



**DENTAL HYGIENE PROGRAM
POLICY MANUAL
2022-2023 Update**



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KCC DEPARTMENT OF DENTAL HYGIENE EDUCATION GOALS AND PHILOSOPHY STATEMENT

The dental hygiene profession, as an integral part of the health care team, demands individuals who have been instructed in the psychosocial, biophysical and technical elements of the dental hygiene process of care. Dental hygiene practitioners must be able to effectively interact with clients, other professionals and the community. They must be able to apply current concepts to changing societal and oral health needs. The KCC Department of Dental Hygiene Education is committed to educating dental hygienists who will provide quality oral health services and education to and for the public; foster leadership and innovation in health promotion issues; appreciate cultural diversity and respect for the individual; and demonstrate the highest standards of **honesty, integrity, accountability and ethics**.

The goals of this department are stated here and reflect our commitment to the dental hygiene student, to the professional development of the registered dental hygienist as well as to advancing the profession of dental hygiene.

The KCC Department of Dental Hygiene Education will:

1. Prepare a competent, entry level dental hygienist as defined by the KCC Dental Hygiene Competency Statement.
2. Maintain a contemporary dental hygiene program that reflects relevant and current dental hygiene theories, practices and educational methods.
3. Provide a dental hygiene curriculum that integrates general education, biomedical sciences, dental sciences and dental hygiene sciences.
4. Maintain an admissions philosophy which promotes a diverse and qualified student body.
5. Provide opportunities to the dental hygienist for professional growth and development through life-long learning experiences.
6. Respond to the oral health needs of the community by providing therapeutic, educational and preventive dental hygiene services.

COMPETENCY STATEMENT

The dental hygiene process of care, including assessment, dental hygiene diagnosis, planning, implementation and evaluation, represents the core of the dental hygiene curriculum at Kellogg Community College. Fundamental to this process of care are notions of health promotion and disease prevention. Further, the roles of the dental hygienist (Clinician, educator, consumer advocate, researcher, change agent and administrator/manager), the ability to solve problems creatively and critically, and the delivery of ethical and patient centered care are considered to be important values and skills that the dental hygiene process of care underscores.

Closely related to the dental hygiene process of care are other values and behaviors which are essential to the curriculum. These values and behaviors, together with the dental hygiene process of care, serve as our core indicators of student performance and competence. They include a strong sense of professionalism and ethics; an integrated

knowledge base of basic sciences, psychosocial sciences, dental and dental hygiene sciences; patient, personal and environmental safety; time management skills; community involvement and appreciation; and the continued personal and professional growth and development of the individual.

This document, using the concept of competencies, organizes the way in which the program is able to measure each student's progress towards becoming a competent, entry level dental hygienist. Competencies are presented as statements describing the levels of knowledge, skills, functions, procedures, values, behaviors and patient care services each graduate will achieve. Additionally, competencies are repeated demonstrations of a student's independent performance. They are measured against relevant, valid and reliable criteria as established by the KCC Department of Dental Hygiene Education.

Domains are stated first and are the broad categories described above: the dental hygiene process of care, professionalism and ethics, safety, knowledge, time management, community and growth and development. Within each domain, *major competencies* are identified. A major competency is defined as the ability to perform or provide a particular, complex service or task. Because of the complexity of the service or task, *supporting competencies* are required which describe the more specific abilities associated with the performance of the major competency.

Foundational knowledge is the product of didactic and laboratory instruction which imparts the information and experience that are prerequisite for satisfactory mastery of supporting competencies.

The biomedical, dental and behavioral sciences all provide instruction at the foundational level. This background ensures an understanding of the basic biological principles that the student needs to make decisions regarding oral health services within the context of the patient's overall health. The dental hygiene sciences include instruction in: oral health education and preventive counseling; health promotion; patient management; clinical dental hygiene; special needs patients; community dentistry and oral health; medical & dental emergencies including basic life support; legal & ethical aspects of dental hygiene practice; infection & hazard control management; and blood borne infectious diseases. Collectively, these sciences provide the student with the knowledge of oral health and disease as a basis for assuming responsibility for assessing, analyzing, planning, implementing and evaluating dental hygiene care.

The Department of Dental Hygiene at Kellogg Community College provides each student with opportunities for success in achieving these competencies. The student can demonstrate competence in many ways, including but not limited to: the successful completion of academic and clinical course work; student papers and evaluations; simulated clinical exams and participation in group and community projects.

DENTAL HYGIENE PROGRAM COMPETENCIES (Program Learning Outcomes)

PROFESSIONALISM AND ETHICS

1. The graduate demonstrates interpersonal communication skills to function successfully in a multicultural work environment with diverse populations.

The graduate...

- a. Develops effective communication skills.
 - b. Demonstrates cultural sensitivity.
 - c. Provides humane and compassionate care to all patients.
2. The graduate makes professional decisions affecting the practice of dental hygiene that satisfy legal, societal and ethical principles.

The graduate...

- a. Practices within the context of legal and professional obligations and jurisdictional Code of Ethics.
- b. Demonstrates personal/professional responsibility to the welfare of society through service activities.
- c. Participates in professional organizations at the local, state and/or national level.
- d. Shows responsibility to the patient and other members of the oral health team
- e. Demonstrates attitudes and behavior consistent with ADHA code of Ethics such as autonomy, confidentiality, non-maleficence, beneficence, justice and veracity in core competency
- f. Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.
- g. Record accurate, consistent and complete documentation of oral health services provided.

SAFETY

3. The graduate applies quality assurance mechanisms to ensure continuous commitment to accepted standards of care.

The graduate...

- a. Establishes and maintains an environment that protects against transmission of disease.
- b. Implements protocols that establish and maintain an environment that protects against environmental hazards.
- c. Utilizes ergonomic principles to promote health and comfort of self and patients.
- d. Manages medical emergencies by using professional judgment, providing life support, utilizing required CPR and any specialized training or knowledge.

TIME MANAGEMENT

4. The graduate demonstrates effective time management skills.

The graduate...

- a. Provides dental hygiene services in a timely manner.
- b. Functions as a team player in the delivery of dental hygiene services.

KNOWLEDGE

5. The graduate integrates knowledge of basic science, psychosocial, dental and dental hygiene science in the assessment, diagnosis and treatment of patients.

The graduate...

- a. Implements the dental hygiene process of care (ADPIE) for all patients by integrating dental hygiene science knowledge with the basic, psychosocial and dental sciences.
- b. Uses evidenced based decision making to critically evaluate the validity and relevance of new information, products and technology to the practice of dental hygiene.
- c. Uses current information systems to access medical/dental databases/information.

HEALTH PROMOTION AND DISEASE PREVENTION

6. The graduate uses critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.

The graduate...

- a. Integrates accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- b. Initiates consultations and collaborations with all relevant health care providers to facilitate optimal treatments.
- c. Recognizes predisposing and etiologic risk factors that require intervention to prevent disease.
- d. Promotes positive values of overall health and wellness to the public and organizations within and outside the profession
- e. Identifies individual population risk factors, and develop strategies that promote health-related quality of life.
- f. Evaluates factors that can be used to promote individual population adherence to disease prevention or health maintenance strategies.

COMMUNITY

7. The graduate has experience in assessing, planning, implementing and evaluating community based oral health programs, including health promotion and disease prevention activities.

The graduate...

- a. Assesses the oral health needs of the community and the quality and availability of resources and services.
- b. Provides limited community oral health services in different settings.
- c. Recognizes reimbursement mechanisms and their impact on the patient's access to oral health care.
- d. Provides screening, referral, and educational services that allow patients to access the resources of the health care system.
- e. Recognizes the role of the dental hygienist in influencing individuals and organizations to increase access to oral health services including the underserved populations.

GROWTH AND DEVELOPMENT

8. The graduate recognizes the need for personal and professional growth and development.

The graduate...

- a. Assesses personal strengths and weaknesses.
 - b. Evaluates personal well-being.
 - c. Identifies career options within health care, industry, education and research and evaluates the feasibility of pursuing dental hygiene opportunities.
 - d. Recognizes the value of and the need for life-long learning.
 - e. Develops practice management and marketing strategies to be used in the delivery of oral health care.
 - f. Recognizes that professional and social networks are available to pursue professional goals.
9. The graduate possesses the knowledge and willingness to address personal deficiencies.

The graduate...

- a. Evaluates professional skill, knowledge and outcomes of clinical practice in self.
- b. Plans and implements corrective measures to address personal and professional deficiencies of self.
- c. Assesses patient satisfaction and responds appropriately.

PATIENT CARE COMPETENCIES

ASSESSMENT

10. The graduate analyzes, selects, obtains and records assessment data on the general, oral and psychosocial health of a variety of patients, using methods consistent with medico-legal principles.

The graduate...

- a. Obtains, reviews and records a complete medical, social and dental history consistent with medico-legal principles.
- b. Establishes and maintains the patient record as an accurate and legal document of patient encounters.
- c. Recognizes systemic health conditions and medications that impact overall patient care.
- d. Identifies patients at risk for a medical emergency and manages the patient care in a manner that prevents an emergency.
- e. Performs and records the findings of a comprehensive examination using clinical, radiographic, periodontal, dental charting and other data collection procedures to assess the patient's comprehensive dental hygiene needs.
- f. Recognizes predisposing and etiologic risk factors that require intervention to prevent disease and contribute to the general and oral health of the individual.

DIAGNOSIS

11. The graduate uses critical decision-making skills to reach conclusions about the patient's comprehensive dental hygiene needs based on all available assessment data.
- The graduate...**
- Uses assessment findings, etiologic factors and clinical data in determining a dental hygiene diagnosis.
 - Identifies patient needs and significant findings that impact the delivery of dental hygiene services.
 - Obtains consultations as indicated.

PLANNING

12. The graduate develops individualized care plans that are specialized, comprehensive, culturally sensitive and acceptable to all parties involved in care planning using a collaborative approach to record accurate, consistent, and complete documentation of oral health services provided.
- The graduate...**
- Prioritizes the treatment plan based on the health status and the actual and potential problems of the patient to facilitate optimal oral health.
 - Establishes a planned sequence of care (educational, clinical and evaluation) based on: the dental hygiene diagnosis; identified oral conditions; the needs and goals of the patient; potential problems; etiologic risk factors and available treatment modalities.
 - Collaborates with the patient and other health professionals as indicated to formulate a comprehensive dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional judgment.
 - Respects the goals, values, beliefs and preferences of the patient in the planning process.
 - Responds to patient's concerns and questions.
 - Records the dental hygiene treatment plan and obtains the patient's informed consent based on thorough case presentation.
 - Recognizes need for referrals to other health care professionals.

IMPLEMENTATION

13. The graduate provides dental hygiene care that includes preventive, educational and therapeutic services designed to achieve and maintain oral health.
- The graduate...**
- Performs preventive, educational and therapeutic dental hygiene interventions to eliminate and/or control local etiologic factors that prevent and control caries, periodontal disease and other oral conditions.
 - Controls pain and anxiety during treatment through the use of accepted clinical and behavioral techniques.
 - Performs debridement and/or periodontal therapy using basic and advanced principles of instrumentation.
 - Provides life support measures to manage medical emergencies in the patient care environment.

EVALUATION

14. The graduate evaluates the effectiveness of the implemented clinical, preventive and educational services.

The graduate...

- a. Determines the outcomes of dental hygiene interventions using, indices, instruments, examination techniques and patient self-report.
- b. Evaluates the patient's satisfaction with the oral health care received and the oral health status achieved.
- c. Provides subsequent treatment or referrals.
- d. Develops and maintains a health maintenance program by comparing actual outcomes to expected outcomes, reevaluating goals, diagnosis and services when the expected outcomes are not achieved.

ACHIEVING COMPETENCE

To assist the student in achieving the competencies stated above, the faculty and administration have developed a series of skill assessments. These are opportunities for the student to demonstrate competence in the areas of: Professionalism and Ethics; Safety; Time Management; Health Promotion and Disease Prevention, Knowledge; Growth and Development; Assessment; Diagnosis; Planning; Implementation; Evaluation.

The skill assessments include a series of evaluation sheets designed to assess the specific levels of knowledge, skills, functions, procedures, values, behaviors, and patient care services expected of an entry level dental hygienist. Because of the nature of competency (i.e., repeated and independent performance), at least one observation session must be evaluated before competence can be achieved.

Competence implies *repeated* demonstrations of a student's *independent* performance. Demonstrating competence further implies that the student has performed the skill or task prior to an evaluation at the competency level. With that in mind, a student can and should use skill assessments in many ways:

- A tool for student self-evaluation.
- A way to determine readiness prior to attempting a competency level evaluation.
- A method to acknowledge student successes.
- A mechanism to receive constructive feedback and make improvements.
- A means to identify potential problems early on, make the appropriate corrections and achieve competence in a timely manner.
- A process to identify the need for re-mediation for those students who continue to have difficulties.
- Opportunities for the student to demonstrate growth and development.
- Opportunities for the student to demonstrate competence.

GENERAL KCC POLICIES/INFORMATION

The Department of Dental Hygiene Education adheres to all KCC policies. Students should refer to the KCC Student Handbook for specific policies and procedures dealing with students' right to know as well as the student appeal process, refund of tuition and fees, student discipline, academic integrity, harassment, withdrawal, smoking and chemical dependency, campus crime and complaint policies. Additional policies for the Department of Dental Hygiene Education are outlined here and are directed at facilitating student success in the program.

The dental hygiene program at KCC is accredited by the Commission on Dental Accreditation. Students are eligible to take the National Dental Hygiene Examination and the Commission on Dental Competency Assessments (CDCA) Dental Hygiene ADEX exam in their second clinical year. At the completion of the program, students receive an Associate's degree in Applied Science from Kellogg Community College. Students are eligible for state licensure after successfully completing the program and passing the National Dental Hygiene Examination and the ADEX regional clinical examination.

OBTAINING A STATE LICENSE/CRIMINAL BACKGROUND CHECKS/DRUG SCREENING

All Allied Health students participating in clinical education are required by Kellogg Community College Policy to undergo a criminal background check and drug screening at the onset of clinical education. Fees for testing are included in the coordinating clinical course fees.

The State of Michigan requires a criminal background check prior to obtaining a health professions license (effective October 1, 2008). Students who have been convicted of a crime may have difficulty obtaining state licensure.

The applicant for licensure will be asked about any criminal convictions and the State of Michigan Department of Community Health will review applications for licensure in these matters. Obtaining licensure may be impeded in certain cases. Drug screening checks may be required for licensure.

COMPLAINT POLICY

If a student feels that the KCC Department of Dental Hygiene Education is not in compliance with Dental Accreditation Commission standards or required accreditation procedures, he/she has the right to file a complaint with the Commission on Dental Accreditation. 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 matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678, by calling 1-800-621-8099, extension 4653 or via the website <http://www.ada.org/en/coda>.

PROMOTIONS COMMITTEE

For several decisions of significant importance to the student, and described in this manual, a committee must determine if a student may continue in the dental hygiene program. The committee will be made up of the **dental hygiene program director, all full-time faculty members, at least one clinical adjunct instructor, if the situation relates to clinical remediation attempts, and the director of allied health**. The duty of the committee is to review the documented attempts by the faculty and student to bring the student into compliance with all program guidelines. Once the documentation is reviewed, the committee must determine if the student can successfully complete the dental hygiene program within all program policies and institutional guidelines.

The following is a list of those cases where the promotions committee will be involved in a decision related to program continuance:

- Request for Academic probation
- Dismissal from the program
- Excessive Absence without notice of medical or extenuating circumstances in writing
- Request to continue within the same semester after long-term illness/injury/pregnancy
- Academic/ethical misconduct

ACADEMIC/ETHICAL MISCONDUCT

Violation of the Student Code of Conduct, as defined in the KCC Student Handbook, may lead to permanent dismissal from the dental hygiene program, without opportunity to reenter.

Any acts of ethical misconduct related to patient treatment, or jeopardizing the health or privacy of patients, faculty or other students will be cause for immediate dismissal from the clinical portion of the course. At that point, the promotions committee will review evidence and determine whether the student will be dismissed from the program, without opportunity to reenter.

ACADEMIC CONDITIONS

The department of dental hygiene education is committed to excellence. A final course grade of **less** than **C** indicates the student has not mastered a majority of the information required to practice dental hygiene. Additionally, a grade of **less** than **C** would not prepare the student to pass the National Dental Hygiene Board Examination and/or the CDCA's ADEX regional examination. Therefore, a grade of **C** or better is considered passing for all courses in the dental hygiene program (See Dental Hygiene Program Courses). Further, because of the sequential nature of the dental hygiene curriculum, failure of a course or courses and or a drop in GPA below 2.00 will cause

the student to be dismissed from the program. If the student wishes, he/she may make a **written request** to the promotions committee to be placed on academic probation.

This opportunity will be granted only **once** during the applicant's time in the KCC dental hygiene program, and only for the length of one semester past the point of initial failure. The written request **should outline what actions the student will follow to ensure future success in the program, if given the opportunity for probation**, and it will be considered by the promotions committee along with the student's academic record, attendance, and professionalism to date. *A student that fails two or more dental hygiene courses will not be granted probation. She/he will be dismissed from the program and must reapply.*

Academic Probation

The dental hygiene program places students, who the promotions committee has deemed to have the potential to achieve, in a program of **significant, formal remediation** with a **signed learning contract** between the course instructor, program director and student. If a student's academic performance OR clinical skill puts her/him in a position where they will be dismissed from the program, the student may make a **written request** to the promotions committee asking for **academic probation**. This opportunity will be granted only **once** during the applicant's time in the KCC dental hygiene program, and only for the length of one semester past the point of initial failure. The written request should be emailed to the director of dental hygiene and copied to the director of allied health. The letter **should outline what actions the student will follow to ensure future success in the program, if given the opportunity for probation**, and it will be considered by the promotions committee along with the student's academic record, attendance, and professionalism to date. *A student that fails **two** or more dental hygiene courses will **not** be granted probation. She/he will be dismissed from the program and must reapply.*

Dismissal from the Program

If a student has not demonstrated the academic and effective clinical performance required for success and or has not achieved success in remediation, the promotions committee will recommend dismissal from the program. The student will be informed in writing by the program director. If the student wishes to reapply to the program, a new application to the College must be submitted **following the policies and procedures outlined** in the Kellogg Community College Catalog including the deadline for application. The student will then be in competition with all other applicants for admission into the program.

Re-Admission to the Program

Any student wishing to re-apply to the dental hygiene program must submit a college application following the policies and procedures outlined in the college catalog and meet the deadline for application. The student will be in competition with all other applicants for admission at that time. Changes in the curriculum and length of time away from the program may require **repeating** coursework upon re-admission. **Re-**

admission placement is evaluated on an individual basis and determination will be made by the program director. A written educational plan will be constructed by the director of dental hygiene and signed by the student and program director. It is the student's responsibility to request a written educational plan prior to accepting re-admission. In the absence of a tailored plan the default is to repeat all courses in the program curriculum. If the student does not follow and successfully complete the written educational plan, the student will be dismissed from the program.

Dental Hygiene Program Courses (75 Total Credits)

BIOL 201 Human Anatomy BIOL 202 Human Physiology BIOL 205 Microbiology CHEM 100 Chemistry <u>General Education Courses:</u> COMM 110 Communications ENGL 151 Freshman Composition PSYC 201 Intro. To Psychology SOCI 201 Intro to Sociology	DEHY 110 Pre-Clinic DEHY 120, 121, 240, 241 Dental Hygiene Clinic DEHY 112 Medical Emergencies DEHY 114 Oral Anatomy DEHY 130 Community Dentistry I DEHY 123 Radiography DEHY 135 Dental Materials DEHY 222 Oral Pathology DEHY 232 Community Dentistry II DEHY 233 Nutrition DEHY 234 Pharmacology DEHY 242 Periodontics DEHY 244 Pain Control
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Before students can begin to provide dental hygiene services to the general public in the KCC dental hygiene clinic, students must demonstrate competency in **basic life support** and emergency management. Students are afforded the opportunity for BLS certification in DEHY 112, Medical Emergencies in the Dental Office. The certification is from the American Heart Association and is current from 2 years of the date of issue. All students must successfully complete this course as part of the dental hygiene curriculum- See CPR/AED & Basic Life Support Policy.

REMEDICATION

During the course of the dental hygiene program, students will learn self-evaluation skills from both academic and clinical courses. The student has many performance evaluations which will give him/her the opportunity to seek help in the classroom and clinical setting. These evaluations include but are not limited to: test and quiz scores; papers; lab practicals; special projects; attendance; clinical experiences; skill assessments; patient grade sheets; clinic grades. The faculty and administration expect that the serious student will seek out assistance as needed from his/her course instructors, student advisors, program director and/or KCC counseling services. For general academic remediation, the student will be referred to counseling for academic advising. Tutoring and/or study skills workshops are available to all KCC students. The course instructor may also offer individual tutoring sessions, dependent upon the time availability of the course instructor.

1. Didactic Remediation

If the student has not met the minimum acceptable standard of achievement in a didactic course, a C or better, a student **may** be placed on **Academic Probation** decided by the **promotions committee**. (See Academic Conditions and Probation above) The course instructor will develop a learning contract. The course instructor, program director and student will sign the ***formal remediation learning contract*** that will detail what the student must do to successfully complete the remediation which ends the probationary period. *The student must successfully complete this plan within one semester after the course failure.* The method of remediation available for a specific student shall be the prerogative of the course instructor. Remediation may include, but is not limited to: 1) re-examination, 2) additional assignments, and/or 3) repetition of part of the course.

2. Clinical Remediation

The need for remediation in clinical dental hygiene courses will be determined by the results of practical examinations, skill assessments, instructor evaluations and clinical performance which will identify the student's areas of weakness. Clinical remediation MAY be required even if the student has a passing grade in the course. A student's clinical instructor will alert the student, clinical coordinator and program director of identified skill deficiencies through the early intervention process. The clinical instructor working with the student at the point of deficiency identification, will verbally inform the student and then sign and file a remediation form with the clinical coordinator. The remediation instructor will ask the student to make an appointment with her to go over a remediation contract. The clinical instructor, student and clinical coordinator will sign the contract. The contract will include but not be limited to appropriate activities and appointments outside of course time with various instructors to improve the student's skills. A copy of the contract will be given to the student and one placed in the student's file. Once the student has been informed of the need for remediation, it is expected that he/she will make an appointment with the instructor within one week to begin the process. The student's faculty advisor will also be informed. Further, the student is expected to demonstrate cooperation, ownership of the problem and a sincere desire to improve. ***Failure to comply with the contract may be cause for dismissal from the program.***

The Department of Dental Hygiene Education's promotions committee recognizes the fact that some students will not benefit from remediation activities. In such a case, the promotions committee will recommend dismissal and the program director will inform the student. This decision is not made lightly and only after careful examination of each individual's needs and circumstances.

General Guidelines for Clinical Remediation: It is the student's responsibility as part of professionalism to attain course competency and request help when s/he recognizes a need for improvement. It is also all student's responsibility to utilize resources for improvement including open lab times (posted outside the dental lab) to practice instrumentation skills just as didactic studying is required outside of lecture.

When a remediation contract is made, the student is responsible to fulfill that contract within the semester. A failure to complete any part of the contract by not practicing, meeting deadlines or attending predetermined instructor meetings will result in a review of the case by the promotions committee.

Examples Specific to Each Clinical Level:

First Year Clinic Recognized Deficiencies	Examples for Activities in Contract	Examples of Expected Outcomes
Multiple unsuccessful skills assessment attempts; struggling to find and or remove calculus	Lab practice on manikins, extracted teeth, and "Calculus Detection PRO," with several specific goals for improvement and instructor monitored; assigned reading, extra clinic time	Goals met, significant improvement in skill performance; successful completion of skills assessment in clinic; able to remove calculus at beginning level competence
Difficulty following correct procedure, indicated by errors on areas of grade sheet: Professionalism, Ethics, Safety, Growth & Development, Time Management	Review of clinic manual, required additional tasks such as earlier arrival time for clinic to prepare, increased review of patient records and instructor feedback prior to scheduled appointments	Improved appointment flow; increased completion of appointments without difficulty in areas listed; successful preparation for appointment

Second Year Clinic Recognized Deficiencies	Examples for Activities in Contract	Examples of Expected Outcomes
Rate of patient completion of treatment, whether sextants or patients, continually below average; struggles with appointment time utilization; student seems to stall at assessment; Deficiency on grade sheet for time management; not coming to clinic prepared	Analysis by instructor and student of appointment time looking for areas of difficulty; skill exercises for areas of weakness; requirement to come earlier to clinic to have more preparation time, review and setup	Increase in completed patients; no struggles with moving past assessment; is well prepared for and has reviewed appointment plan

Consistent loss of points within a category on the grade sheet; tissue trauma; patient complaint;	Given reference material to review and must meet with instructor for activities related to the skill deficiency: use of manikin, DXTTR, videos, role play related to communication skills; followed up by focused observation of the skill on patients in clinic	Acceptable technique, better communication, no evidence of tissue trauma or patient complaint
Second Year Clinic Recognized Deficiencies	Examples for Activities in Contract	Examples of Expected Outcomes
Struggling to find and or remove calculus on more difficult patient periodontal cases	Lab practice on manikins to check basic technique, adaptation and angulation; Exploring on extracted teeth, and "Calculus Detection PRO," with several specific goals for improvement and instructor monitored; Focused instructor help on involved periodontal case	Successful completion of calculus detection and removal skills assessment; successful completion of sextant on difficult case with no points missed
Lack of thorough treatment planning including patient education; lack of interaction and education during patient appointment	Review of reference material and must meet with instructor for activities; use of cases for additional practice with feedback; use of role play related to communication skills; followed up by focused observation of the skill with patients in clinic	Improved treatment plan writing; improved patient education and communication

This rubric is not all inclusive and the instructor and student may need to work together to tailor the remediation to specific student deficiencies. It represents some common areas of student need and can be used for reference in building a contract for the student.

For some deficiencies, further growth and development of the student may be required in an experiential way related to ethics and professional judgement. These may require several discussions of the issue with the instructor and other faculty and should be evaluated on a case by case basis.

As stated earlier, continual deficiencies with no success in remediation, may warrant dismissal from the dental hygiene program. In such a case, with the best interest of the

student considered, the promotions committee will recommend dismissal and the program director will inform the student. This decision is not made lightly and only after careful examination of each individual's needs and circumstances.

ADVISORS

Dental hygiene advisors are assigned to students when they enter the program and remain their advisors for the duration of the program. Students are encouraged to meet with their dental hygiene advisors frequently. All students **must** meet with their dental hygiene advisors at **mid-semester and at semester end** to discuss their progress in the program. Advisors are available to students on an appointment basis.

SERVICE-LEARNING

Kellogg Community College is committed to the development of students through Service-Learning and civic engagement and strongly encourages students to gain experience while enrolled at the college. The Dental Hygiene department incorporates several courses where Service-Learning opportunities are embedded within the course. Upon completion of the service requirements in those courses, students receive a Service-Learning endorsement on their academic transcript. The final grade in the Service-Learning course must qualify for academic credit in order to receive the Service-Learning endorsement and to receive credit toward the Associate in Applied Science.

INCOMPLETE (I) GRADE

A student who fails to complete clinical requirements for DEHY 120, 121, 240 or 241 may receive a grade of Incomplete (I) for those courses. Skills assessments not completed by the end of each Semester (DEHY 120, DEHY 121, DEHY 240 and DEHY 241) may result in an Incomplete in that course. Students not completing skills assessments by the last day of clinic will receive an Incomplete and will not receive a diploma until they are completed.

A student receiving an **I** Grade in any DEHY Course must make arrangements with the **course instructor** to complete requirements for that course. Due to the sequential nature of the material presented throughout the curriculum, the course requirements must be completed by the end of the following semester in which the grade of **I** was received. Please refer to the KCC Academic Catalog, Instructional Information, for more complete information about **Incomplete** grades.

EXAM POLICIES

Quizzes and exams are scheduled throughout courses according to individual instructor's discretion. There is a great deal of thought as to when these are planned within the courses. The Kellogg Community College Department of Dental Hygiene Education supports that quizzes and exams are to be taken as scheduled. Individual instructors have the right to develop makeup quizzes and exams and will announce these policies within their syllabi. Final exams must be taken as scheduled or a grade of **I** Incomplete will be given. A student receiving an **Incomplete** grade must make arrangements with the individual instructor to complete requirements of the course.

Students will not be allowed to bring **anything** to a proctored test or exam in the computer lab. Students will not be able to have anything to write on and will not be allowed to ask any questions about test content. This is in line with the policy in place for the **National Board Dental Hygiene Examination (NBDHE)**.

CONDITIONS OF GRADUATION

Failure to complete clinical requirements for DEHY 241 and/or any other course/program requirements will result in delay of graduation. The promotions committee will decide if the student is eligible to complete the deficient requirement(s) going past the last semester of the curriculum. **Additional tuition and fees will be required** to utilize the dental hygiene clinic after DEHY 241 has ended. The student may attend pinning and graduation exercises but will not receive a diploma until the deficiencies are cleared. All students should be aware that **graduation from an accredited dental hygiene program is a condition of licensure**. Failure to complete clinical and/or course requirements by graduation will result in a course grade of **Incomplete**; postponed receipt of Associates in Applied Science (AAS) Degree and **delayed eligibility for licensure**. Once the deficient requirement(s) are satisfactorily completed, the **Incomplete** will be changed to a letter grade as defined in KCC's Academic Catalog- Instructional Information, the student will receive an AAS degree; the student will be eligible for licensure.

ATTENDANCE

The Department of Dental Hygiene Education adheres to all KCC policies relative to attendance. The administrators and faculty of the Dental Hygiene Program consider regular class attendance to be critical to the student's education experience as well as an indicator of the student's professional attitude and progress. Because of the number of skills that must be developed, attendance at all laboratory and clinic sessions is imperative. In cases of unavoidable absences, the student will be responsible to make arrangements with the instructor to make up the work that was missed, or an equally appropriate assignment, at the instructor's discretion. The student is expected to call the dental hygiene department on the day she/he is absent (or before when possible). The instructor will give specific policies for absences for each classroom, laboratory and/or clinic session in course syllabi.

Upon notification from a course instructor, the college will notify any student who has demonstrated excessive absenteeism as defined in course syllabi. The director of the dental hygiene program will send a follow up letter explaining the seriousness of the offense and possible consequences for continued absenteeism. Excessive absenteeism may lead to administrative action resulting in student withdrawal from the program. Two or more absences in a course is considered excessive. Please refer to KCC's Student Handbook for published guidelines relative to excessive absenteeism. **The specific course attendance policy takes precedence over but does not exclude the policy stated here.** Attendance and promptness to ALL lecture, laboratory and related activities is required. If a student is unable to attend class FOR ANY REASON, he/she must phone the class instructor PRIOR to class, or the **front desk if the student is scheduled in clinic**. Phone numbers are

generally provided in the class Syllabus, or by calling the front desk at 269 565-2008.

Sending a message with a classmate, or any other form of communication, other than a **direct phone call or email**, is **UNACCEPTABLE**. It is the student's responsibility to inform her instructors of her absence. Failure to notify as stated above will result in a grade penalty, even if it is his/her first absence or tardy.

For EMERGENCIES/ILLNESS* **only**, you are permitted two absences in a class.

Documentation may be required to verify the necessity of being absent, such as: a note from a physician, health care worker, case worker, legal representative or another individual. If an illness or medical condition results in absences exceeding 2 days, the "extended absence policy" may take effect. (See Extended Absence Due to Pregnancy, Long Term Illness, or Injury policy later in this document.

For each absence OR tardiness beyond two **excused**, (total for the course), **and for each unexcused absence**, the student's course grade will be lowered (see the specific amount of grade deduction within the course syllabi).

*Leaving early for a semester break, visiting/family functions, routine doctor's appointments are some examples of **Unexcused** absences. This list is not exhaustive.

Upon absence from a course the student **MUST** meet with the instructor to determine how to make up the lost time. The student should realize that in addition to excessive absences, habitual tardiness to class and/or clinic sessions also jeopardizes the quality of the student's learning. Tardiness disrupts the learning environment, interfering with the learning process of fellow students. Refer to the clinical course syllabi for consequences when absent or late to class/lab/clinical sessions. A professionalism grading form will be used for classroom/lab evaluation of professionalism.

Please treat your attendance to class as if your education is your current employment. Your future employer will expect you to be on the job, on time, every scheduled day.

Determining Illness/Quarantine

For the following list of symptoms, a student should consult with a physician and refer to the **permitted** course absence policy:

- Fever, chills
- Positive COVID-19 test, or signs/symptoms of the disease
- Diarrhea/vomiting
- Conjunctivitis
- Shingles

It is expected that the student will seek medical attention for any unknown illness/symptoms in a timely manner so that others will not be infected and the student will not miss coursework to see the physician.

If the student comes to class or clinic with any of these symptoms they will be sent home. Staying home or being sent home will use the students **permitted** absences. If a longer recovery period is required than the permitted absences, (as determined by a written statement from the student's physician), the extended absence policy will be referenced. Questions regarding COVID-19 protocols should be directed to KCC's COVID Compliance Coordinator at (269)-565-2807 or covid@kellogg.edu.

See the "*Extended Absences Due to Long Term Illness, Injury or Personal Reasons*" later in this document.

PERSONAL APPEARANCE

The personal appearance and demeanor of a Kellogg Community College dental hygiene students is a reflection of the individual's level of commitment to becoming an allied health professional. While in the dental hygiene clinic, students must adhere to the **Clinic Uniform and PPE Guidelines** outlined in the *Clinic Manual*. Consequences for not following the guidelines may result in immediate dismissal from clinic which will count as an absence.

TIME MANAGEMENT

The student's commitment to the dental hygiene program is very important to success. It is suggested that outside employment obligations be cautiously approached. The student is advised to allow ample availability for homework assignments and study time. The suggested guideline is to allow 2 hours of study for each lecture hour and 1 hour for each lab hour.

CELL PHONE, MEDIA and KEYS

In order to avoid disruption of either classroom or clinical activities, students must turn off cell phones during class.

Students, and faculty are not allowed to have cell phones in clinic. This includes no use of phones to take photos in clinic. This violates HIPPA regulation. Violation of this constitutes ethical misconduct resulting in possible dismissal from the dental hygiene program. Professionalism dictates that all clinical personnel focus on patient treatment. Patients are required to turn off cell phones in the clinical areas to prevent disturbing other patients.

Professionalism and **Ethics** are keys to success as a dental hygienist. Maintaining a professional relationship with faculty members is important and therefore it is **not** appropriate for faculty to accept you as a friend on Facebook or other social media while you are a current student in the dental hygiene program.

As a future healthcare professional in the dental community, be mindful of the appropriateness of your personal Facebook or other social media posts. You are a representative of the Kellogg Community College Dental Hygiene Program and the dental hygiene community.

Keys are distributed for student use each semester, and then returned to the Program. Students who lose a key will be charged \$10 for replacement.

TRANSPORTATION POLICY

Each student is expected to maintain reliable transportation and is responsible for his/her attendance at all educational activities.

HIPAA/CONFIDENTIALITY

Students will receive training on confidentiality and federal HIPAA requirements for the health care setting in their first semester in the dental hygiene program. Maintaining confidentiality is strictly enforced and is required at all times. Students are to access patient information only as directed by a clinical instructor and only on a “need to know” basis as it pertains to the patient’s dental hygiene care. The patient records are maintained by the front desk administrative assistant and **must** not leave the dental hygiene clinic for any reason (in any format; digital or paper). Students are not allowed to enter the area of paper records in the reception area. Digital records will only be accessed while students are supervised in the clinical area.

Any violation in this area is considered ethical misconduct and may result in dismissal from the dental hygiene program.

RADIATION SAFETY

Each student is required to follow the written radiation safety policies and procedures of the clinic facility, as set forth in the *Clinical Asepsis & Safety Manual SOP Standard Operating Procedure*. This document is provided to students at the beginning of their clinical course experience.

STUDENT LEARNING PARTNERS

During the dental hygiene curriculum each student will be required to serve as a student learning partner for many procedures. The primary purpose of delivering these diagnostic, therapeutic and non-therapeutic services to a student by a fellow student is to provide initial clinical experiences and enhance early skill development. These services may include but are not limited to the diagnostic examination of the head, neck and oral cavity, periodontal examination, an occlusal examination and caries risk assessment, the therapeutic delivery of periodontal debridement, sealant placement, and the non-therapeutic delivery of local anesthesia and nitrous oxide. To provide these services, you will be required to complete a medical history. Health history information is used for treatment use only. Students will not be student learning partners for exposing radiographs.

POLICIES REGARDING PATIENT APPOINTMENTS

Obtaining Patients

Kellogg Community College Dental Hygiene Clinic has a distinct advantage of having a large patient pool. However, sometimes not all patients fulfill requirements needed for graduation. Students should be aware that providing their own patients may be necessary

in order to complete requirements. It is the student's responsibility to check the appointment schedule on a regular basis and communicate directly with the front desk secretary and clinical coordinator when openings arise in the schedule. Students should be proactive in helping to keep their schedule full and to monitor their own requirement progress. Students are advised to keep a list of unfinished patients that may be called in the event of a cancellation. If a student has an unscheduled clinic appointment or a patient no show or cancellation, the student should review his/her patient list and try to call patients to fill the time slot.

Patient Fees

Patients are required to pay for their dental visit on the day of the appointment. The Program Director reserves the right to evaluate extenuating circumstances for payment options. The fee for services will be waived for one patient appointment per student, per semester called a "golden ticket". These tickets may be used by family members or any person of their choosing. The voucher will cover the service provided for the appointment at which the voucher is presented. All other patients are required to pay, including family members and friends. Current dental hygiene students will not be charged for dental hygiene services provided in the clinic.

Patients that have agreed to participate in the Behavior Modification Project or Nutrition Project will have their fees refunded after the completion of the project. Patients that have agreed to participate in the CDCA patient treatment exam will have their fees refunded, upon completion of the exam and their return to the KCC dental hygiene clinic. Patient refunds will be in the form of a check sent in the USPS.

MEDICAL POLICIES AND REQUIREMENTS

Upon acceptance into the dental hygiene program, all students are required to have a physical examination. The student and the student's physician must complete and sign the Kellogg Community College Medical History Questionnaire. This form documents proof of immunity to Hepatitis B, Rubella, Rubeola, Mumps and Chicken Pox. It also documents DPT immunization, tuberculosis testing and COVID-19 vaccination status. Immunization is needed prior to pre-clinical and clinical experiences. Students are responsible for completing these forms and turning them in as directed in the orientation materials.

Failure to submit the proper documentation of medical requirements by the due date will result in clinical suspension, which will affect the student's grade and jeopardize his/her position in the program. Completed forms will remain in the student's confidential file located in the dental hygiene department. HBV vaccination information will be kept in a QA log in case the student has a significant exposure to blood and body fluids.

Requirements: HBV vaccination, Tuberculosis (TB) testing and verification of results at the start of the dental hygiene program, Measles, Mumps and Rubella Vaccination (MMR) verification and proof of immunity through a blood test, Tdap, Chicken Pox vaccination or proof of immunity through a blood test. (All vaccines must be kept up to date while in the dental hygiene program.)

The cost and scheduling of the physical examination, immunizations and laboratory testing is the responsibility of the student.

All documents must be placed in a sealed envelope, labelled with the student's name, K-ID number, program and date of submission. The sealed envelope is to be deposited in the lockbox located on the 4th floor of the Roll Building, next to R405. Envelopes are available adjacent to the lockbox. *****STUDENTS MUST KEEP COPIES OF ALL DOCUMENTS SUBMITTED FOR THEIR OWN RECORDS**

No student or patient is discriminated against due to a past or present history of infectious or blood-borne pathogen disease.

Clinical and lab experiences in the program require frequent hand washing. Students with skin conditions requiring the use of specific agents for hand washing must provide documentation of this need, along with a specific recommendation for an appropriate healthcare-grade, antimicrobial hand washing agent. Documentation of this recommendation must be signed by a physician.

CPR/AED & Basic Life Support Policy

All students, faculty and supervising dentists **MUST** maintain certification in basic life support for healthcare providers, including CPR and AED training. Students earn this certification through training in DEHY 112 (Medical Emergencies) and must submit their certificate to the course instructor. Clinical faculty and supervising dentists need to submit their proof of current certification to the quality assurance technician or program director. Students or faculty who allow their certification to lapse will not be allowed to take part in any patient care activities. Individuals who are medically or physically unable to perform basic life support procedures may be exempt from this policy. Exemptions are granted on an individual basis, based upon the recommendation of the individual's healthcare provider.

Bloodborne Pathogens and Infectious Disease

No student or patient is discriminated against due to a past or present history of infectious or blood-borne pathogen disease. All students will be required to use PPE and standard precautions when providing patient treatment, as stated in the *Clinical Asepsis & Safety Manual SOP Standard Operating Procedure*.

Students in the dental hygiene program, in the course of their clinical duties have exposure to blood, tissue, secretions or body fluids of patients potentially containing infectious diseases. Unintentional punctures of the skin with a contaminated sharps/instrument could occur despite all precautions and could pose an increased risk of disease for the student. Policies have been developed to reduce risks in accordance with occupational risk abatement procedures. Training in blood-borne pathogens and communicable diseases is given at the beginning of the pre-clinical course. **If a student receives a significant exposure during the clinical experience, s/he will be directed to their primary care**

physician for evaluation, counseling and possible treatment. This appointment will be at the expense of the student. It is strongly recommended that students maintain health insurance coverage throughout participation in the dental hygiene program. Any expense incurred for testing the source individual will be borne by that individual.

Hazard Communication

All information on materials used in the dental hygiene clinical setting will be labeled in accordance with hazard communication regulation. Further, information about each material will be contained in the Safety Data Sheets (SDS) housed in the sterilization room, R108. The “Safety Board” in the dental hygiene lab, R106, will contain the following postings in accordance with all institutional, state and federal regulation:

- Globalized symbols key to hazard labels
- Any changes to the SDS book
- The “Right to Know” poster about occupational safety and health
- “Notice to Employees” sign for ionizing radiation safety
- Ionizing radiation machines registration
- License for medial waster producer

Examples of these and other safety documents are contained in the *Clinical Asepsis & Safety Manual SOP Standard Operating Procedure*. This document is provided to each student at the beginning of their clinical course experience.

Health Insurance Policy

Each student is responsible for providing his/her own health insurance. It is strongly recommended that students maintain health insurance coverage throughout participation in the dental hygiene program.

Clinical Illness/Injury Policy

A student must report any injury or possible illness obtained during participation in his/her clinical education. The clinical instructor will assist the student with filling out an incident report. Students participating in clinical education are not covered by Workman’s Compensation policies. It is the student’s decision to seek medical attention for an injury or illness obtained during the course of educational pursuits and the student assumes financial responsibility. **Students are strongly encouraged to carry health insurance.**

Pregnancy Policy (Updated May 2019)

Under the Department of Education’s (DOE) regulations implementing Title IX of the Education Amendments of 1972, Kellogg Community College does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Students who are pregnant and those recovering from pregnancy-related conditions may request temporary disability accommodations from the College's Support Services Department. Support Services staff will work with faculty and academic administrators to determine the appropriate accommodation in a particular class and/or program. When extended leave occurs, to the extent possible, students will be placed in the same position of academic progress that they were in when they took leave.

A student is not required to declare pregnancy, but it may be in her best interests to do so. Pregnancy and other health conditions may impact the ability to meet clinical and academic requirements. Declaration of pregnancy allows academic administrators the ability to determine appropriate accommodations that can place the student in the best position for success.

Radiation has long been recognized as potentially toxic to a developing fetus. Therefore, certain precautionary measures must be taken for dental hygiene/radiography students. The National Council on Radiation Protection and Measurements recommends that the maximum per dose (MPD) equivalent to the embryo-fetus from occupational exposure to the expectant mother be limited to 0.5 REM for the entire gestational period. Through proper instruction of all safety precautions and strict adherence to these precautions, it is possible to prevent fetal MPD levels from being surpassed. A student will not have course objectives and/or course criteria waived. However, an incomplete grade "I" may be given in certain courses if deemed necessary by the program faculty. The following policies have been set forth regarding a pregnant student:

Should any student declare pregnancy, the student will follow a strict adherence to all safety precautions:

1. The standing of the student behind the lead walls with the exposure room door closed when any exposure is made.
2. The use of the operator lead apron when in the radiographic area and when exposing radiographs.
3. Wearing of the Radiation Dose Monitoring badges (2) at all times.
4. The completion of all Radiology requirements as stated in the course syllabus.
5. The reporting of any condition she feels detrimental to herself or to her fetus, to the course instructor.

Should a student declare pregnancy prior to or during DEHY 244, she will still sit as a patient during local anesthesia training. However, NO MEDICATION will be administered.

The Course Instructor will directly supervise the compliance of the above and notify the Director of Dental Hygiene if any problems arise. Should a student withdraw from the program or course due to pregnancy, either on her own accord or upon the advice of her physician, she must follow all normal admissions procedures for re-admittance into the hygiene program or particular radiography course. Her admittance is based upon availability of openings.

Medically Related Extended Absences

A student enrolled in the dental hygiene program may experience a medical issue causing the student to be absent from courses for a period greater than the allowed course absence policy of two days. In the event this happens, the student should communicate in writing to the program director. At that time, the program director will work with the student to access relevant program and/or campus supports. To access such supports, students may need to provide agents of the college with relevant medical documentation. Students that have experienced a medically related extended absence may be required to provide agents of the college with a return to work/school document from their treating healthcare professional.

WITHDRAWAL

Withdrawal from the College: For general policies regarding college withdrawal, refer to the KCC Student Handbook.

Withdrawal from the Program: Any student intending to withdraw from the dental hygiene program needs to communicate that intent to the program director as soon as possible once the need has been established. The student should follow the general KCC policies for the withdrawal process.

If the student wishes to re-enter the program at a future date, s/he must re-apply and compete with all other applicants.

MANUAL DISTRIBUTION

This manual will be distributed at the dental hygiene new student orientation prior to a student beginning the DEHY Program. The most current policy manual will also be available on Moodle in each clinic course (DEHY 110, 120, 121, 240 and 241). For questions regarding program policies, please contact the Program Director.

ACKNOWLEDGEMENT STATEMENT

This form is an acknowledgement that the student was informed of the policies contained in this manual and had the opportunity to ask questions about those policies.

I have received a copy of the Kellogg Community College Dental Hygiene Policy Manual. I have had this material explained to me and have had the opportunity to ask questions and have them answered to my satisfaction.

I agree to abide by the policies in this manual and will accept the consequences for not doing so.

It is my responsibility to be sure I have completed all program requirements, including general education requirements. If I am transferring credits from another educational institution it is my responsibility to be sure that those courses are the equivalent to the required courses in the dental hygiene curriculum. I acknowledge that I may have to take specific general education courses as described in the catalog for graduation from the dental hygiene program if those taken at another institution do not transfer to KCC.

Printed Name of Student

Signature of Student

Date

Signature of Faculty Advisor/Program Director

Date

Please review the DH Policy Manual. Complete this form with your name, signature, and date, and return it to the Program Director by the specified date. This form will remain in your admissions file in the dental hygiene department.