancelled Classes

The College may cancel classes due to weather conditions that make it dangerous or inadvisable to travel to the campus. If the determination is made to cancel classes, South Florida State College notifies the public through the radio stations, television stations, as well as SFSC’s web site, www.southflorida.edu . SFSC also posts announcements on the college Facebook and Twitter accounts. Since you will not have access to the Dentrix patient management system off campus and neither will the Patient Care Coordinator, it is advisable that patients be informed to check the college website for information on college closure. Whenever managing patient information, **remember** that you are required to comply with the HIPAA regulations and policies.

Grade Policy and Remediation

Students MUST earn a grade of “C” or better in all Dental Hygiene core curriculum courses in order to proceed to the next semester.

A grade of “D” in any dental program course results in dismissal from the program. The department chair and faculty may recommend that the student to repeat the course the next time it is offered and then continue on in the program. All Dental courses are offered once per year, which means a student would have to wait a year to retake the course to continue. Decisions regarding retaking of a course are dependent upon space in the next year’s class.

A grade of “I” may be given at the discretion of faculty, however, once all course requirements are met, the highest grade the student can earn will be a “C” for the course. A student will be given a specific time frame for the completion of assignments required to remediate an “I” grade. The time frame is generally 2 weeks in the next term. In any event, the maximum time permitted for conversion of an “I” grade is 6 weeks.

If 1/3 of the clinic requirements in any category are not successfully completed in a given clinic, the grade of “I” will be assigned for that clinic. Requirement categories are: Patients, Radiographs, Processes, and Clinical Assisting Duties.

Students receiving an “I” grade in any Clinic may be asked to participate in a Remediation Clinic held during the next Clinic. For example, a student with an “I” grade in Clinic I may be required to attend Clinic I in the summer term, instead of Clinic II. Additional costs will be incurred in such a case. All standards established for Remediation Clinic MUST be met to change the grade to “C”.

A grade of “F” in any dental lecture, laboratory, or clinic course constitutes dismissal from the program. The grade of “F” is earned for the course in which a student is dismissed because of violations of the Guidelines for Professional Behaviors and Safety Procedures.

Clinic grades are not “rounded” to the next letter grade. For example, a clinic average equal to 69.99% is not rounded to 70%. The final grade for the clinic is a “D”.

Academic Remediation Policy

Students will be advised of their academic progress through the course instructor and receive academic counseling as needed in the event:

1. At least a 70% average is not being maintained on major examinations
2. At least a 70% average is not being maintained on a series of 3 quizzes or more
3. Absences approaching or in excess of course policies outlined on the syllabus
4. A pattern of unprofessional behavior is recognized (professional behavior criteria is outlined in the course syllabus and/or the Dental Hygiene Student Handbook)

The Dental Hygiene Program Chair and course instructors have recognized the above criteria for academic counseling as indicators that the student may be at risk for successfully completing the course and subsequently the Dental Hygiene Program. The goal of academic remediation is to identify barriers to the student's success and offer guidance, assistance and/or refer as appropriate. The offer of remediation for the purpose of developing content mastery will be determined in terms of the deficiency recognized. The course instructor will discuss deficiencies with the Dental Hygiene Program Chair and the student and proceed with a remediation plan.

REMEDIATION COMPONENTS

A remediation/teaching contract is created with the student that includes:

1. A description of the deficiency
2. A description of the remediation
3. A calendar of the remediation/teaching sessions
4. A scheduled re-evaluation method

The course instructor will determine how many remediation/teaching sessions will be necessary and formulate either a written and/or oral re-evaluation session that will determine content mastery.

Voluntary Withdrawal (with or without remediation):

A student wishing to withdraw from the Dental Hygiene Program must:

- Notify the respective instructor/course director and the Department Chair;
- Meet with the assigned Clinic Coordinator to return leased items, mailbox and clinic keys
- Attend an exit meeting/interview with the Department Chair
- A student offered admission to the Program and does not enroll, thus leaving a vacant position in the entering class, will be considered as voluntarily withdrawing from the Program.

Enforced Withdrawal

An enforced withdrawal process will be initiated when it is determined that a student has not successfully completed the prerequisite courses for the subsequent semester/ course. A student will be administratively withdrawn from the Program for any of the following reasons:

- Unsuccessful completion of a didactic course
- Unsuccessful completion of a clinical course
- Unsuccessful remediation
- Unsuccessful repetition of a course
- Unprofessional behavior, HIPAA violations, unsafe practices
- Drug or alcohol abuse
- Academic dishonesty
- Violation of College policies

Readmission

Admission to the Dental Hygiene Program is selective and competitive. It is understood that:

- the positions in a class are highly sought after
- there is a need to provide an avenue for readmission for students that experienced barriers to program success
- applications for readmission must be submitted in the spring term by the deadline. All applicants are considered in the selection process
- Readmission is never guaranteed

Counseling and Guidance

Each Student will be assigned to an Instructor who will serve as their advisor over the two year period. The goals of advising are to:

- Follow clinical requirement completions
- Focus students on sections of Process of Care that need improving
- Serve as a sounding board for educational concerns
- Assist with finding good counsel when personal issues impede educational success
- Provide students with structure for airing grievances – all forms: student-student, student-faculty, faculty-student
- Advisors will notify Chair when action is necessary

Students are encouraged to take initiative to make appointments with their advisors as the need arises.

CPR Policy

Dental Hygiene students will be certified in Healthcare Provider CPR, which includes AED training, during the Medical Emergencies course by a qualified American Heart Association Instructor. A nominal fee will be charged for the certificate. The certification is valid for two years.

Prior certification or current certification does not meet the requirement of the SFSC Dental Hygiene Program.

Students who are unable to successfully complete the course due to illness or incompetence are required to retake the course at the local American Heart Association at the earliest opportunity. (There are generally two or three opportunities for students to complete the course on campus). Students cannot see patients or conduct preclinical activities on classmates without current CPR certification.

Students or personnel who demonstrate mental or physical limitations and request exemption from the policy must provide the following:

- Written documentation on official letterhead with an original signature from a licensed physician stating the specific nature of the limitation and how it impacts the student's ability to perform CPR and basic life support measures.

All documentation regarding Healthcare Provider CPR Certification or exemption is maintained in the office of the Chair, Dental Education. Documentation is reviewed annually by faculty.

PREGNANCY POLICY

Introduction

A number of studies suggest that during the first three months of gestation, the embryo/fetus may be more sensitive to ionizing radiation than an adult is. The National Council on Radiation Protection and Measurements (NCRP) recommends that the maximum permissible dose due to the fetus from occupational exposure of the expectant mother should not exceed 100 millirems. This is approximately one-tenth of the maximum permissible occupational dose limit.

Based on past experience, no pre-clinical or clinical assignments have been identified which would be considered likely to result in a dose to the fetus exceeding 100 millirems, provided that established radiation safety procedures are followed.

Pregnant students are, therefore, allowed to work in and frequent radiation areas. Pregnant students may also operate radiography equipment.

Pregnant students must be mindful that some dental materials pose minimal risks to the developing fetus, particularly if handled improperly or without protective equipment (PPEs). Based on past experience, no pre-clinical or clinical assignments have been identified which would be considered likely to result in exposure to the fetus when handled properly.

Procedures:

In the event that a Dental Hygiene/Assisting student becomes pregnant or is pregnant upon enrollment, the following procedures related to Radiography shall apply:

1. The student shall submit to the Dental Education Program Chair written notification of the pregnancy. Failure to inform the course instructors and program chair in writing as soon as the pregnancy is confirmed may result in potential harm to the fetus; therefore, it is the responsibility of the student to inform the department and the department will assume no liability. Failure to notify the department in a timely manner may also result in administrative dismissal from the program.
2. The student may choose to:
 - a. withdraw from the radiography or clinical course due to the pregnancy.
 - b. remain in the course regardless of the pregnancy with the following parameters.
 - i. wear a fetal radiation badge – required
 - ii. wear an operator lead apron while taking X-rays – optional
 - iii. wear PPEs as required for the handling of dental materials
3. Withdrawal during a semester results in:
 - a. no credit being awarded for work completed during the course.
 - b. consideration for re-admission to the course being given based on the department's reentry/restart policy.
 - c. the student not being allowed to register for further professional courses that are not normally open to part-time, non-curriculum students.
 - d. a requirement that the student must submit written notification of a decision to withdraw due to pregnancy to the program director prior to the student's exit from the course.
4. Remaining in the program results in:
 - a. a requirement that the student submits a signed Informed Consent to the program Chair no later than ten academic days following notification of the pregnancy.
 - b. a requirement that the student must demonstrate all competencies necessary for graduation the same as is expected of every student.
 - c. a requirement that the student must meet regular attendance requirements for all courses. Exceeding the absence policy or excessive tardiness cannot be excused due to a pregnancy.
 - d. a requirement that the student acknowledge in writing an awareness of the increased risk of embryological effects due to potential exposure to ionizing radiation and dental materials. The student accepts personal responsibility for protection of the embryo/fetus during the pregnancy. An operator's lead apron is available for the student to wear during radiographic exposures should she so choose to do so. A fetal monitor will also be requested for the student.
 - e. a requirement that liability is waived thereby releasing South Florida State College, its Board of Trustees, faculty, staff, administration, clinical affiliates and all other individuals involved with the Dental Hygiene/Assisting Program from all

- liability related to the use of ionizing radiation and dental materials while the student is enrolled in the Dental Hygiene/Assisting Program.
- f. acknowledgement that Dental Hygienists/Assistants are classified as occupationally exposed dental health care workers to ionizing radiation, dental materials, and bloodborne pathogens.
 - g. an agreement that the student will not physically hold a patient for radiographic procedure which in any case is not allowed by a Dental Hygiene/Assisting student.
 - h. a requirement that the student will not be able to operate mobile radiographic equipment at any affiliation site and at any time.
 - i. not being allowed to remain in the treatment room during the exposure of a patient to ionizing radiation which in any case is not allowed by a Dental Hygiene/Assisting student.
 - j. the student being required to participate in the safe exposure of radiographs, handling of dental materials, and take precautions with blood related materials.

Summary of Required Written Informed Consent

1. Submit to the program chair written notification of the pregnancy as soon as it is confirmed.
2. Complete an Informed Consent form no later than 10 academic days following notification.
3. If a decision to withdraw has been made, then written notification of the decision and the reason why must be submitted before exiting, and the appropriate South Florida Community College paperwork completed.
4. Submit a physician's statement which includes
 - a. permission for continuance in the program
 - b. verification of counseling concerning potential risks of ionizing radiation
 - c. verification of physical fitness to participate in all aspects of the program
 - d. due date for when the pregnancy will come to term
5. Request a fetal monitor to wear during clinic hours

DENTAL RADIOLOGY and CLINICAL/PRE-CLINICAL RELEASE AND WAIVER OF LIABILITY – FETAL HARM

I, _____ understand that ionizing radiation, dental materials, and bloodborne pathogens pose a potential risk to a developing embryo or fetus during pregnancy.

I agree that I have had sufficient opportunity to read and understand the SFSC Dental Education Pregnancy Policy.

I agree to wear protective equipment during patient treatment, radiograph exposure, and manipulation of dental materials. This includes a radiation safety badge in the case of pregnancy. (See Department Chair to acquire badge)

I agree to practice competent infection control at all times.

I agree to report any deviations or incidents from accepted protocol to an instructor immediately.

I agree to submit written documentation from a physician regarding my pregnancy according to the requirement in the Pregnancy Policy.

I agree to submit written documentation in a timely manner to the program Chair according to the requirements in the Pregnancy Policy.

I agree that I have read and received a copy of the Pregnancy Policy Informed Consent.

Student Printed Name

Student Signature

Date

Notice of Opportunity to File Complaints With the Commission on Dental Accreditation Policy

The South Florida State College Dental Hygiene Program received accreditation standing issued by the American Dental Association on August 9, 2012 and will undergo a Site Visit in Feb, 2018. As part of the accreditation process, the program was subject to prove rigorous adherence to the ADA Dental Hygiene Program Standards of Education. Standards are periodically reviewed and policies changed to maintain continuous compliance. If any student should feel SFSC's program is not providing the quality of education and training required by the ADA, program administrators are very willing to conduct an open discussion to address legitimate concerns. Should the concerns not be addressed satisfactorily where both program administrators and students are in agreement, a formal complaint can be filed with the ADA on behalf of the student.

The Commission on Dental accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in materials of admission, appointment, promotion or dismissal of faculty, staff or students.

Dental Hygiene Program Standards are posted on the American Dental Association website:
http://www.ada.org/~media/CODA/Files/dental_hygiene_standards.pdf?la=en.

If a student feels it is necessary to file a complaint, instructions and forms are available at
http://www.ada.org/~media/CODA/Files/coda_complaint_guidelines.pdf?la=en

Revised 2/06
Commission on Dental Accreditation

Communicable Disease Policy

It is the policy of South Florida State College to place a high priority on the need to prevent the spread of communicable diseases. Communicable Disease means those diseases included in the Florida law and regulations as being communicable: including, but not limited to Human Immunodeficiency Virus (HIV+), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, and whooping cough, and for the purpose of this policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

SFSC Dental Program shall not discriminate against applicants, employees, students, or persons utilizing SFSC services, who have or are suspected of having a communicable disease. As long as employees are able to satisfactorily perform the essential functions of the job, and there is no medical evidence indicating that the employee's condition is a threat to the health or safety of the individual, coworker, students, or the public, an employee shall not be denied continued employment. Applicants shall not be denied employment nor shall a student be denied admission into the program, nor shall persons utilizing SFSC Dental Hygiene services be denied services based on whether he/she is suspected of having a communicable disease so long as there is no threat to the health and safety of students, staff, or others involved. SFSC Dental Program will consider the educational or employment status of individuals with a communicable disease or suspected of a communicable disease on a case-by-case basis.

Please refer to "Employees/Students With Life-Threatening Illnesses #1080 (Policy 1.08) in the SFSC Manual of Procedures.

HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: www.austincc.edu/ehs/Insurance under **Optional Student Health Insurance**. Should medical care be required, it will be the responsibility of the student to assume responsibility for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

ACCIDENTS/EXPOSURE

Medical Professional Liability Insurance--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through South Florida State College registration fees collected each semester.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom.

The accident insurance policy is secondary insurance which applies after the student's personal coverage has been used. The insurance reimburses the student for covered expenses.

Exposure to Bloodborne Pathogens

In the event of an exposure to bloodborne pathogens through clinical practice while in the dental assisting program, the student must report the exposure to the supervisor immediately. This is normally the instructor for the course; however, if the student is on rotation at an affiliated site, report to the person supervising the student at the moment and ask for the instructor to be notified immediately.

The instructor will assist the student in seeking care and completing the required forms for risk management. In any event, the student should seek care immediately.

CRIMINAL BACKGROUND

Successful completion of a criminal background check is required for admission and continuation in all Dental Education programs. Background checks will be honored for the duration of the student's enrollment in the Dental Education program if the participating student has not had a break in the enrollment in the program. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the Dental Education program, it is the student's responsibility to immediately notify the Department Chair, in writing, of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate dismissal from the Dental Education program.

Family Education Rights and Privacy Act (FERPA)

The following statement concerning student records maintained by the South Florida State College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Substance Abuse Policy

The Drug-Free Workplace Act of 1988 and the subsequent Drug-Free Schools and Communities Amendment of 1989 were developed to promote awareness of the hazards of drug use and to utilize the forces of the federal government to penalize any employer who does not actively work to develop and maintain a drug-free campus and/or workplace. South Florida State College strongly endorses the federal government's efforts to eliminate illegal drug activities on school campuses and in workplaces.

Drugs cause physical and emotional dependence. Drug and alcohol abuse increase the chances of violent, personal injuries, automobile accidents, heart disease, strokes, cancer, emphysema, liver disease, AIDS, brain cell destruction, and a long list of other diseases and symptoms of physical deterioration to the user. Even low to moderate doses of drugs and/or alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Also, the safety of employees abusing drugs and alcohol, and that of their co-workers, can be greatly jeopardized. The US Department of Labor has proven that illegal drug users cause at least four times as many workplace accidents as nonusers. Thousands of these "accidents" have resulted in death or permanent disability to innocent coworkers and the general public.

Under federal and state laws, illegal drug activities can bring prison sentences ranging from probation to life imprisonment. For example, any person who sells, purchases, manufactures, delivers, or possesses with the intent to sell, purchase, manufacture, or deliver a controlled substance in possession of open containers of alcoholic beverages in vehicles under the Florida State Traffic Law Statute (310.1936) is prohibited.

South Florida Dental Education programs comply with the college's Substance Abuse Policy.

Alcohol Use and Tobacco Use on SFSC Campuses

- No alcoholic beverages nor illegal drugs shall be in your possession nor consumed prior to or during a class session.
- The odor of alcoholic beverage on one's person shall constitute the same as consumption of prohibited items.
- The smell of an alcoholic beverage will result in the student being dismissed from class/lab/or clinic which will constitute an unexcused absence and may result in dismissal from the program.

South Florida State College is a Tobacco Free institution and tobacco products may not be used at any location on campus. For the purpose of Dental Education, clinical sites are considered extensions of the SFSC campus and tobacco products may not be used by SFSC Dental Education students at clinical sites.

Electronic Devices

Using the clinic phone

- Dial 8 on the clinic phone prior to dialing a local number
- Dial 9 on the clinic phone prior to dialing a long distance number
- Patients are to be contacted **ONLY** from the clinic phone. No personal phones may be used to contact patients for the student's safety.
- No personal phone calls may be made from clinic phones
- Clinic phone number is (863) 784-7020
- Clinic Fax number is (863) 784-7026
- Departmental staff will manage messages by delivering them to your mailbox. Urgent messages will be delivered to your classroom/clinic.

Out of respect for your classmates and faculty member, cell phones and pagers need to be turned off during class sessions or to vibrate (the same goes for pagers).

It is important to understand that cell phone or other electronic device use during an examination may be considered cheating just like it would if you had your notebook on the desk and open. Therefore, provide the main phone number for the department in order to funnel important phone calls to you during a class/examination.

Further, it is imperative that your patient is your number one priority during clinical sessions. It is considered unprofessional to receive and answer a phone call during patient care. Provide the department's main number, and you will be immediately informed if there is an issue of an urgent nature that you need to manage.

Do not call patients from your home or cellular phone. Disciplinary Action will be taken.

Cell phone use is prohibited in the clinic because of HIPAA regulations. Calling patients from a personal phone is prohibited for security reasons. Protect your personal information from patients at all times.

Basic Directory:

Dental Education Reception	(863) 784-7020
Dr. Milliken, Chair	(863) 784-7023
Mr. Sconyers, Professor	(863) 784-7022
Ms. Nason, Instructor	(863) 784-7025
Ms. Saccuzzo, Professor	(863) 784-7024
Adjunct Office	(863) 784-7028
Dental Fax	(863) 784-7026
Campus Security	(863) 453-0806
Emergency from any campus ph.	911

Instructors may allow the use of electronic devices in the classroom for classroom activities and note-taking. Discuss that option with the instructor prior to use.

Dress Code Policy

Purpose

Good grooming habits and personal hygiene must be a constant practice in a professional atmosphere.

Each dental education student represents the entire profession. The patient whom she/he serves is very apt to judge all other dental professionals by her/his appearance, health and attitude toward her/his profession. No line of endeavor demands as much cleanliness of the body and personal hygiene as does the dental health care provider. This is not only because we work so close to patients, but also because we are teachers of health and appearance.

The reason for the existence of any regulation on attire is that patients judge students by their behavior and appearance. Whether or not they should judge students' competence by their behavior and appearance in or out of the clinic is immaterial, because studies prove that this is the basis of their judgment. Patients should feel comfortable with the health care provider, not put off by initial appearance. Therefore, we choose to present a fairly traditional appearance rather than cutting-edge or unusual style.

The purpose of the student dress code is to provide students with guidelines for appropriate dress in school and professional environments. Student roles vary depending on scheduled activities (i.e. clinic, laboratory, classroom). Therefore, separate guidelines for each setting are required. The purpose of these guidelines is to set standards which will be uniformly interpreted by students and instructors and which lend themselves to professionalism.

In all situations, each student should exhibit and be a model of optimum oral and personal hygiene. Thorough oral and personal hygiene must be practiced every day, and use of dependable deodorants is essential.

Classroom Appearance

Modest clothing is required at all times. You are representing the dental profession for which you are training.

Prohibited attire

- halter tops, strapless dresses
- bare feet
- exposed midriffs
- shirts/blouses that show cleavage
- short- shorts
- pants that show underwear
- no lingerie may be worn as an article of outer clothing
- no caps (see Department Chair for religious exceptions)

Shoes and appropriate undergarments must be worn.

Laboratory and Clinic Appearance

Selected or approved **laboratory coats** must be worn to laboratory sessions. **No shorts** will be allowed during laboratory sessions as they often do not show below the lab coat and give a less than professional appearance.

Hair in laboratory or clinic:

Hair must be kept clean and neat at all times. If hair is between collar and shoulder length, it must be styled off the face or pulled back. If hair is longer than shoulder length, it must be worn up or braided down the back so that **hair does not fall forward over the shoulder**. Bangs or waves across the forehead must not fall below the eyebrows. Hair must be styled in a neat manner so that it **will not fall in the operator's face** or the patient's face, or block the unit light.

Shoes in laboratory or clinic

Flat, comfortable full coverage shoes will be worn in lab, clinic shoes required for clinic. Clinic shoes must be puncture resistant, composed of heavy vinyl, plastic, rubber, or leather. No fabric may be on the shoes. Close-toed clogs are acceptable as long as there are no holes or openings in the tops of the shoes.

Sandals are not permitted in labs or clinics.

Fingernails and hands in lab or clinic

- Fingernails are to be trimmed short enough to be flush with the top of the finger pad. Clear fingernail polish is acceptable if not chipped. French manicure or colored polish is prohibited.
- Cuticle should be kept healthy and intact
- Artificial nails are prohibited

Jewelry in lab or clinic

- Wristwatch
- Small (dime sized or smaller) pierced earrings for students with pierced ears
- Only 1 pair of earrings may be worn. No other jewelry in other piercings may be worn in lab or clinic
- All jewelry must be of material that can be disinfected
- We STRONGLY discourage tongue piercing due to high incidence of potential oral health problems (infection, chipped teeth, etc).
- Plain wedding band may be worn

Miscellaneous

- Glasses or face shields must be worn to protect the eyes in lab and clinic.
- Face shields will be provided for certain procedures
- Prescription glasses may be worn with solid side panels
- Perfume and other scented preparations should not be used in clinic since they may be offensive to some people
- All make-up is to be unobtrusive and natural
- Gum cannot be chewed during lab or clinic

Clinical Appearance

Uniforms

- Students must wear selected clinic uniforms during all clinic sessions
- All uniforms should be clean and neatly pressed
- Shirts worn underneath must be either black or white
- Uniform cover-ups must be worn over uniforms anytime aerosol or splatter might be encountered
- Tobacco, darkroom solutions, alcohol, and food odors on hands or breath may be offensive to patients. These odors may be removed from hands by rubbing your hands with a small amount of lemon concentrate. Breath odors may be minimized by effective oral hygiene, avoiding smoking and certain foods, and using mouthwash as needed
- Tattoos that show outside the uniform must be covered
- Shoes: White or black leather (not suede), low-heeled, full-coverage shoes are required. Athletics shoes may be worn if totally white. They should be cleaned, polished and buffed at all times and have clean laces
- Thin white or black mid-calf or knee high socks without any pattern may be worn. They should be neat, clean, and free from runs or excessive picking. No low anklets will be allowed as OSHA requires that no skin be showing.

Disciplinary Actions for Uniform/Clinic Attire Infractions

- First infraction: Dismissed from clinic until uniform is in order. If student cannot put uniform in order, patient will need to be dismissed until that can be accomplished
- Second infraction: Dismiss patient and student is dismissed from clinic for the remainder of that session and 1 additional session
- Third infraction: Dismiss patient and student is dismissed from clinic for the remainder of that session and 2 additional sessions
- Grade penalties apply as if student was absent from clinic

USE OF FACILITIES

Lockers

- All students will be given a locker in the lounge in which to store books and personal items.
- Each student will be required to purchase a combination lock for the locker. We request the lockers be kept locked at all times the student is not in the lounge.
- The locker number and combination will be kept on file in the department in case emergency access is required.
- Lockers are the property of the college and the Dental Education personnel may open a locker to inspect the contents if circumstances indicate that health and safety of students, patients, or other college employees or guests is at risk.

Mailboxes

- Students will be assigned a mailbox located in the clinic outside the sterilization room.
- Other uses of the mailbox include:
 - Tests, class work, etc., returned by instructors
 - Patient radiographic evaluations
 - Messages from instructors, Front Office Manager and fellow students
 - Departmental memos
- Mailboxes should be checked at the beginning of each clinic period by students who are in clinic.
- All other students should check the mailbox daily. Since the mailboxes are located in the clinic area, it is imperative that students do not disturb patients or linger in this area.
- All patient charts will be removed from mailboxes every evening.

Clinic Station

- At the beginning of each semester, the student will be assigned a specific clinic station to utilize during patient treatment.
- Floating rotation assignments may also be made when there are more students than stations. These will change each semester.
- The rotating students are responsible for finding which chairs will not be utilized during any clinic period and setting up their equipment at those stations.
- During the time of use, the student becomes temporarily responsible for maintenance of the area.
- Students are expected to keep their assigned clinic station neat, clean and **well stocked**, according to the diagram in the clinic manual.
- Clinic station supplies must be kept in the standardized locations to facilitate access to all users.
- Report any broken or damaged equipment, fixtures to an instructor, the Front Office Manager, or the Department Chair
- Students are expected “to maintain clean, orderly and well-stocked cabinets.” This is part of MAINTENANCE CRITERIA FOR EVALUATION. Instructors may make a random check of cabinet drawers at anytime and deduct from clinic grade any violations.

Classrooms

- Food and beverage are not allowed in any classroom.
- Care for furniture appropriately, as if it were your own.
- Report any broken or damaged furniture and equipment to the Front Office Manager.
- Classrooms should be neat and in order at the end of instruction.
- Disinfecting wipes are provided in the classroom for the student to clean the desk top if needed.

Clinic Drawer Assignment

Students will be assigned one locked drawer. The drawer is to be used for each student's instruments and personal clinic supplies. Clinic station drawers and the overhead storage areas are shared by everyone and are not to be used for personal items.

Personal drawers should be locked at all times when students are not in clinic for your protection. **Instruments are purchased with lab fees, however if instruments are lost, misplaced or stolen, the student is responsible for their replacement.**

Students will be given a key for their drawers. This key is the student's responsibility. If a key is lost, the student must have a locksmith make another key. You will not be eligible to graduate until a working key is turned in to the faculty.

SCHOLARSHIPS

While applications for some of the individual scholarships may be available from the dental hygiene department, all scholarship money must be managed and dispersed through the Financial Aid Office. Additionally, any financial need must be documented through the Financial Aid Office for scholarship consideration.

American Dental Association Endowment and Assistance Fund Scholarship

The American Dental Association offers a scholarship of up to \$1000 to second year dental hygiene students carrying 12 credit hours with a completed application form, documented need, a 3.0 GPA, 2 typed letters of reference and a typed one page biographical sketch, all of which must be submitted by August 15th. Each school may send information from only two candidates.

Visit www.ada.org for specific information.

ADHA Institute Scholarship Program

This scholarship is for a rising second year hygiene student who can demonstrate financial need. The following criteria apply:

- have been accepted into an accredited dental hygiene program in the United States
- have completed a minimum of one year of dental hygiene curriculum
- can document a minimum financial need of at least \$1,500
- have a minimum grade point average of 3.0 on a 4.0 scale for any dental hygiene curriculum
- are full-time students (unless applying for the designated part-time scholarship)

SFSC Foundation Scholarship

This scholarship may be awarded to a student demonstrating extreme financial need. A 2.75 gpa is necessary for consideration. Award is at the discretion of the program Chair.

For other scholarship/grant/ or loan information, contact the Financial Aid Office on campus.

STUDENT ACTIVITIES

American Dental Hygiene Association Student Membership

www.adha.org

The faculty strongly encourages dental hygiene students to become student members of the ADHA during fall of the first year to benefit from the services and information provided and demonstrate support of the profession. Contact faculty liaisons of ADHA for student membership information (Ms. Nason).

Trips/Activities

Students are encouraged to participate in professional and continuing education meetings/activities during their time at SFSC. These facilitate the educational process and professional growth of the student.

Activities that may be available:

- SMILE DAY in Tallahassee, FL, where they are given the opportunity to lobby legislators on issues that affect oral health and the dental hygiene profession.
- Special Olympics Special Smiles where they work with other dental professionals in screening athletes
- Give Kids a Smile where they work with other dental professionals in screening children and application of sealants
- Wellness and Health Care fairs where basic information about oral health are provided to attendees
- World AIDS Awareness fair where they provide information about the impact of HIV/AIDs on oral health to attendees
- FDHA annual symposium where they participate in the student organization, table clinic competition, and continuing education activities

Fundraisers

The students may choose to hold fund-raising projects in order to defray the cost of professional meetings and board exams. Monies may be available through the Student Activities Club if a representative regularly attends the SAG meetings and petitions for the funds for a specific activity.

REQUIREMENTS FOR GRADUATION

Students who expect to graduate at the end of spring term are strongly encouraged to participate in SFSC College Graduation ceremonies around the first week in May. A fee is charged for the cap and gown, graduation audit, and diploma.

Last day to apply for graduation will be around January 12 - check the current "SFSC Student Handbook".

- All students are required to meet with an Academic Advisor in the Advising and Counseling Office in Building B on the Avon Park campus to determine that all requirements have been met for graduation. In addition, students are required to assure the following:
- Successful completion of all dental hygiene courses as listed in the program curriculum map and general education courses needed for awarding of AS degree
- Successful completion of all clinical patient and process requirements, pre-clinic through Clinic IV as stated on course outlines
- Successful presentation of a Case Study, delivered in the presence of an audience during second Spring Term
- Completion of Dental Hygiene Graduate Survey
- Completion of SFSC graduate check-list

National Board Examination

The student will be eligible to sit for the Dental Hygiene National Board after he/she has completed all courses required for semesters one through four with a passing grade, i.e., for basic sciences and general education courses earn a grade of D or above and for major courses (DEH prefix) earn a grade of C or above. The student will currently be enrolled in the fifth semester taking all required courses, attending classes and making satisfactory progress. The only courses the student will not have completed or presently be enrolled in will be fifth semester courses. Ms. Nason is the primary contact faculty member for National Board Exam. http://www.ada.org/sections/educationAndCareers/pdfs/nbdhe_examinee_guide.pdf

State (or Regional) Board Examination

Students will be eligible to take any state or regional dental hygiene board after completing all requirements for graduation and meeting individual state's licensing requirements which generally include passing the National Board. Ms. Saccuzzo is the primary contact faculty member for State Board Exam. <http://floridasdentistry.gov>

Pinning Ceremony

The students who have completed all courses through fourth semester with satisfactory grades and have remedied all "I" grades will be permitted to participate in the pinning ceremony. Pins are purchased by the class during Spring term.

**South Florida State College
Dental Education Program**

Acknowledgment of Student Handbook Information

I have read all information in the **Dental Hygiene Program Student Handbook** and have been given the opportunity to ask questions concerning any information not understood. I understand that continuation in the program is contingent on my agreement to adhere to the stated policies and procedures.

Student Signature _____

Date _____

**South Florida State College
Dental Education Program**

Permission to Distribute Personal Information

I _____ give South Florida State College Dental Program permission to print the following (circled and initialed) on a list to be circulated among first and second year dental hygiene and dental assisting classmates. I understand it is my responsibility to keep contact information current by reporting any changes to the Front Office Manager:

Name

Address

Phone number

Cell phone number

Email address

Photograph

All of the above

Sign _____

Date _____

**South Florida State College
Dental Education Program**

Structure of Clinical Education Agreement

The faculty in the Dental Education Programs at South Florida State College utilizes a team teaching approach to impart clinical skills to dental assisting and dental hygiene students. In each preclinical and clinical session, individual and collaborative instruction and observations provide students with the greatest opportunity for clinical skill development. Verbal and written feedback is provided at each session to insure that students are informed of their progress in the development of such skills. The instructors are required to read one another's written documentation and consult with one another regarding student progress in skill development. This team teaching and clinical education structure enables the faculty to focus on individual student needs.

Students may be asked to write papers or make journal entries for some of the classes in the curriculum. This documentation may be read by all instructors who teach in the program. When students meet with an instructor to discuss grades or behavior, documentation on counseling, forms may be read by all instructors who teach in the program.

As part of the program outcomes assessment plan and the quality assurance in patient care plan, student evaluation forms are read at successive patient appointments and clinic sessions to gather information pertinent to the aforementioned plans. Off campus rotation evaluations are completed on a weekly basis and will be read to evaluate the student's progress of clinical skills. Instructors are required to question students, patients, clinical staff, and other faculty members about documentation on evaluation forms to ascertain that patients have been, and will be receiving the *Standard of Care* described in the *Patient Bill of Rights* document.

By signing this agreement you are indicating that you have read and understand the method and structure utilized by the faculty and that you hereby grant permission to the faculty to read your performance evaluations and consult with one another about your progress in clinical skill development and the delivery of patient care.

Print Name

Indicate DA or DH

Date Entering Program

Month/Year Scheduled to Graduate

Signature

Date