

**Hillsborough Community College
Division of Health, Wellness & Sports Technologies**

DENTAL HYGIENE STUDENT POLICY MANUAL

The Dental Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook.

If changes in this handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood.

Revised July 2011

Effective Academic Year 2011-2012

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EQUAL ACCESS/EQUAL OPPORTUNITY AND EDUCATIONAL EQUITY

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes
Special Assistant to the President
for Equity and Special Programs
District Administrative Offices
39 Columbia Drive
Room 718
Tampa, FL 33606
Telephone: 813-253-7043
Email: jholmes16@hccfl.edu

DENTAL HYGIENE PROGRAM MISSION

The mission of the Dental Hygiene Program at Hillsborough Community College is to support and assist in implementing the mission and goals of the college. Members of the dental hygiene faculty recognize their responsibilities to support the total program of the college, to promote their own professional growth, and to participate in community activities.

DENTAL HYGIENE PROGRAM PURPOSE

Prepare individuals for employment as competent, entry-level practitioners whose knowledge and skills satisfy current standards for the dental hygienist. Graduates receive an Associate in Science (AS) Degree upon the successful completion of all program requirements and are eligible to apply to sit for the American Dental Association (ADA) National Dental Hygiene Board Examination and the Florida Dental Hygiene Licensure Examination.

DENTAL HYGIENE PROGRAM PHILOSOPHY

The Dental Hygiene Program at Hillsborough Community College is dedicated to the education of professional health care providers who not only attain technical excellence in clinic skill development, but who demonstrate a social awareness and sensitivity to patient and community health care needs. The focus is on academic scholarship, achievement, leadership, and cooperation as essential qualities of a health care professional. The program's educational environment encourages life-long learning, self-evaluation and assessment, and goal setting; and the development, of positive, interpersonal relationships with peers, educators, patients, and community leaders.

It is the Dental Hygiene Program's intent to provide the environment and educational experiences in which the dental hygiene students assume responsibility for their own learning, share in the learning process, and become personally involved in the learning event. It is our belief that educators who facilitate this process are positive in thought, are seeking to involve students in the direction of their educational experiences, and are attempting to treat students as responsible, independent, mature individuals. Emphasis is placed on preventive and therapeutic dental hygiene services.

The Dental Hygiene curriculum is designed to integrate the social, basic, and dental sciences with clinic experiences. Under direct supervision of the faculty, students will attain essential clinic and radiographic competencies for practicing dental hygiene health care through participation in laboratory sessions followed by the provision of direct patient care in the clinic settings.

The Dental Hygiene Program is designed to provide an academic foundation for higher education and continuing professional growth and development. A highly skilled dental hygienist will be equipped to provide quality care in a variety of health care delivery settings.

DENTAL HYGIENE PROGRAM GOALS

Maintain a state-of-the-art Dental Hygiene Program that is consistent with the mission of the College;

To prepare professional, ethical, competent, entry-level dental hygienists who demonstrate:

An awareness of their present and future roles and responsibilities as a member of the dental health team;

Concern for the total well-being of patients in addition to their dental needs;

The ability and motivation needed to educate patients in oral health;

The knowledge and clinic skills necessary to provide optimum dental hygiene care within the framework of total patient care; and

To provide optimal educational experiences for students that promote successful achievement of the intended outcomes specified by the Florida Department of Education Curriculum Framework and of patient care competencies specified to the ADA Accreditation Standards for graduates for an associate degree dental hygiene program.

SADHA

The Student American Dental Hygienist Association is your pre-professional organization. Your professional organization aids in your professional growth as the official organization dedicated to the advancement and promotion of dental hygiene. Your membership in this association provides opportunities for scholarship, networking, employment assistance, job security, and continuing education.

The SADHA is involved in fundraising, community service activities, and legislative policy regarding the practice of dental hygiene. When you become a student member, you are recognized by the Hillsborough County and Florida Dental Hygienist Association as official members of your professional organization with opportunity to participate in local and state meetings and special events. It is recommended that you become an active member of SDHA.

Patient Name: _____

Scope of Comprehensive Dental Hygiene Care

You will be classified for treatment in the Dental Hygiene Clinic by a dental hygiene student and faculty member. During the course of your dental hygiene treatment, you will be advised as to your future dental needs. Comprehensive dental hygiene treatment will be completed, unless otherwise specified during the treatment planning process. However, since we are authorized to provide only dental hygiene services, **we are unable to complete all your possible dental treatment at the Dental Hygiene Clinic.** You will be referred to a private practice dentist or a public health clinic for any additional care deemed necessary.

Items included within the scope of **comprehensive dental hygiene care** in the state of Florida that may also be experienced here at the Dental Hygiene clinic include:

1. Complete oral prophylaxis including preventive homecare instructions.
2. Application of preventive agents to oral structures.
3. Exposure and processing of radiographs.
4. Administration of medicaments prescribed by a licensed dentist.
5. Preparation of diagnostic aids.
6. Written records of oral conditions for interpretation by the dentist.

Additional functions may be performed as deemed appropriate during the treatment planning process. Functions will be performed as needed by an individual patient; therefore, not all students will perform all functions listed to clinical competency. Functions that may be delegated to a dental hygienist in the state of Florida include:

1. Taking impressions.
2. Sealant application.
3. Place and remove matrix bands.
4. Placement of cavity liners, varnishes, and bases.
5. Cementation of temporary crowns and bridges.
6. Prepare tooth surface with conditioning agents.
7. Removal of sutures.
8. Pack and remove retraction cord.
9. Removal of excess cement.
10. Placement and removal of temporary restorations.
11. Application of desensitizing solutions.
12. Performance of periodontal screening and probing.
13. Subgingival exploration for or removal of hard or soft deposits.
14. Sulcular irrigation.
15. Application of resorbable sulcular antimicrobial or antibiotic agents.
16. Placement and removal of periodontal dressings.
17. Polishing amalgam restorations.
18. Monitor the administration of nitrous oxide.
19. Apply topical fluorides.
20. Fabricate temporary crowns and bridges.
21. Place and remove rubber dams.

(Signature of Patient/Parent/ Legal Guardian)

(Date)

(Witness)

DENTAL HYGIENE STUDENT COMPETENCIES

Hillsborough Community College Dental Hygiene Program Competencies

1

Program Competency: The dental hygiene student will demonstrate knowledge of biomedical, dental, and dental hygiene clinical sciences.

2

Program Competency: The dental hygiene student will apply ethical, legal and regulatory concepts from the the ADHA Code of Ethics and the Florida Dental Practice Act.

3

Program Competency: The dental hygiene student will apply interpersonal and communication skills to effectively interact with diverse populations.

4

Program Competency: The dental hygiene student will apply critical thinking and decision making skills.

5

Program Competency: The dental hygiene student will provide appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.

6

Program Competency: The dental hygiene student will assess, plan, implement and evaluate patients of all age groups, that are medically compromised, have special needs and represent all case types.

7

Program Competency: The dental hygiene student will evaluate current scientific literature and perform a research analysis.

8

Program Competency: The dental hygiene student will assess, plan, implement and evaluate community based oral health programs including health promotion and disease prevention activities.

9

Program Competency: The dental hygiene student will reflect to apply self-assessment for development of lifelong learning.

MEDICAL INSURANCE AND EMERGENCY CARE

The College, Division or Program does not provide health and medical insurance for students. The student is responsible for all costs associated with any medical procedure and for maintaining health and medical insurance while enrolled in the program. Some clinical education settings will require that all students attending the facility provide proof of medical insurance. Students attending these clinical education settings must comply with this condition of mutually agreed affiliation between the clinical education settings and HCC. Each student should check his/her personal health insurance policy to ensure that she or he is covered by the policy for illness or injury resulting from the clinical experience.

EMERGENCY CARE IN CLINICAL SETTING (Student Medical Expenses)

In the event a student requires emergency treatment in a clinical setting, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate reserves the right to bill the student for such emergency treatment. The student is liable for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Students at clinical education settings are subject to contracting a disease or incurring bodily injury as a result of activities in the affiliate. Thus, students assume the risk of disease or bodily injury and acknowledge that the College is not responsible for any damages arising from participation in clinical education settings.

PROFESSIONAL LIABILITY INSURANCE

The College provides limited group professional liability insurance coverage for all currently registered health sciences students through the Florida Community College Risk Management Consortium. Information about coverage and current limits of liability may be obtained from the office of the Dean of Health Sciences. Students who desire their own professional liability insurance are encouraged to obtain such coverage.

Students are assessed a lab fee for each clinic/practicum course to provide for professional liability insurance. Note that NO insurance is provided unless the student is registered in a skills lab or clinic course and all applicable fees paid.

HEALTH AND SAFETY POLICIES

The clinical program includes many potentially dangerous exposures to infectious diseases. Although the staff and faculty of Hillsborough Community College will provide as much protection and guidance as possible, neither the College, nor its staff or faculty, nor its affiliates can accept any responsibility or financial liability for injury, illness, or exposure of any student in this program.

Incident Report

Facility Incident Reports will be filled out by the clinic supervisor and signed by the student for the following circumstances:

when personal injury has occurred to the student in the clinic setting.
 when the student has come in contact with a communicable disease in the clinic.

A copy of the report will be placed in the student's file. The student will be given infection control orientation at the onset of the clinical practice. Students must abide by the facility's infection control policies. The student must notify faculty within 24 hours of the incident and will receive an HCC Incident Report Form for completion.

STUDENT EMERGENCY/MEDICAL CONDITIONS AND LEAVE INCLUDING PREGNANCY LEAVE

Medical Condition/ Pregnancy

The Dental Hygiene Program at HCC requests that a student voluntarily inform the Program Manager of a medical condition that may currently or in the future require accommodation. In every instance, the student must provide notice in writing from his/her physician stating that the student is physically able to continue as a student including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge.

Medical Leave.

If a student is unable to continue due to a medical condition, the student must present documentation from a physician indicating the nature of the condition, any limitation(s) and an expected recovery date. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health, Wellness & Sports Technologies for final review. The Dean will advise the student in writing of her action regarding the leave. If the student is awarded a medical leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

Example: If a student cannot complete fall term 2008 due to a pregnancy, the student must return to the program no later than fall 2009. A student, who is unable to return at that time, must seek admission as a new student at any time in the future. However, if a student who is pregnant completes fall term and is able to return Spring 2009, there is no need for any accommodation.

A medical leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).

Emergency Leave.

If a student has a personal emergency that requires absence from classes, the student must request an emergency leave from the Program Manager. Depending upon the circumstances, the Program Manager may request documentation supporting the leave. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health, Wellness & Sports Technologies for final review. The Dean will advise the student in writing of her action regarding the leave. If the student is awarded an emergency leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded.

An emergency leave is not considered a withdrawal from the program and a student who returns from a medical leave is not considered to be a readmission (retracker).

PHYSICAL REQUISITES FOR SUCCESSFUL PERFORMANCE

Dental Hygiene Program policies related to fitness for performance:

1. Physical Examination:

The student must have a physical health update form completed prior to enrolling for the second academic year. These forms will be given to the student at the end of the first academic year.

2. Portable Laboratory Equipment

At times, dental hygiene students must transport heavy lab equipment from storage areas to clinic/laboratory facilities. Students may have to carry up materials weighing up to 30 pounds.

3. Other:

If any medical condition exists which may limit activities in the clinical setting, such as; a cast, crutches, wheelchair, or other short term condition that temporarily limits mobility, dexterity and/or acuity, the student may be asked to withdraw from the program until such a condition is corrected. Clinic protocols require that health care workers be physically and emotionally stable to provide care to clients. A letter from the student's health care provider stating the student is allowed to perform clinical tasks associated with the dental hygiene program must be submitted to the Dean of Health, Wellness, and Sports Technologies before the student will be allowed to attend clinic. This information will be retained in the student's file.

INFECTIOUS DISEASES

Students performing in the clinical facilities must understand that they may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

Hillsborough Community College recommends that all Health Science program students obtain the Hepatitis B vaccine prior to entering the clinical experience portion of the program.

Students understand and assume the risks involved in the clinical portion of Health Science Programs at Hillsborough Community College, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS) and other related infectious diseases while participating in the required clinical experiences.

INDIVIDUALS WITH BLOOD BORNE INFECTIOUS DISEASES

Applicants for Admission to the Program

Students enrolled in the Dental Hygiene Program may be exposed to blood borne pathogens via blood and body fluids. Although there are no documented cases of occupational spread of HIV to dental workers, students enrolled in the Dental Hygiene Program must recognize that the potential does exist for transmission of blood borne and other infectious diseases during patient care activities. The risk of HIV disease transmission from dental patients to members of the dental team is extremely low, however, there is a small potential. The Americans with Disabilities Act (ADA) and other antidiscrimination laws prohibit discrimination against patients with disabilities including those with HIV; therefore, students are required to treat all patients

assigned, regardless of whether the patient has a blood borne infectious disease recognizing that students will utilize current infection control recommendations and information on the diseases. Refusal to treat any patient may affect the student's academic success. No students will be allowed to render care to patients in any setting until he/she has been instructed in infection control following OSHA guidelines. Students must demonstrate competence using universal precautions in a laboratory setting, prior to any patient care. Faculty supervision will be provided throughout the laboratory and clinical phases of education to continually monitor the safety of students and use of universal precautions for both students and patients.

Students

As noted above, applicants are notified of the program's policy on Blood Borne Infectious Diseases during the admissions process. Once accepted into the Dental Hygiene program, each student must complete a Medical History form and undergo a physical, requiring their doctor to authorize the student's participation in the program. If the student has an infectious disease, the Dental Hygiene Department Program Manager would learn this from review of the student's medical release forms. Students with a positive finding are counseled about possible risks they pose to the patient and they are asked to discuss the risks with their healthcare provider. The decision to notify a patient of their status rests with the student, based on confidentiality procedures for Health Care Workers. Students learn universal precautions and are expected to follow them to protect themselves and their patients. Infection control is evaluated daily in the clinical and laboratory settings. If a student has an open wound or weeping lesion on his/her skin, he/she may be asked to reschedule the patient and not treat patients until the lesion has healed or he/she is deemed safe to treat patients. As noted above, students may not refuse to treat a patient based on the patients' disease status.

Patients

Patients upon arrival to the clinic are required to complete thorough medical histories that are reviewed by the students, dentist and program faculty. Assuming they are truthful, and know their status, the clinic will know of any patients with Blood Borne Infectious Diseases. Patient Confidentiality rules apply. Universal precautions will be taken for all patients so no changes should be needed. Faculty and the consulting dentist will decide if the clinic is equipped well enough to treat the patient safely. If a patient is deemed to be immunocompromised or at risk the patient may be referred to an appropriate setting, such as a hospital dentistry clinic for their safety. In addition, health care workers in Florida are not required to notify patients of their status. If the students, faculty or staff choose to disclose their status to patients, then the patient may decide whether to be treated by the health care worker.

Faculty and Staff

In the Dental Hygiene Clinic, all faculty and staff are expected to follow the infection control guidelines presented to students during DES 1800 and DES 1800L (pre-clinic). In addition, faculty members are expected to maintain annual OSHA updates, offered by Stericycle. If a faculty member has an open skin lesion, such as herpetic whitlow, the faculty will not be allowed to work in clinic until the lesion has healed or the safety of the patient can be assured. Chapter 64B5-25 of the Florida Administrative Code addresses sterilization and disinfection procedures, which all faculty and students are expected to follow.

In Florida, Hepatitis B Infected Licensees are discussed in Chapter 64B5-25.004 of the Florida Administrative Code. Highlights of this rule are summarized as follows:

- Licensees bear the ultimate responsibility for the safety of their patients when the licensee or personnel employed by the licensee represent a health risk through direct or indirect contact with patients. This rule assures the ability of infected licensees to practice so long as adequate safeguards are maintained.
- Any practicing licensee in Florida infected with Hepatitis B virus is required to notify the Board of Dentistry of such in writing no later than 14 days after learning of his or her infection with the Hepatitis B virus.
- Infected licensees will be monitored on a random basis at least once a year by Board approved consultants for the purpose of verifying compliance with sterilization, disinfection and barrier techniques. The random monitoring will be performed in addition to any check conducted by any county health department.
- Infected licensees shall notify the patient, Board's Executive Director and the local county health department at any time a barrier technique has been or may have been broken.

A complete copy of The Florida Administrative Code can be found at:

www.floridaadministrativecodes.com.

The Hillsborough Community College Dental Hygiene Program follows the rules established by the state of Florida. According to the Florida Guidelines on Health Care Workers Infected with HIV and or HVB from the Florida Department of Health and Rehabilitative Services, faculty and staff are not required to notify the Department Head of any communicable diseases unless they choose to provide notice. If the information is disclosed, the Department Head will keep all disclosed information confidential and discuss any potential issues with the faculty or staff member. The faculty or staff member will also be encouraged to notify the State Health Director if he/she has yet to do so. Other than the State Health Director, it will be left to the faculty or staff member to decide if the information will be disclosed and to whom, to include patients.

ATTENDANCE

Clinic Attendance:

All hygiene students must arrive at the dental clinic at least 15 minutes before their scheduled time to prepare and set up their operatories.

- The assigned dental clinic and office assistant **must** be in the dental clinic 15 minutes before clinic starts, and ready to check in patients and assist in the back clinic.
- Any student that plans to be absent from clinic must notify the appropriate contacts and follow the attendance policy protocol steps in their clinic syllabus.
- It is imperative that all hygiene students are on time and prepared to treat patients during each scheduled clinic session. If a student encounters an unforeseen emergency, they must call the dental clinic and inform the dental clinic coordinator (Ivette Marchena) immediately, so that arrangements can be made to reschedule the patient.

Classroom and Laboratory Attendance:

An educational program centered on classroom and laboratory instruction is predicated on the concept of class attendance at scheduled class sessions. Should a student be required to miss a class laboratory it is the student's responsibility to notify the instructor promptly. If the instructor cannot be reached, the student is required to contact the Program manager, Debra Heysek at (813)253-7426. If the student should need an alternate contact to report a delay or an absence from clinic, they must call the Clinic Coordinator Ivette Marchena at (813)259-6301 or (813)253-7527.

Faculty are required to keep attendance records for lectures, and laboratory in compliance with various federal regulations. Student absences can have a deleterious effect on the student's grade or continuing eligibility for financial assistance. Students are required to attend all scheduled classes and laboratory sessions. Refer to course syllabi for attendance policies. Reduction of course grade and withdrawal from the course statements are addressed in course syllabi based on number of missed classes out of total classes and for tardiness. Missed exams must be made up. It is a student's responsibility to schedule a makeup time with the instructor. Failure to do so will result in a zero grade for the exam.

REGISTRATION

Students are responsible for registering for all required courses to complete degree requirements totaling 88 credit hours. Students may register for most courses during regular registration. It is the student's responsibility to monitor their progress toward the completion of all courses including general education courses required for the degree. Failure to register promptly can result in a student being unable to continue in the program. ALL REGISTRATIONS for Dental Hygiene courses require Program Manager signature and Division of Health Sciences stamp of approval. Students should consult with program faculty or an academic advisor if they have questions regarding registration.

ADMISSION, DISMISSAL, WITHDRAWAL, REDMISSION

It is important that all students be aware of the administrative procedures that apply to dismissal, withdrawal and readmission to Health Sciences programs.

Please refer to Health Sciences Operation Manual (see Health Sciences Website) for detailed information regarding dismissal from and readmission to this and any other Health Science Program. Students are admitted contingent upon a satisfactory physical examination prior to the first day of class. Failure to maintain a grade of "C" or better in program required courses will result in dismissal from the program. In certain circumstances such dismissal may be permanent and readmission to the program may not be possible. Specific steps must be followed to apply for readmission. Voluntary withdrawal from any program course, or the program itself (interruption of continuous registration in the program required courses) also requires specific steps to be followed to retain rights to readmission when permitted. A student is only permitted readmission within 12 months following dismissal or withdrawal. Under certain circumstances, reapplication to the specific program and reconsideration in the normal applicant pool is required.

It is the student's responsibility to read and become familiar with the appropriate rules and procedures. Students should consult with the Dental Hygiene Program Manager or the Dean of Health, Wellness, Sports, and Technology if they have questions regarding the appropriate rules and/or procedures.

Additionally, students will receive a failing grade and be dismissed from the Program for cheating or falsifying documents. In such cases, readmission may not be possible.

Cheating shall include any attempt, by any means, to obtain a grade, which the student has not legitimately earned by completing required course work in a proper manner.

Cheating includes signing or obtaining the signature of a clinical supervisor on a competency summary or to other document to make it appear the student has completed a competency which in fact the student has not demonstrated; obtaining answers from another student directly or indirectly, verbally, or visually, during a test; changing answers after a test has been turned in to make it appear a grading error has occurred; or any other action on the part of a student, or others, that directly, or indirectly, results, or is intended to result, in the awarding of a higher grade than the student would otherwise be eligible. The student need not have actually obtained, or attempted to obtain any benefit from the action.

GRADING/EVALUATION POLICIES

To be in academic good standing in the Dental Hygiene Program, a dental hygiene student must have a final grade of 75 or higher in all dental hygiene classes, and must have successfully completed 100% of all coursework attempted.

Failure to maintain a grade of "C" or better in program required courses will result in dismissal from the program. In certain circumstances such dismissal may be permanent and readmission to the program may not be possible. Specific steps must be followed to apply for readmission. Voluntary withdrawal from any program course, or the program itself (interruption of continuous registration in the program required courses) also requires specific steps to be followed to retain rights to readmission when permitted. A student is only permitted readmission within 12 months following dismissal or withdrawal. Under certain circumstances, reapplication to the specific program and reconsideration in the normal applicant pool is required.

It is the student's responsibility to read and become familiar with the appropriate rules and procedures. Students should consult with the Dental Hygiene Program Director or the Dean of Health, Wellness, Sports, and Technology if they have questions regarding the appropriate rules and/or procedures.

Additionally, students will receive a failing grade and be dismissed from the program for cheating or falsifying documents. In such cases, readmission may not be possible. Cheating shall include any attempt, by any means, to obtain a grade, which the student has not legitimately earned by completing required course work in a proper manner.

CLINICAL EVALUATION

For clinical experience evaluation, there will be grades for all procedures completed on patients and clinical skill competency evaluations for various procedures that require a satisfactory level of skill to continue in the clinical curriculum. There will be a minimum level of proficiency required for all clinical skill competency evaluations. Remediation skill sessions will be provided by faculty outside of normal clinic hours to assist the student in the successful completion of skill competencies for each clinical course.

To be in academic good standing in the Dental Hygiene Program, a dental hygiene student must have a final grade of 75 or higher in all dental hygiene classes, and must have successfully completed 100% of all coursework attempted.

STUDENT CODE OF CONDUCT

In order that the rights and safety of all students are protected, we ask that your activities be governed by reasonable rules of conduct. Students must abide by the college's code of conduct, which can be found at:

<http://www.hccfl.edu/media/310792/code%20with%20cover2.pdf>

Cell Phone and Pagers

To minimize classroom disruptions, cell phones and pagers must be turned off or set on silent/vibrate mode. Making and/or receiving a cell phone call in the classroom during class time is not acceptable. Do not bring a pager or cellular phone into the clinical setting. These instruments may disrupt sensitive equipment.

**HILLSBOROUGH COMMUNITY COLLEGE
DENTAL HYGIENE PROGRAM OF STUDIES
ASSOCIATE IN SCIENCE DEGREE PROGRAM**

Prerequisite Courses for Admission:

The following prerequisite courses will be required and must be completed with a grade of C or higher to be considered for admission to the program.

| | | Credits |
|-----------------------|---|----------------|
| BSC | 1085 Human Anatomy & Physiology I | 3 |
| | 1085L Human Anatomy & Physiology I Lab | 1 |
| BSC | 1086 Human Anatomy & Physiology II | 3 |
| | 1086L Human Anatomy & Physiology II Lab | 1 |
| ENC | 1101 Freshman English I | 3 |
| MAC | 1105 College Algebra | |
| OR | | |
| MGF | 1106 Liberal Arts Math I | 3 |
| MCB | 1000 Microbiology & Human Disease | 3 |
| MCB | 1000L Microbiology Lab | 1 |
| CHM | 1032 Chemistry for Health Sciences | 3 |
| CHM | 1032L Chemistry for Health Sciences Lab | 1 |
| TOTAL CREDITS: | | 22 |

General Education Program Requirements:

Additional required general education courses may be taken in advance or after admission to the dental hygiene program and must be completed with a grade of C or higher prior to graduation:

| | | Credits |
|-----------------------|--|----------------|
| PSY | 2012 General Psychology* | 3 |
| SPC | 1600 Public Speaking* | 3 |
| SYG | 2000 Introduction to Sociology* | 3 |
| | *Any Elective Course from Humanities Area* | 3 |
| HUN | 2201 Fundamentals of Human Nutrition* | 3 |
| TOTAL CREDITS: | | 15 |

** These courses have been sequenced as part of the Dental Hygiene Program of Studies below in the event that the student has not completed the course prior to admission to the Dental Hygiene Program.*

YEAR I

Fall Semester

| | | Credits |
|-----|--|----------------|
| DEH | 1002 Dental Hygiene Instrumentation | 1 |
| | 1002L Dental Hygiene Instrumentation Lab | 2 |
| DES | 1020C Oral, Head, & Neck Anatomy | 2 |
| DES | 1200 Dental Radiology | 2 |

| | | |
|-----------------------|---|-----------|
| | 1200L Dental Radiology Lab | 1 |
| DES | 1800 Introduction to Clinic Procedures | 2 |
| | 1800L Introduction to Clinic Procedures Lab | 1 |
| DEH | 1720 Preventive Dentistry | 1 |
| TOTAL CREDITS: | | 12 |

| | | |
|------------------------|---------------------------------------|----------------|
| Spring Semester | | Credits |
| DEH | 1800C Clinic Dental Hygiene I | 5 |
| DEH | 1130 Oral Embryology & Histology | 1 |
| DEH | 2400 General & Oral Pathology | 3 |
| DEH | 2602 Periodontology | 2 |
| HUN | 2201 Fundamentals of Human Nutrition* | 3 |
| TOTAL CREDITS: | | 14 |

| | | |
|------------------------|---|----------------|
| Summer Semester | | Credits |
| DES | 1100 Dental Materials | 2 |
| | 1100L Dental Materials Lab | 1 |
| DEH | 1802C Clinic Dental Hygiene II | 3 |
| DEH | 1830C Expanded Duties for Dental Hygienists | 2 |
| SPC | 1600 Public Speaking* | 3 |
| TOTAL CREDITS: | | 11 |

YEAR II

| | | |
|-----------------------|-----------------------------------|----------------|
| Fall Semester | | Credits |
| DEH | 2300 Pharmacology & Oral Medicine | 2 |
| DEH | 2702 Community Dental Health | 2 |
| DEH | 2804C Clinic Dental Hygiene III | 5 |
| DES | 2934 Advanced Clinic Procedures | 1 |
| PSY | 2012 General Psychology* | 3 |
| TOTAL CREDITS: | | 13 |

| | | |
|---|---|----------------|
| Spring Semester | | Credits |
| DEH | 1811 Dental Ethics & Jurisprudence | 1 |
| DES | 2502 Office Management | 1 |
| DEH | 2702L Community Dental Health Practicum | 1 |
| DEH | 2806C Clinic Dental Hygiene IV | 6 |
| DEH | 2604 Periodontology | 1 |
| *Any Elective Courses in the Humanities Area* | | 3 |
| TOTAL CREDITS: | | 13 |

| | |
|---------------------------|--------------------------|
| General Education: | 37 Semester Hours |
| Dental Hygiene Education: | 51 Semester Hours |
| Total: | 88 Semester Hours |

NATIONAL BOARD EXAMINATION

During the final semester of the dental hygiene program, all qualifying students sit for the National Board Examination. This computerized exam assesses competencies in the basic biomedical, dental, and dental hygiene sciences and the ability to apply such information in a problem-solving content. Dental hygiene graduates must provide proof of a passing score on the National Board Examination to be eligible to sit for the Licensure Exam in the state of Florida. The testing fee for the examination is the student's responsibility.

DENTAL HYGIENE LICENSURE EXAM

Upon successful completion of the Program of Studies in Dental Hygiene and graduation from the program, the student is eligible to sit for the State of Florida Dental Hygiene Licensure Examination. This examination consists of a written examination on the laws and rules of the state of Florida regulating the practice of dental hygiene and a clinical exam that tests competency to perform dental prophylaxis procedures. The testing fee and liability insurance for this examination is the student's responsibility.

EXPANDED FUNCTIONS CERTIFICATION

Students will receive a certificate listing the expanded functions that the student has successfully completed via written examination and demonstrated clinical competency through performance skill testing.

PROGRAM ACCREDITATION

The Dental Hygiene Program has received official "full accreditation" status from the American Dental Association Commission on Dental Accreditation. This classification ensures the student that the program has met initial accreditation requirements that are essential for graduation from an accredited dental hygiene program.

Accrediting Commission Address:

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
312-440-4653
www.ada.org

Accreditation Complaints

As noted in the ADA, CDA "Evaluation Policies & Procedures" Manual, all accredited programs are required to have a formal method for students to lodge complaints against the program related to accreditation. Complaints must relate directly to the Dental Hygiene Standards which

can be found on-line at www.ada.org or by calling the ADA at the number listed below. A log for complaints as well as the process for reporting complaints is housed in the office of the Dental Hygiene Department Head.

“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 or by calling 1-800-621-8099 extension 4653*”

“Only written, signed complaints will be considered by the Commission; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or formal resolution through the program’s or sponsoring institutions internal processes prior to initiating a formal complaint with the Commission. If a complaint includes issues that are currently being investigated by the state entities, the Commission will not proceed with consideration of the complaint until such adjudication or litigation is concluded.”

VETERAN’S BENEFITS

Students in Health Sciences Programs are approved to receive veteran’s benefits. The Veterans Administration determines whether or not is considered “full-time” for purposes of benefits. The student wishing to receive these benefits should see the veteran’s representative at the onset of their enrollment into the program to determine their eligibility for these benefits

DRUG TESTING

Affiliate Agency’s Policies

In addition to drug testing at the time of admission into an allied health or nursing program, an affiliate agency may request that a student submit to a drug test based on their agency drug testing policies. If the affiliating agency has reasonable suspicion that a student is either impaired, has used or is using illegal drugs and/or alcohol, the student will be requested to provide the program manager with a copy of these drug test results. Failure of the student to notify the program manager shall be grounds for dismissal from the program.

STUDENT EMPLOYMENT POLICY STATEMENT

A student enrolled in the Dental Hygiene Program shall practice dental hygiene as a student under Rule 64B5, Chapter 466 of the Florida Statutes and Administrative Code. The law permits students to only perform oral hygiene services under the direction and supervision of authorized program faculty.

FINANCIAL AID

Financial aid is any scholarship, grant, loan or work study employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and HCC guidelines. Potential Financial Aid Student's must be degree seeking, meet enrollment requirements, meet financial aid requirements and make satisfactory academic progress to be eligible for financial aid. Students seeking financial assistance must apply each academic year. For more information, consult the College Catalog and contact the staff of the Financial Aid office located in Student Services.

In addition to financial aid, scholarships may be available. Please see a financial aid counselor for further information.

STUDENT SERVICES

The Department of Student Services has a wide variety of programs and services for student success. These services include: Admissions and Registration; Academic Advisement and Counseling; Career Planning and Job Placement; Disables Student Services; Financial Aid Services; Testing Services and a variety of Publications and Information.

TEXTBOOK LIST 20011/12

| Fall Semester, 1st Year Student | | | | | |
|---|--------------------------------|-------------------------------|----------------------------------|--|-------------------------------------|
| Course/ISBN # | Course Title | Publisher | Authors | Textbook Title | Price |
| DEH 1002 9780781769921 | Dental Hygiene Instrumentation | Lippincott Williams & Wilkins | Nield-Gehrig Jill S. | Dental Clinic Manual-2011 Dental Hygiene Student policy Manual-2011 Fundamentals of Periodontal Instrumentation, 6 th Ed. | \$5.00 \$5.00 \$91.95 |
| DEH 1002L 9780781769921 | Instrumentation | Lippincott Williams & Wilkins | Nield-Gehrig Jill S. | Fundamentals of Periodontal Instrumentation, 6 th Ed. | |
| DEH 1720 9781582558387 | Preventive Dentistry | Lippincott Williams & Wilkins | Wilkins | Clinical practice of the Dental Hygienist, 10 th Ed. | \$97.95 |
| DES 1020C 9780323019545 978141604789 | Oral, Head, Neck, Anatomy | Elsevier Elsevier | Brand, Isselhard Saunders | Anatomy of Orofacial Structures, 7 th Ed. Dental Anatomy Coloring Book | \$77.95 \$29.95 |
| DES 1020C 9780838514924 | Oral, Head, Neck, Anatomy | Pearson HCC Pub. | Karst & Smith Siggard | Dental Anatomy-A self Instructions Program: 10 th Ed. Head & Neck By Numbers | \$113.40 \$28.19 |
| DES 1200 9781437711622 | Dental Radiology | HCC HCC | | Dental Radiology Manual/Lecture Dental Radiology Manual/Lab | \$5.00 \$5.00 |

| | | | | | |
|---------------|-------------------------------------|-------------------------------|-----------------------|---|-----------------|
| | | Elsevier | Iannucci and Howerton | Dental Radiography: Principles and Techniques 4 th Ed. | \$72.95 |
| DES 1801 | Instructions to Clinical Procedures | Lippincott Williams & Wilkins | Wilkins | Clinical practice of the Dental Hygienist, 10 th Ed. | \$117.95 |
| 9781591952961 | | Lexi-Comp | Wynn | Handbook for Drug Information in Dentistry, 17 th Ed. | \$59.95 |
| 9780131718777 | | Pearson | Grimes | Medical Emergencies: Essential for the Dental Professional | \$49.40 |
| DES 1801L | Instructions to Clinical Procedures | Lippincott Williams & Wilkins | Darby & Walsh | Dental Hygiene Clinic Manual | |
| 9781416053576 | | | | Dental Hygiene Theory & Practice, 3 rd Ed. | \$98.95 |
| Total | | | | | \$858.59 |

Spring Semester, 1st Year Student

| Course/ISBN # | Course Title | Publisher | Authors | Textbook Title | Price |
|---------------------------|-----------------------------|-------------------------------|-------------------------|---|-----------------|
| DEH 1800C | Clinical Dental Hygiene I | | Wilkins | Clinical practice of the Dental Hygienist, 10 th Ed | |
| | | | | Student Workbook for the Clinical Practice of the Dental Hygienist | |
| DEH 1130 9780683306446 | Oral Embryology & Histology | Lippincott Williams & Wilkins | Melfi & Alley | Permar's Oral Histology & Microscopic Anatomy, 10 th Ed. | \$67.95 |
| DEH 2400 9781416049913 | General & Oral Pathology | Elsevier | Phelan , Ibsen | Oral Pathology for the Dental Hygienist, 5 th Ed. | \$88.95 |
| DEH 2602 9781605475738 | Periodonotology | Lippincott Williams & Wilkins | Nield-Gehrig Jill S. | Foundations of Periodontics for the Dental Hygienist, 2 nd Ed. | \$72.95 |
| Total | | | | | \$229.85 |

Summer Semester, 1st Year Student

| Course/ISBN # | Course Title | Publisher | Authors | Textbook Title | Price |
|----------------------------|----------------------------|-----------|----------------------|---|---------|
| DES 1100 9781437708554 | Dental Materials | Elsevier | Hatrack, Eakle, Bird | Dental Materials: Clinical Applications for Dental Assistants & Hygienists, 2 nd Ed. | \$65.95 |
| DES 1100L | | | | Dental Materials: Clinical Applications for Dental Assistants & Hygienists, 2 nd Ed. | |
| DEH 1802C 9781582558387 | Clinical Dental Hygiene II | | Wilkins | Clinical Practice of the Dental Hygienist, 10 th Ed & Student Workbook for the Clinical Practice of the Dental Hygienist | |
| DES 1830C | Expanded Duties | Elsevier | Hatrack, Eakle, | Dental Materials: Clinical | |

| 9781416042457 | for Dental Hygienists | Elsevier | Bird Doni L. Bird & Debbie S. Robinson | Applications for Dental Assistants & Hygienists, 2 nd Ed. Torres & Ehrlich Modern Dental Assisting, 9 th Ed. | \$102.00 |
|---|------------------------------|-------------------------------|---|---|-----------------------|
| Total | | | | | \$167.95 |
| Fall Semester, 2nd Year Student | | | | | |
| Course/ISBN # | Course Title | Publisher | Authors | Textbook Title | Price |
| DEH 2300 9780323065580 | Pharmacology & Oral Medicine | Lippincott Williams & Wilkins | Elena Haveles | Applied Pharmacology for the Dental Hygienist, 6 th Ed. | \$72.95 |
| DEH 2702 9781582558417 | Community Dental Health | Lippincott Williams & Wilkins | Mason, Jill | Concepts in Dental Public Health, 2 nd Ed. | \$61.95 |
| DEH 2804C 9780323037136 | Clinical Dental Hygiene III | Elsevier | Darby, Wilkins, Michele L. | Mosby's Complete Review of Dental Hygiene-w/CD, 6 th Ed. | \$63.95 |
| DES 2934 9780131589940 | Advanced Clinical Procedures | HCC Pearson | Thomson | Advanced Clinical Procedures Manual Case Studies in Dental Hygiene | \$5.00 \$59.80 |
| Total | | | | | \$263.65 |
| Spring Semester, 2nd Year Student | | | | | |
| Course/ISBN # | Course Title | Publisher | Authors | Textbook Title | Price |
| DEH 1811 9781416062356 | Dental Ethics, Jurisprudence | Elsevier | Beemsterboer, Phyllis | Ethics & Law in Dental Hygiene, 2 nd Ed | \$49.95 |
| DEH 2702L | Community Health Practicum | Lippincott Williams & Wilkins | Mason, Jill | Concepts in Dental Public Health, 2 nd Ed. | |
| DEH 2806C | Clinical Dental Hygiene IV | Elsevier | Darby | Mosby's Comprehensive Review of Dental Hygiene, 6 th Ed | |
| DES 2502 9780781753593 | Office Management | Lippincott Williams & Wilkins | Esther Andrews | Practice Management for Dental Hygienists | \$54.95 |
| | | | | | \$104.90 |

Confidentiality Agreement (HIPAA) Informed Consent

As a student in the Hillsborough Community College Health Science Program, I am aware that I will have access to a patient's or employees' confidential information as part of my clinical instruction.

I agree that:

- I will protect the privacy and confidentiality of any patient or employee information that I may have access at all times.
- I will only access information that is required for my training, even after my training has been completed.
- I will not show, tell, copy, give, sell, review, change or trash any confidential information unless it is part of my training. I will follow correct department procedures when doing so.
- I will not misuse or be careless with the confidential information.
- If I am assigned computer access, I will keep this information secret.
- I will not use anyone else's computer access, unless given permission, and required for clinical experience.
- I am responsible for any access using my sign-on.
- I am aware that any access may be audited.
- I will make my clinical instructor or preceptor aware if I suspect someone has access to my sign-on.
- I know that any information I may have access to during my clinical training does not belong to me.
- I know that the clinical affiliate may terminate my access at any time.
- I will not make unauthorized copies of any information or software I may use at the clinical affiliates.
- I am responsible for my use or misuse of all confidential information.
- I am responsible for failing to protect my computer access (sign-on) or other access to confidential information.
- I must sign off when leaving a workstation and am responsible for any breach of confidentiality if I fail to do so.

Failure to comply with this agreement may result in dismissal from the clinical affiliate as well as dismissal from the Health Science Program. Any breach of patient confidentiality could result in civil action and penalties. By signing this, I agree that I have read, understand and will comply with this agreement.

Signature: _____ Date: _____

Print Name: _____

Student ID: _____

PROGRAM HANDBOOK SIGNATURE

I, _____ acknowledge that I have received a copy of the Hillsborough Community College Dental Hygiene Program Student Handbook and that the information has been discussed with me. I understand that I am responsible for knowledge of the guidelines and policies of the Dental Hygiene Program, the Division of Health and Wellness, and the HCC Catalog in effect when enrolled. I further understand that those policies are subject to change and that such changes will be made available to me as soon as possible and be binding at the time.

Student Identification Number

Signature Date
Faculty Receiving Form

Student Signature Date Witness Date

Original signature copy will be retained in the student's program file. A copy of the signature form will be transmitted to and retained by the Office of the Dean of Health Sciences.

Revised April 2006

INFORMED CONSENT
(Liability for Medical Expenses)
AFFILIATES

This is to inform you that Hillsborough Community College is **NOT** responsible for payment of any medical services that result from injuries occurring while you are a student participating in a clinical experience as part of the program within the Division of Health, Wellness & Sports Technologies. Therefore, be advised that if you receive any medical treatment in a clinical agency as the result of an injury or illness, such as a needle stick, fall, fainting, etc, in accordance with the conditions of the College's Affiliation Agreement with the hospital/agency, the hospital/agency has the right to bill you for any services rendered. You will be responsible for payment for all related medical services provided by the hospital agency.

I have read and understand and agree to be responsible for payments for all related medical services provided by the hospital/agency for any illness or injury that may occur while at the hospital/agency as part of my clinical experience with a Health, Wellness & Sports Technologies program at Hillsborough Community College.

Student's Signature

Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file.

Revised April 2006

INFORMED CONSENT
(Latex Allergies)

As a student in the _____ Program at Hillsborough Community College, I understand that I may be exposed to various environmental hazards in particular, but not limited to, latex allergies, while in laboratories or clinicals.

I, _____, understand and assume the risks involved
(Print Name)
in the laboratory and clinical portion of Health, Wellness & Sports Technologies programs at Hillsborough Community College.

Student's Signature Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file.

Revised April 2006

INFORMED CONSENT
(Bloodborne Pathogens, Infectious & Communicable Diseases)

As a student performing in the clinical facilities, I understand that I may be exposed to environmental hazards and infectious and communicable diseases including, but not limited to, Tuberculosis, Viral Hepatitis, and HIV (AIDS).

Hillsborough Community College recommends that all Health, Wellness & Sports Technologies students obtain the Hepatitis B vaccine series prior to entering the clinical experience portion of the program.

Proof of vaccination from Hepatitis B series may be required before participation at certain clinical affiliate sites. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases and, in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and procedures.

I, _____, understand and assume the risks involved in the clinical portion of Health, Wellness & Sports Technologies programs at Hillsborough Community College. I agree to abide by all hospital/agency policies regarding exposure to bloodborne pathogens, infectious and communicable diseases.

Student's Signature

Date

Print Name

Student ID #

Original signature copy will be retained in the student's program file.

Revised April 2006

INFORMED CONSENT

(Medical Insurance - Professional Liability Insurance)

As a student performing in the clinical facilities, I, _____, understand that I may become exposed to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B, and HIV (AIDS).

Neither Hillsborough Community College (HCC) nor any of the clinical affiliates used by HCC to provide practical experience and competence development for the student assumes liability if the student is injured while at the clinical affiliate site for such experience unless the injury is a direct result of negligence by HCC or clinical affiliate. I understand that I am responsible for the cost of any health care for any personal injury or illness I may incur during my participation in a Health, Wellness & Sports Technologies Program.

I understand that in order to attend the clinical education sites, Hillsborough Community College requires that I purchase private health insurance. (Those students who currently have such insurance should contact their carriers to see if there is a policy exclusion for any illness and/or injury while performing as a student in the clinical affiliate environment.)

I understand that I am required to have professional liability insurance (Malpractice insurance) while enrolled in any clinical education course. (This type of insurance coverage is automatically purchased by Hillsborough Community College for students by assessment of a laboratory fee for each clinical course.)

I understand that I am responsible for the competencies and requirements for each required course within a program's curriculum. I hereby verify that I have read, understand, and agree to policies, competencies, and requirements for each course, as well as, the inherent risk of participation within the clinical environment.

I understand and assume responsibility for the policies, competencies, and course requirements, as well as, the inherent risks involved in the educational process for Health, Wellness & Sports Technologies.

| | | |
|---------------------|------|--------------------|
| | | PRINT NAME _____ |
| Student's Signature | Date | Student ID # _____ |

Original signature copy will be retained in the student's program file.

Revised April 2006

RELEASE AND HOLD HARMLESS FORM
FIELD TRIPS AND OFF-CAMPUS ACTIVITY

This form must be completed, signed and returned to the faculty member before a student may participate in any field trip, off-campus or College-related activity associated with a course of program at Hillsborough Community College. The faculty member is responsible for preparing the attachment detailing the field trip(s) and off-campus activities planned for the course.

(PLEASE PRINT)

Student Name _____
Home Address _____

Student I.D. _____
Campus _____

Telephone Number _____

Faculty _____

I, _____, in full recognition of the activities for which includes travel to and from the activities, as described in detail in the attachment to this form, understand that these activities may pose certain danger or injury to myself and/or my property. I agree to assume all risks and responsibilities surrounding my participation in these College-related activities on behalf of myself, my heirs and personal representatives. In consideration of the permission and privileges extended to me by Hillsborough Community College to participate in these College-related activities, I agree to indemnify and hold harmless the District Board of Trustees, its officers, agents and employees from any and all claims, demands, liabilities or causes of action (including attorney fees and costs through all appeals), whether in law or in equity, by reason of any death, injury or damage to any person or persons or damage to or destruction of any property resulting from my participation in the College-related activities described in the attachment, or arising from the College's negligent acts, errors or omission or intentional acts in rendering the curriculum and related activities associated with the course or program at Hillsborough Community College.

I have read and understand this release/hold harmless form and attachment. I agree to sign both this form and the attachment prior to participating in any field trips or off-campus activities associated with this course.

Student's Signature

Date _____

Revised April 2006