

FALL

2008 -2009

**LANE COMMUNITY COLLEGE**  
**HEALTH PROFESSIONS DIVISION**

Addendum A

# Dental Hygiene Program

# Student Orientation Manual

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2008 – 2009

This NPDHS distance learning Dental Hygiene Program project is funded in part by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

The Northwest Partnership for Dental Hygiene Solutions providing Local Workforce and Dental Health Care Solutions through Distributed (Distance) learning (NPDHS) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**The materials in this document supplement the College catalog and present more explicitly current requirements, curriculum and policies for the Dental Hygiene Program for 2008-2009.**

**The materials in this document for all intents and purposes are published to meet the requirements of the Student Bill of Rights.**

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

## **WELCOME TO THE DENTAL HYGIENE PROGRAM!**

Dental Hygiene is a rapidly growing allied health profession. You have been selected from a number of individuals based on your abilities, interests, and potential in contributing to a challenging profession. We are happy to provide training that will enable you to provide quality patient care as well as meet your own professional goals.

Your next two years will be extremely challenging and hard work will be essential for success. We are here to help you in any way possible so please do not hesitate to contact us. If we cannot help, we will know who can!

The following information is presented to help clarify the Dental Hygiene Program policies. A thorough understanding of these policies will save you unexpected trouble down the road, so please read them carefully. We are looking forward to meeting and getting to know you on a more personal basis in the future. We wish you success in your training with us.

Sincerely,

Sharon Hagan  
Program Director  
Dental Hygiene Program  
Family & Health Careers

# THE STATEMENTS CONTAINED HEREIN ARE CONSIDERED POLICIES FOR DENTAL HYGIENE STUDENTS AT LANE COMMUNITY COLLEGE

This manual provides a written description of important policies and procedures affecting the Dental Program's educational curriculum and its clinical services.

This is a "working document", revised and updated as needed, using input from faculty, staff, students, advisory committee, college administration, the community, accrediting bodies and local, state and national agencies. As such, it is subject to change and should be used in conjunction with other written materials such as the LCC catalog, course materials (outlines, objectives, criteria, handouts) and other documents as specified by the programs. If policies and procedures are changed, faculty will distribute the changes and additions in writing. The new policy should be placed in the manual to replace an old policy with the new policy.

It is your responsibility to follow these policies and procedures. Constructive suggestions for policy changes will enhance the dental programs, their clinical and community services, and the personal and physical environment of the program and the College. Each student is expected to be familiar with the rules and regulations found in the Policy and Procedures Manual. In addition, after reading the manual, each student is required to complete and sign the Signature Page in Section X and then return the Signature Page to the Program Coordinator at the mandatory program orientation in September 2008.

# The Lane Community College Affirmative Action Policy

Lane Community College is an affirmative action/equal opportunity institution. The college does not discriminate in employment, treatment in, admissions to, or access to its programs, activities and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations, including Executive Order 11246 (affirmative action), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap). Inquiries regarding the application of these laws and regulations may be directed to José Ortal, Director, Affirmative Action, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405 [phone: (541) 463-5801] or to the Office for Civil Rights, U.S. Department of Education, Seattle, Washington.

<http://www.lanecc.edu/cops/aaguide.htm>

## Americans with Disabilities Act

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact Disability Services at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1 on the main LCC campus, Room 218 or visit their website at <http://www.lanecc.edu/disability/index.htm>

## Northwest Partnership for Dental Hygiene Solutions

### **DISTANCE LEARNING SITES**

Lane Community College has partnered with **Lewis-Clark State College** to provide a six student instructional site on the LCSC campus in Lewiston, Idaho beginning Fall term 2008. The LCSC Wittman building (main campus) is being renovated to provide a clinical and laboratory facility. The selective admission program application information can be found at [www.lcsc.edu/dentalhygiene](http://www.lcsc.edu/dentalhygiene)

Lane Community College has partnered with **Umpqua Community College** and the **Umpqua Community Health Center Dental Clinic** to start a six student clinical instruction site beginning Fall term 2008. The students selected for this site will use the Lane Community College Dental Hygiene Program application and will be selected based on residency in counties served by UCC.

Lane Community College partnered with **Linn-Benton Community College** in Fall term 2007 and began a six student distance education site on the LBCC campus. The Dental Assisting Program Clinical and Laboratory facilities are used for instruction. Students were selected using the Lane Community College program application based on residency in counties served by LBCC.

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Section  
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# Orientation to Dental Hygiene

## *The Dental Hygiene Profession*

**T**he Dental Hygiene Program consists of six terms of professional coursework in the basic sciences including preclinical and clinical dental hygiene, communication skills, client assessment, periodontology, oral radiology, biomaterials, community dental health, ethics, and jurisprudence.

Upon receipt of the associate of applied science degree, the graduate obtains a license for the state in which he or she wishes to practice by successfully completing a state/regional practice examination. Successful completion of the National Dental Hygiene Board Examination is also required. The dental hygienist practices in accordance with the requirements of individual state practice acts. The state of Oregon requires a specified number of hours of continuing education to maintain licensure.

Students interested in working toward a BS degree in dental hygiene should contact the program coordinator. Courses may be taken while enrolled in the Dental Hygiene Program, which may be accepted as transfer credit at other institutions. Oregon Institute of Technology has a degree completion program available to LCC graduates.

## Accreditation

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “Approval without Reporting Requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611. The next accreditation visit is scheduled for November of 2008.

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-related education programs but does not intervene on behalf of individuals nor act as a court of appeals 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 Commissions’ 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 2719.

## Advisory Committee

The advisory committee consists of practicing dentists, hygienists, and assistants; dental professionals representing diverse community groups; and dental hygiene and assisting students. The advisory committee assists in the development and support of both the Dental Assisting and Dental Hygiene Programs.

The goal is to achieve program quality and to reflect current trends and state-of-the-art instruction. The advisory committee and staff work together to ensure that the program is addressing current employment needs of the professions and that the level of skill achieved by students meets identified needs.

## Facilities

On the main Lane campus, there are 18 functional clinical dental units and three functional laboratory dental units. These areas include supportive instruments and equipment including sterilizing equipment, emergency care equipment, laboratory production equipment, and mechanical scaling devices. Six (6) equipped radiography exposure rooms and darkroom equipment are available where students develop competence in exposing and developing radiographs. Skeletal and anatomic models, mannequins and audiovisual materials assist learning. Off-campus, in dental office placements, students use current, acceptable, state-of-the-art equipment and materials. The Health Professions Computer Lab is available for student internet research, classroom assignments, resume/cover letter preparation, and tutorial programs. Schedules are posted quarterly on the facility's door.

## Faculty & Staff

The dental assisting and dental hygiene program clinics and related courses are managed by the dental programs coordinators in conjunction with the faculty and supervising dentists.

The program coordinators are employed full-time. There are 8 full-time dental hygiene program faculty. There are eight to ten clinical and dental science faculty who teach part time in the Dental Hygiene Program.

Staff dentists help supervise the students' clinical activities and are available only during scheduled clinical sessions.

Health Professions Division staff assist faculty in materials development and program support. Documents required by the program and OSHA are submitted to the Health Professions Division main office, in bldg. 4, rm. 222. Diana Feldman is the HP Division office support specialist for Dental Hygiene.

## Dental Clinic Services

The dental clinic services are instructional experiences for students. The four clinical sites of the Dental Hygiene Program will see approximately 3,000 new and returning clients per year for screening appointments, radiographs, dental cleanings, periodontal care, sealants, home care instruction, and restorative services. Approximately 20 percent of the dental clients are return clients from previous years.

## Community Service

Students participate in clinical sessions to serve the needs of specialized population groups. The students have provided care to the following groups:

Whitebird Dental Clinic	LBCC Community Outreach Clinic
4-J School children	Head Start of Lane County
High School Equivalency Program	Bethel School District students
University of Oregon Dental Referrals	Long Term Care Facilities

All dental hygiene students are expected to participate in various community service activities throughout the course of the Dental Hygiene program. As professionals, dental hygienists offer oral health education and services to various underserved populations. Each year students are required to serve the community by contributing approximately 60 hours to dental education and/or dental hygiene services through service learning opportunities within the curriculum.

## 2008-09 Goals and Competencies

### *Dental Hygiene Program Philosophy*

The Dental Hygiene Program is competency-based and has as a primary goal the preparation of graduates who possess the knowledge, skills and values to begin the practice of dental hygiene. The program is committed to providing affordable, quality patient care in an on-campus state-of-the-art dental facility as well as participating in community health promotion projects. Faculty and students will use evidence-based dental hygiene theory to enhance dental hygiene practice and scholarly activity. Faculty will pursue professional development and are supported in their professional pursuit of quality learning in a caring environment.

The students will be competent as defined by the program document, “Dental Hygiene Program Competencies”.

1. Students will provide patient-centered comprehensive care.
2. Dental clinic patients/clients will be satisfied with dental hygiene services.
3. Students will prepare for successful completion of licensure requirements as required by individual state boards.
4. Faculty will support the maintenance of a state-of-the-art clinical facility while increasing the use of new technologies and equipment.
5. Faculty will develop a learner-focused curriculum and positive environment that maximizes student involvement, input and participation.
6. Faculty will work to develop critical thinking skills incorporating risk assessment, evidence-based dental care and comprehensive chart documentation protocols within the curriculum.
7. Faculty will be supported in curriculum implementation by preparation in use of a learning management system that expands access to the curriculum by students at

distance sites while maintaining a comprehensive high quality competency-based curriculum.

### **Dental Hygiene Program Learning Outcomes (2008-09 College Catalog)**

- a. Discern and manage ethics, values, knowledge and skill using critical thinking and problem solving in the provision of evidence based dental hygiene practice.
- b. Provide planned educational and clinical services using appropriate interpersonal communication, instrumentation skills and educational strategies.
- c. Initiate and assume responsibility for health promotion and disease prevention activities.
- d. Use assessment, planning, implementation and evaluation in the provision of the process of dental hygiene care for the general dental patient and special needs populations.
- e. Use electronic data bases to retrieve evidence-based literature for application to patient care and community dental program planning.
- f. Use mathematical and statistical concepts to calculate dosages and assess dental literature for application to clinical and preventive dental care strategies.

## Competencies for Entry into the Profession

Dental hygienists entering the profession must exhibit competence in the following five domains:  
***See Appendix B***

1. CORE COMPETENCIES (C): The dental hygienist must possess the *Core Competencies*, the ethics, values, skills and knowledge integral to all aspects of the profession.
2. HEALTH PROMOTION AND DISEASE PREVENTION (HP): Health Promotion/Disease Prevention is a key component of health care. Changes within the health care environment require the dental hygienist to have a general knowledge of wellness, health determinants and characteristics of various patient/client communities. The hygienist needs to emphasize both prevention of disease and effective health-care delivery.
3. COMMUNITY INVOLVEMENT (CM): Dental hygienists must appreciate their role as health professionals at the local, state and national levels. This role requires the graduate dental hygienist to assess, plan and implement programs and activities to benefit the general population. In this role, the dental hygienist must be prepared to influence others to facilitate access to care and services.
4. PATIENT/CLIENT CARE (PC): Because the dental hygienist's role in patient/client care is ever changing, yet central to the maintenance of health, dental hygiene

graduates must use their skills to assess, diagnose, plan, implement and evaluate treatment.

5. PROFESSIONAL GROWTH AND DEVELOPMENT (PGD): A dental hygienist must possess transferable skills, e.g., in communication, problem-solving and critical thinking to take advantage of opportunities for professional growth and development. Some opportunities may increase clients' access to dental hygiene care; others may offer ways to influence the profession and the changing health-care environments.

# Institutional Policies

## Lane Community College

**D**ental programs policies and procedures incorporate all Lane Community College's regulations and requirements. It is the responsibility of the program student to read and follow the rules and regulations of Lane as outlined in the current catalog.

A. CATALOG INFORMATION

Admissions

- tuition, payment of fees, refunds
- adding and dropping classes
- telephone registration
- etc.

Standards of Academic Progress

- dropping classes
- withdrawal
- standards, referrals
- etc.

Academic Regulations

- transfer credits
- cooperative education
- honor roll
- transcripts
- grade points
- etc.

Degree Requirements

- Certificate of Completion
- Associate of Applied Science
- graduation process

Student Development

- financial aid
- child care
- bookstore
- health services
- library
- computer laboratories

Program Information

- Dental Assisting curriculum
- Dental Hygiene curriculum
- course descriptions

Student Rights

- access and education
- personal conduct
- Drug Free Schools policies

B. EMERGENCIES PROCEDURES POLICY

Lane and partner colleges have an emergency procedures policy and committee to deal with emergency needs on campuses.

Faculty and staff review the checklists in the Business Operations Manuals (BOM) annually. They will review and carry out both institutional and program policies, annually.

Students must read and review both institutional and program policies to be aware of all regulations regarding safety and procedures to assure safety. Students in the health care field are often expected to respond to emergencies in the clinic, cafeteria, parking lot, or elsewhere.

Refer to the Emergency section of this manual for program policies.

C. ENVIRONMENTAL SAFETY

Safety in the classroom, laboratory, clinic, and elsewhere on campus is of the utmost concern. It is imperative that all safety precautions specified by Lane and partner colleges, especially for learning activities, equipment, and materials in the dental programs, be followed. Specific information on occupational hazards and safety precautions, including ergonomically correct instrumentation techniques, will be presented in the dental program courses.

Protocols for handling hazardous materials and guidelines established by the Center for Disease Control, and National and State Occupational Safety Health Agencies are available in DH 107 and in the Exposure Control Plan provided to the student.

If you have a concern, or are aware of an environmental safety problem, notify the Program Coordinator and/or other faculty or staff.

D. PARKING

There is no reserved parking, except for the handicapped. Handicapped parking is clearly marked by traditional signs, and illegal parking carries a fine.

E. INCLEMENT WEATHER

Weather closures are possible at each college location or clinical site. Students will be notified of the communication methods for their campus by the lead faculty prior to November annually at each partner college site. Students are expected to listen to local radio and television stations and/or locate local web site information to become aware of school closures and road conditions.

While on campuses, students will be advised of local adverse conditions and will be expected to follow the guidance and direction of building administrators regarding client care and school closure.

F. REQUEST FOR RELEASE OF RECORDS, INFORMATION AND REFERENCE

Students who desire a faculty or staff member to provide a reference or release of information must authorize the release of information. Transcribed information cannot be provided unless a transcript is requested from Lane's Records office.

G. FACULTY AND PROGRAM EVALUATION

All faculty are evaluated by students enrolled in lecture, laboratory, and clinics. The programs have evaluation forms for all courses or on-line evaluation as described on the college support web site. These assessments are to be filled out during or at the end of the grading periods, terms, or other designated times. To help insure anonymity they should not be signed, be placed in a sealed envelope, and returned to the requesting instructor or designated agent.

Evaluations are used to improve instruction and are an important part of the teaching/learning process. A formal program assessment has been developed to annually revise and improve all aspects of the programs. Students can provide positive and constructive feedback to strengthen courses.

H. PROOF OF COURSE REGISTRATION

All students must, at the first class session of any term, provide proof of registration in all dental hygiene courses. Any student who is not able to provide proof of registration at that time will be required to meet with the Program Coordinator and will be excluded from the program. The policy exists to ensure that the college is in compliance with our contractual responsibilities with liability insurance carriers of the College.

## Dental Program Policies

### *Dental Clinic Mission Statement*

The Lane Community College dental faculty are committed to providing quality dental services to our patients and to serving as a source of information and education to the community. Through dedication to excellence in teaching, the dental faculty strives to develop technically and diagnostically skilled, scientifically based, socially and ethically sensitive dental professionals who are committed to continued professional growth and development.

### Professionalism

#### *Requirements*

The dental profession attracts individuals of intellectual and personal qualities who place service above personal gain and who recognize their chosen occupation as a life work. The sense of duty which is involved requires more than possessing extensive basic scientific and clinical knowledge and demonstrating expert skill in technical procedures. The dental student is faced with the necessity of first recognizing his/her obligations as a member of a professional group and then developing personal habits which will characterize her/him as a professional person.

To develop a sense of professionalism the student must do the following:

- Study and apply professional ethics.
- Adhere to a code of conduct and dress.
- Participate in specified activities of professional organizations linked to dental assisting and dental hygiene.
- Participate in selected community-based service projects, professional recruitment programs and similar activities.

#### *Ethical Standards for Health Professionals*

A student performing acts that are unprofessional or are threatening to the welfare, health and/or safety of clients, peers, and/or staff may be dismissed from the program.

Violation of the rules of ethical conduct constitutes cause for disciplinary action ranging from a formal warning to immediate suspension or dismissal from the Health Professions (HPD) programs at Lane Community College. One occurrence is sufficient to incur disciplinary action. Each infraction/situation will be considered individually as outlined within the Lane Student Services Procedures located in the HP Division.

The dental programs' educational process is directed at assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a dental assistant or a dental hygienist competent to function within the dental profession. To this end, the faculty have the responsibility to plan learning experiences designed to assist the student in becoming a competent dental professional. In addition, students must exhibit effective behaviors consistent with those required to acquire and maintain employment and function effectively as part of the dental team.

#### *Guidelines for Professional Conduct*

The following provide some guidelines for professional conduct, but are not all-inclusive. Additional guidance will be provided by faculty, staff, other professionals, course materials and readings.

1. All Lane institutional policies and program policies and procedures are followed.
2. Students are expected to use professional judgment while performing patient care procedures. This requires that students simulate, integrate, and apply knowledge of basic and dental sciences as well as legal and ethical considerations.
3. Honesty and integrity in all interpersonal exchanges, in record-keeping, and in professional and academic activities, are practiced at all times.
4. Respect and courtesy are shown to all clients, classmates, faculty, staff and department visitors.
5. Physical, mental and emotional composure is maintained in all situations. Arguments, or other such disruptions, during preclinic or clinic are considered to be unprofessional behavior.
6. Confidentiality of client and student records, conferences and personal information is protected at all times.
7. Clinical policies and procedures are developed to assist the legal and ethical delivery of services for total patient care. Compliance with these policies and procedures is required of all students.
8. Students have a responsibility to notify their instructor(s) if they are taking any medications which may have an effect upon their clinical performance.

9. According to the program substance abuse policy, anyone under the influence of drugs, alcohol, or otherwise impaired, will not be allowed to participate in Division activity. Such individuals risk dismissal. Refer to the Lane catalog for further information. Students have a legal and ethical responsibility to report persons who are suspected substance abusers.
10. According to Oregon Law, as a dental professional you are required to report all cases of suspected abuse of an unmarried person less than 18 years of age.
11. Dentistry is a respected profession and dental assistants and hygienists are professionals. The faculty realizes that students will develop friendships with many clients; however, students may not accept financial awards for clinical services
12. Verbal and non-verbal communication demonstrates a mature, cooperative, concerned attitude and responsiveness to the needs of others.

## Ethical and Moral Behavior

### *Major Violations*

All college policies regarding ethical and moral behavior apply to all LANE students. In addition, the following campus-wide policies have been adapted to meet the specific needs of the dental hygiene profession. (Adapted from LANE students Services Procedure Notebook).

A copy of the LANE Student Code may be obtained at <http://www.lane.edu/cops/conduct.htm>

A Copy of the **College Complaint Procedures** are available at <http://www.lanecc.edu/cops/stdcompf.htm>

<http://lanecc.edu/cops/stdcompi.htm>

Major violations are the attempt to commit, the commission of or intentional assistance in the commission of any of the following:

1. Academic Plagiarism: the intentional submission for evaluation to a dental programs instructor of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source.
2. Academic Cheating: the intentional submission for evaluation to a dental programs instructor of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations by the evaluator and disclosed in a reasonable manner. This includes cheating on exams.

3. Furnishing false information to the dental hygiene instructor, dental programs department or clinical facility with the intent to deceive.
4. Forgery, alteration, misuse of any patient or clinical facility documents or records.
5. Any conduct of unsafe behavior which threatens the safety of the patient. This would include failure to disclose omission of care or errors in patient care.
6. Theft from the clinical facility including equipment, medications and supplies.
7. Possession or use of dangerous drugs and narcotics except as legally prescribed.
8. Coming to the clinical facility under the influence of mind altering drugs.
9. Failure to maintain confidentiality of privileged information.
10. Malicious gossip regarding derogatory attacks on an employee, patient, fellow student, dental hygienist, dentist, or dental office or clinical facility.
11. Sexual harassment.
12. Other actions that in the judgment of the Division Chair, or Program Coordinator, could result in serious adverse consequences to the college, its employees, the division, or the welfare of the patient.

## Grooming

Health professionals must use judgment and discrimination at all times in their choice of attire and personal grooming. Therefore, the following have been adopted for students during clinical and laboratory classes:

1. For client and student protection and to provide an environment that is as free from hazards and contaminants as is possible, it is recommended that:
  - a. Hair is clean and secured/controlled. During client treatment, hair must be out of the eyes and face; not hanging over the field of operation or obstructing the instructor's vision. The use of a non-scented hair spray is recommended. Plain barrettes, combs, clips, or fabric hair-holding devices may be worn to secure hair. Fabric hair-holding devices need to be washed daily.
  - b. Watches must be removed. It is also recommended that all jewelry be removed. Rings can tear gloves and are impossible to clean thoroughly during routine hand washing procedures. Rings,

necklaces, and earrings become contaminated during client treatment and should be removed.

- 1) Earrings must be no more than 7mm in width and may not hang below the earlobe.
  - 2) Body and facial piercing and body art (tattoos) detract from professional communication. Eyebrow, nose, lip, and tongue jewelry must not be worn during clinical and laboratory sessions.
- c. Fingernails must be trimmed short (1/16-inch nail tip), kept meticulously clean, and manicured. Clippers are located in each clinical area. (Nail polish is not permitted as it chips and provides a place for bacteria to harbor.)
- d. Clinic apparel (outer wear that is exposed to infectious agents during treatment) is worn only inside the clinic or laboratory area. This apparel will be removed at the end of the treatment session and placed in the clinic hamper to be laundered. Outer clinic attire must be removed prior to lunch and may not be stored in any area where food is being consumed. If the uniform becomes soiled during client treatment, it must be changed before continuing treatment.

Clothing under a dental smock must cover the student/s full torso front and back. The student must be able to bend, squat, twist and move allowing for continuous full coverage of skin both front and back of the body. No personal body art should be visible while appropriately dressed for laboratory or clinical treatment. Students reporting to clinical and laboratory session in attire deemed inappropriate by the clinical instructor may be asked to leave the area. This will be considered an unexcused absence. If at any time, body art, underwear or indecent physical exposure (plumber's crack) occurs during clinical sessions, students will be asked to leave the facility immediately. The student may return when appropriately attired.

2. Very little makeup is acceptable and must be tastefully applied.
3. Personal and oral hygiene should be practiced daily. The clinician's clothing, breath, hair, and hands should be kept free of odor. If the use of tobacco, perfumes, colognes, and hair products are not minimized, the student may be asked to leave the clinical area. **Students performing work with oil, soil or dirt should use gloves and carefully clean their hands and nails prior to any clinical care.**

4. Men must be clean shaven or maintain a neatly-trimmed beard and/or mustache.

## Attire for Clinic:

1. A program-selected uniform (scrubs) under a “fluid-resistant” smock provided by the college.
2. Solid white leather or solid dark, leather shoe with low heel, closed toe and heel, and "non-slip" sole, and designed for comfort.
3. Solid color hose or dress socks shall coordinate with slacks or shoes. Sock length should be long enough when seated to cover exposed ankle and leg.
4. Personal protective equipment (PPE): Eyewear with permanent side shields must be worn during all clinic and laboratory activities. Face shields, or other protective eyewear, will be required during specified procedures. All PPE’s must be worn as described in the Exposure Control Plan.
5. Lane Eyewear Standard
  - a) Secure enough to negate the need for adjustment during client treatment.
  - b) A professional eye exam is required.
  - c) Protective lenses with side shields large enough to extend above, below, and around the eye for protection from spatter and debris.

## Attire for Laboratory: HEA 107

1. Solid color matching scrubs under a “fluid-resistant” smock is recommended during lab activities.
2. Solid white leather or solid dark leather shoes with low heels, closed toe and heel, a non-slip sole, and designed for comfort. No multicolored athletic shoes may be worn.
3. Personal protective equipment (PPE): Eyewear with side shields must be worn during all clinic and laboratory activities. Face shields, or other protective eyewear, will be required during specified procedures. All PPE’s must be worn as described in the exposure control plan. (Refer to #5 above.)

## Dominant Hand

Students will use their dominant hand for instrumentation. The faculty believe each student will successfully complete professional dental clinical skill development by the use of his/her dominant hand.

## Radiology Course Competency Waiver

Students are admitted with advanced standing for the Oral Roentgenology courses. The student is given the opportunity to apply for credit by assessment at the time of acceptance into the program. The student seeking advanced standing follows the guidelines specified by the dental programs and overseen by the lead radiology instructors. Students requesting credit by assessment will use the criteria for their program and submit all pertinent documentation by the deadline stated on division correspondence. Refer to “Radiology Credit by Assessment” before the signature page.

If a waiver is granted for DH 243 and/or DH 244, the student must attend Radiology Orientation during Week One of DH program radiology lab course.

## Communications

1. Student Message Boxes are private and are used to return assignments, exams, individual notices, etc. The College is not responsible for the distribution of personal mail to students. The students will also receive messages on the Dental Clinic’s message board. Please check daily.
2. Instructor Message Boxes will be identified by your lead instructor at the clinical site. These may be used for notices or to return assignments to instructors. Leave labeled (instructor’s name, your name, date and time) materials with office support staff to put into message box. Instructors will check them each day when they are on campus. Remember, it may be a week or more until the instructor is in so do not put messages requiring immediate attention in these boxes. Post them on the faculty member’s office door if the person is not immediately available, or contact the Program Coordinator for immediate action.
3. Bulletin Boards are located in the student, clinical and laboratory areas. Check the boards occasionally for schedules, employment opportunities, and miscellaneous information.
4. Telephone Use - Phones with local calling area access are located in the clinic for student use and are *limited to appointment scheduling only*. Long distance calls to clients may be made *with prior instructor approval* on phones equipped with long-distance capability. Long-distance calls are logged and log forms are located at the clinic phone. *Personal phone calls must be made at the pay phone located at the south entry of the Health Technology building.*
5. Non-Student Visitors - *Friends and relatives* waiting for dental students *must wait in the reception area*. The clinic, dental laboratory, and x-ray areas are limited to students, faculty, and clients. Students, whose children must wait to be transported home after class, must make arrangements for them to be supervised in the reception area. College staff is not responsible for supervision.

6. Change of Address or Telephone or Name - Students are responsible to the Program Coordinator and the Health Professions Division for keeping names, addresses, and telephone numbers current. The student must inform the Health Professions Division **AND** Student Records of any changes that occur during the school year. Lead instructors must receive change of address and phone information .
7. Cell Phones/Pagers: All classrooms, labs, and the dental clinic are phone/pager-free areas. You must turn your phone “OFF” when you are in these areas. If you carry a pager, be sure it is switched to the “vibration setting”.

## Facility Policies

### Facility Hours

*Dental clinic and laboratory* --Dental laboratory and clinic facilities hours are posted on the outside of the dental clinic door. Dental students may treat or screen clients in this space only during regular clinic and evaluation sessions. Quiet and courtesy are expected from all students while sharing facility spaces. **Diverse clinical sites will be used in each community and respect for facility employees and facility rules of conduct will be required of all students.** Student changing rooms are available from 8:00 a.m. to 5:30 p.m. Faculty office hours are posted on their respective office doors.

Personal Belongings - Personal items such as coats, books, book bags, lunches, etc., are not to be left at any time in open spaces. Student **lockers** are provided for these items; locker numbers are assigned; students provide their own locks. The student is responsible for the security of student possessions. Theft has occurred when items have been left unsecured. At the end of the academic year, lockers are to be cleared out and locks removed. During the clinic sessions, personal items may be kept in the area designated by the supervising lead instructor.

Lab Coat Storage will be identified in each facility. Soiled smocks are removed and placed in the laundry bin or trash receptacle in the sterilizing area before leaving the clinical facility.

Equipment Storage is provided to students. Sterile instrument storage is found in a personal cubby in the sterilization room. Mark all equipment and supplies with color coding tape and/or your name to protect against theft or loss.

College Equipment - Any damage to Lane equipment other than normal wear and tear (i.e., clinic units, hand pieces, x-ray units, DXXTR, sterilizers, mechanical scalers, laboratory equipment, etc.) is the responsibility of the student. Damaged equipment should be reported before using. All Lane property (client charts, trays, audiovisuals, etc.) must remain on campus unless removal is pre-authorized by the instructor.

## Becoming a Dental Professional

Off-Campus Travel and Meetings - Field trips, meetings and clinic rotations - At times, students will be required to attend scheduled field trips, meetings and clinical rotation. Students will be given advance notice at least three weeks prior to the trip or meeting. Transportation, food and lodging will be the responsibility of the student. When shorter notice is given, attendance will be optional.

Employment While Enrolled - Outside employment will not be considered a valid excuse for nonattendance at any scheduled class session, meeting, or field trip. Faculty assumes that students place schooling as their first priority and outside employment must not interfere with course or program requirements. Often students use their unscheduled time to attend to patient scheduling, studying, group meetings with fellow students, and instructor conferences. When accepting outside employment, please consider the additional time required for professional preparation.

"Student-To-Student" Program - Each first-year dental hygiene student is paired with a second-year dental hygiene student. This program helps students with the transition from lay person to professional, helps reduce stress and enhance communication, and provides a personalized support system for each person. Students are introduced as early as possible in the academic year and given suggestions on how they can help one another. It is expected that these teams function from the new student's first weeks in school until graduation and, hopefully, after graduation as professional colleagues.

Student Associations - Each dental student may become a member of the American Dental Assistants Association or American Dental Hygienists' Association depending on the program in which they are enrolled. Membership privileges include a professional journal (which is required reading in some coursework), insurance benefits, and a voice in the direction of your profession. Membership is the student's financial responsibility. Membership forms are available from program faculty advisors/members.

Cardiopulmonary Resuscitation (CPR) Certification - Each student must obtain the CPR certification for Health Professionals or CPR for Health Care Providers or CPR for the Professional Rescuer, from either the American Heart Association, CPR Center, or American Red Cross in order to participate in either dental program.. The CPR Certificate must be renewed annually for continuing students.

FIRST-YEAR DENTAL HYGIENE STUDENTS are required to obtain CPR certification by the first week of Fall term. A *photocopy* must be submitted to the Program Coordinator or Division clerk on the September Orientation Day.

SECOND-YEAR DENTAL HYGIENE STUDENTS must maintain current CPR certification status during the entire second-year enrollment. Students are required to submit a copy of their current CPR certification to the

Program Coordinator prior to September of fall term and must remain current through the academic year.

Dental Hygiene National/State Board Examinations – Because application to take the National and Regional Board examinations must be made well in advance of the completion of winter and spring terms, it is often necessary for applications to be submitted even though satisfactory completion of the student's coursework remains in question. Therefore, applications for National or Regional Boards do not and cannot imply that the student will be successful in completing the clinical or didactic coursework. Application for, payment of, and refund of payments, in the event of course failure, is the responsibility of the student and not of the teaching institution.

Professional Liability Insurance - is required for extramural rotations and state board exams for second-year dental hygiene students; a student rate is available. Arrangements for obtaining will be covered during second-year clinical orientation.

## Personal Health

Insurance - All students are required to have personal health insurance for the duration of their academic program. The Lane Board of Education has authorized the Vice President for Student Services to designate a student accident health insurance plan to be recommended to the students at Lane. Details of coverage are printed and made available during Fall Term registration. All students must have proof of insurance by the new student orientation in September and on September 15<sup>th</sup> if a second year student. Students found to be without insurance will be withdrawn from the program. Coverage must be continuous through 6 academic terms while enrolled in any clinical course.

Physical Examinations must be completed and submitted prior to enrollment. Your physical exam must be within the current calendar year and may be performed by your personal physician. Evidence of a recent physical examination (within the previous nine months) must be on file in the Health Professions Division office before the first day of Fall Term classes. Additional information regarding the physical examination can be obtained in the Health Professions Division office.

Health Care / Immunization Policy - The following immunizations or vaccines are strongly recommended for all incoming students: Hepatitis B, Mumps, Polio, Rubella, Rubeola, DPT and Influenza. Boosters are recommended if the student is not already immune. If a student declines a Hepatitis B vaccination, the student must understand that the Program Coordinator may not be able to place the student in a clinical setting. Any student who declines a Hepatitis B vaccination will be required to sign an Informed Refusal form. All required immunizations except the 2nd and 3rd Hepatitis B vaccination are to be completed prior to the first day of Fall Term classes. Students must initiate the Hepatitis B vaccine series within 10-days of the first day of classes and complete the series by April 1. Dental students must provide a titre level lab report to

the Program Coordinator by May 15. Non-compliance will result in the student not being able to continue in clinical coursework.

Measles - All students involved in clinical or laboratory experiences in Health Professions programs shall have two (2) doses of measles vaccine on or after the age of 12 months (use of MMR is preferred for both vaccine doses to assure immunity to all three viruses). Individuals who have no documentation of ever having received any doses of measles vaccine and who do not have other evidence of measles immunity should receive one dose of measles vaccine (MMR); they should be revaccinated with a second dose not less than 1 month later. Evidence of positive measles (Rubella and Rubeola) titres will suffice in lieu of the required vaccine. The use of IgG antibody titres should be utilized for proof of MMR immunity.

Tuberculin Test - A tuberculin test is required of all students between August 1 and September 30 of each year before the student can be permitted to participate in direct patient contact. A chest x-ray is required of any student with a positive tuberculin test and is good for two years.

Personal Health Record - All incoming students must have evidence of a recent physical examination (within the previous nine months) on file in the HP Division before the first day of Fall Term classes. Additional information regarding the physical examination can be obtained in the HP office.

Life-Threatening Illnesses (Lane students) - "Students with life-threatening illnesses including but not limited to cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows including school. As long as these students are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, college staff should be sensitive to their conditions and ensure that they are treated consistently with other students."

*Lane Community College, Board Policy Handbook  
Adopted by Board Action, May 13, 1987*

Health Services at Lane Community College - The Student Health Services provides student medical care as outlined below:

1. Emergency care in case of accidents or sudden illness.
2. Primary health care defined as the point of entry to the medical care system for diagnosis and treatment of minor medical problems. Referral to a community physician will be made for all complicated or chronic disease problems.
3. Supportive technical services (immunizations, lab work, x-rays, etc.).
4. Family planning and other programs, as deemed necessary.
5. Diagnosis, treatment, and referral for communicable diseases.
6. Health counseling and health referral.
7. Dental consultation is available on an emergency basis after the student visits the health center and receives a referral to the dental clinic.

8. Physicals, hepatitis screenings, immunizations, mandatory TB testing and titer level testing.
9. Distance site students are eligible for services at this clinic site on the main LCC campus. Other services may be available for students through the partner colleges.

Infection Control procedures including the use of appropriate personal barriers will be practiced during all clinic, laboratory, and classroom activities. The dental programs' Exposure Control Plan discusses all current policy and procedures for personal protection and safety when working with materials and equipment.

Pregnancy - Students who become pregnant during the school year may work in the clinic and attend classes as long as it is satisfactory with the individual's physician. The student must inform the faculty of the pregnancy and meet with the Program Coordinator to discuss plans for program completion. The student must follow guidelines recommended in the Health Safety Manual. If the faculty feels the student will be unable to complete requirements within the allotted timeframe, options for an extended curriculum, or withdrawal and re-entry to the program will be explored.

Smoking - Smoking is permitted on campus only in areas posted as smoking areas.

## Ergonomics and Cumulative Trauma Prevention

Prevention of cumulative trauma injuries will be addressed through the instruction of proper body mechanics, ergonomics, instrumentation techniques, stretching exercises, and early recognition of a cumulative trauma injury.

Definition of cumulative trauma - An injury to soft tissue (i.e., tendons, ligaments, bursa, muscles) resulting from overuse or repetitive use of the area.

Identifying a cumulative trauma injury - A student may complain of muscle soreness especially in the thumb, arm, upper back, or neck area. Pain in the elbow, wrist, hand, and/or stiffness of the neck, is indicative of CTI (cumulative trauma injury) as is tingling and/or numbness of the arm, hand, or fingers.

Treatment of early CTI symptoms - If a student is symptomatic of CTI, the following procedures should be followed:

1. Ice the affected area 2 or more times/day.
2. Take an anti-inflammatory drug daily.
3. Stretch affected area gently.
4. Drink lots of fluids each day.
5. Avoid extracurricular activities that may exacerbate symptoms (i.e., needlework, gardening, golf, computer games).
6. Evaluate instrumentation techniques, client/operator positions, and sharpness of instruments for optimum ergonomic benefit.
7. Take breaks at least once every hour during clinic sessions.

Treatment of Moderate CTI Symptoms:

1. Repeat steps 1 - 7 above.
8. Seek medical advice.
9. Student will be placed on reduced clinical work schedule.

Treatment of Advanced CTI Symptoms:

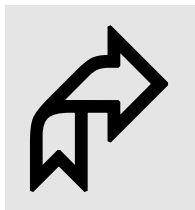
1. Repeat steps 1 - 8 above.
9. All clinical work, writing, or computer tasks must cease until symptoms subside.

## College Services

Counseling/Advising - The Counseling Center is located on the second floor of Building 19 on the LCC main campus. Distance site colleges will also have a counselor for health occupations students. Please contact the campus lead dental hygiene instructor for access to the college counselor.. If any counseling services are needed for academic or personal reasons, the student may contact an advisor there. Check with the Program Coordinator for the name of the Division advisor.

Financial Aid - Dental Assisting and Dental Hygiene students in need of financial assistance are encouraged to contact the Lane Community College's Career Information Center office located in Building 19 at LCC. The dental program coordinators may also be of some assistance in locating funds before the student seeks outside employment during the academic year.

Disability Services – Lane Community College does not discriminate on the basis of disability in the admission or access to its programs or activities. Prospective and admitted students who need information about services and accommodations should contact the Office of Disability Services. Every course syllabus at Lane Community College includes the following statement:



*If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact Disability Services at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1 on the main LCC campus, Room 218 or visit their website at <http://www.lanec.edu/disability/index.htm>*

To complete the eligibility process with Disability Services, students will need to provide appropriate documentation of their disability/ies.

After certification of disability the college will provide reasonable accommodation for the individual in the particular learning environment. Disability Services will review all requests for accommodations and work with faculty and students to develop appropriate accommodations.

Study Skills - Study Skills areas are provided to students with study space, testing, note taking, and additional assistance to aid in coursework. The faculty encourages the students to access their offerings.

Library - The Library at Lane's main campus is located on the second floor of the Center Building and is open as described on their web site. <http://www.lanecc.edu/library/>

The Lane library is closed on Sunday and holidays. During school breaks (i.e., Winter and Spring vacations), the Library is open with reduced hours of operation.

In the dental programs, you will have class assignments which will require you to access resource materials. Internet sites, audio-visual, and/or assigned reading material are available through the Lane Library. UCC, LBCC and LCSC Campus' distance sites libraries are also readily available to Lane students. Additional resources will be available to students and information will be provided at your program orientation for library services.

## Scholarships/Loans

Contact Geri Meyers in Students First! for scholarship information. Some of the scholarships available include:

Dental Hygiene

ADHA - American Dental Association Scholarship

Lane Foundation - Doreen Nygaard

Oregon Dental Hygienists' Association - Scholarship and Loan Fund

Dennis Muir Scholarship

Douglas County Dental Society Scholarship (Douglas County residents after graduation)

Lane County Dental Society

# Departmental and Clinical Grading

## *Departmental Grading*

**G** rading policies for each class will be discussed and presented with individual class schedules and course objectives during the first week of the term. Policies may vary according to class, and questions regarding such grading should be directed to the faculty member teaching the course.

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DEPARTMENTAL	CLINICAL DENTAL HYGIENE GRADING
GRADING	Pre-clinical and clinical dental hygiene evaluation is competency-based. Students are graded against a standard which reflects the expected level of skill and knowledge at the relevant point in the curriculum.

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Competency is a measurement of process only for pre-clinical evaluation. Clinical competency evaluation involves an assessment of both process and end product.

Students may request a clinical grading conference with the clinical coordinator and/or the student's assigned clinical instructor. Grading conferences provide an opportunity for review of clinical progress and faculty assistance with academic planning. The Dental Hygiene Program provides a Clinical Competency Assessment document at the new student Orientation in September, two weeks prior to the beginning of Dental Hygiene Program courses. The Dental Hygiene Program goals and competencies are described, along with the methods of evaluation used to accomplish the measurement of achievement of competencies.

The dental hygiene Clinical Course Overview Document describes the general objectives for the clinical portion of the curriculum. The student's level of achievement in Comprehensive Client Care is set in a leveled **assessment building** on the student's preparation within the curriculum. Students will learn basic clinical skills in pre-clinic activities and then begin patient/client care by practicing skills outlined in the

Comprehensive Client Care Evaluation Criteria Document. The average accuracy for demonstration of comprehensive clinical care competency is stated below.

Students in DH119, 120, 220, 221 and 222 are expected to provide comprehensive care for their clinical patients (see Comprehensive Client Care Evaluation Criteria Document). Comprehensive client care will be evaluated on a daily basis using the following categories: assessment, planning, implementation, evaluation, safety and asepsis, legal/ethical considerations and communications skills. Students will receive formative feedback from instructors during all phases of client care. Deductions will be given for each critical error made by the student during the course of treatment (refer to Guidelines for Critical Errors During Comprehensive Client Care Evaluation document).

<b><u>Course</u></b>	<b><u>Average Accuracy</u></b>
DH 119 (Fall Term)	average clinical accuracy 75%
DH 120 (Winter Term)	average clinical accuracy 80%
DH 220 (Fall Term)	average clinical accuracy 85%
DH 221 (Winter Term)	average clinical accuracy 90%
DH 222 (Spring Term)	average clinical accuracy 95%

The student must meet the average accuracy stated for each term on all Comprehensive Client Care Formative Evaluations. Students not attaining a clinical care average, which meets the quarter requirement, will be recommended for dismissal or remedial action.

The required formative competency evaluations are listed in the Clinical Course Overview. At intervals throughout the curriculum students are expected to perform skill tests known as formative and competency evaluations. Students move through clinical instructional activities performing demonstrations of mastery on all aspects of client/patient care. The Dental Hygiene Performance Evaluations Chart lists the evaluations for clinical care. Faculty have planned assessments to build mastery in progressively more complex levels of care and have carefully selected these leveled assessments for each of the five clinical care terms.

A method of assessment in comprehensive clinical care has been adopted which uses critical care criteria. The student is presented with a Critical Errors Document, which follows the dental hygiene process of care. Students are presented with the exact behaviors to be evaluated and the specific errors that will result in loss of points in the assessment of the student's ability to perform all aspects of the process of dental hygiene care.

## Student Retention Policy

A student enrolled in the Dental Hygiene Program at Lane Community College (Lane) must maintain a grade point average of at least 2.0 during each term of the professional program. All core courses in the program must be passed with a grade of C or better.

Students receiving a grade of D or F in any of the required dental hygiene classes will not be allowed to continue into the next term. Students who have left the dental programs due to insufficient progress have three months from their date of termination to grieve the failing grade(s) they have received. Any student leaving the dental programs prior to graduation is required to meet with the Program Coordinator for an exit interview. All department fees and assessments must be cleared at the time of the exit interview.

Should the student wish to reenter the program, the student must go through the regular application process. If the student applies within one year and is accepted to the program, his/her transcripts and academic plan shall be reviewed and approved by the dental hygiene faculty and the Program Coordinator. Letter grade interpretation for Lane courses is as follows:

<b>A</b> - Superior	<b>D</b> - Below average
<b>B</b> - Above average	<b>F</b> - Failure
<b>C</b> - Average	<b>P</b> - Pass*

*\*may be recorded only when a student has processed a pass/no pass option request, or is taking a P/NP-only class*

A core dental course is defined as a DH or DA numbered course listed in the respective program's curriculum printed in the college catalog.

<b>N</b> - Not Passing
<b>I</b> - Incomplete withdrawal or drop
<b>U</b> - Audit
<b>Y</b> - No basis for grade*
<b>X</b> - Grade not reported ( <i>or erroneously reported</i> ) by instructor
<b>W</b> - Official student

*\*this mark is given when a student has never or seldom attended class, or has done little or no work for the class*

## Incomplete Grade

Coursework is structured in consecutive sequence; each course is a prerequisite for the next course. If a student is given an incomplete in a course offered by the Dental Programs, the student and instructor will mutually discuss the method for changing the grade to A, B, C, or F, using a written academic contract. If the terms of the academic contract are not met within the designated time, the student may be awarded any appropriate grade resulting from failure to complete all course requirements. Dismissal from a program may result from failure to meet a prerequisite course. Students will not be considered eligible to make application to national board examinations or state board dental examinations until the incomplete grade has been converted to a letter grade of A, B, or C.

## Cheating and Plagiarism

Instructors shall enforce reasonable regulations to ensure honesty and will take disciplinary action against students who violate this professional ethical standard. Disciplinary sanctions will be imposed upon students for violating college rules or regulations and shall be administered according to Lane Community College's Board of Education Policy and Lane's Student Code.

## Unsatisfactory Work

Students will be informed of their academic standing. Formal academic warnings may be issued by the instructor at any time. If students question their progress in any course, the instructor may be contacted at any time during the term.

If a student appears to be inadequately prepared to deliver client care, the instructor may require the student to complete additional learning activities before continuing clinical care.

## Early Exit

Any student leaving the Dental Hygiene Program for non-academic reasons is required to meet with the Program Coordinator and participate in an exit interview. All department fees and assessments must be cleared at the time that the rented program issue is returned. Should the student wish to reenter the program she/he must go through the regular application process.

## Satisfactory Completion of Course of Study

Dental hygiene students will receive an Associate of Applied Science Degree upon satisfactory completion of the prescribed course of study. All students must make official Lane graduation application by the end of April. Official transcripts from all post high school institutions are required. The student is responsible for completing and filing course substitutions prior to April 1 of the graduation year.

## Academic Advising

The Division advisor can provide students with academic advising while enrolled in the program. Annual schedules are provided to students and courses may be registered for annually in the annual registration process. The Division advisor is available to assist with academic, financial and/or personal matters and students are encouraged to meet with an advisor as often as needed to maintain acceptable progress.

## Dental Hygiene Licensure Exam Application

Faculty will review clinical progress during winter and spring terms to determine which students will be recommended for application for licensure examinations. Insufficient progress by students will result in delaying the application for the Board Examination until sufficient progress indicates the ability to complete the program.

## Graduation

Students must have completed all courses required in their program curriculum to graduate. Dental hygiene licensure will NOT be granted without a transcript showing the degree earned on the transcript. Students must carefully review the degree application recommendations. The Dental Program Coordinators should be informed of course deficiencies or course waivers needed for curriculum requirements.

Dental hygiene students must complete an academic review of their transcripts by June 1 of the first year of the Dental Hygiene Program with the Program Coordinator. The purpose of the review will be to inform the student of deficiencies, which would cause a delay in graduation or interfere with annual course scheduling. The student may need to enroll in summer or evening sessions to complete academic requirements.

Students transferring to Lane with transcripts from other colleges should meet with the Program Coordinator to assess course waivers as soon after program entry as possible. Students submit a graduation request in March of the second year to Lane Student Records. Students ultimately have responsibility for program requirements.

## Attendance Policy / Productivity

Students are required to attend and be productive in all dental program course classes. Before making personal appointments or plans, which will require absence from any class, the student must consult with the specific instructor for approval. Students who will be absent from a clinical or radiology session when clients are assigned must notify the client and the instructor. Failure to do this may be reflected in the final clinical or radiology grade.

A STUDENT DEMONSTRATING REPEATED ABSENCES MAY BE ASKED TO FURNISH A PHYSICIAN'S EXCUSE DATED THE DAY(S) OF ILLNESS (ES).

During the first three (3) weeks of classes, attendance will be taken in each class. If the student is not present without pre-notification to the instructor, the student will be dropped from the class. To regain admittance, the student must go through the "Add" process as outlined in the Lane schedule. Review college policy found in current catalog.

The attendance policy is essential since health professionals are responsible for the health and well being of other individuals, and, as such, must exhibit the skills and professionalism essential to delivering health care. Program faculty may take attendance every clinic or lab session.

Absences should be limited to extreme illness or circumstances. Absences related to events other than illness, such as weddings and doctor appointments for elective procedures are to be considered unexcused absences. Doctor's appointments for elective procedures should be scheduled when classes are not in session.

### FINALS WEEK

MANDATORY activities will be scheduled through Thursday of each finals weeks and ALL students are expected to be available

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STUDENT /

INSTRUCTOR

CONFERENCES Individual conferences may be held at midterm, end-of-term, and as needed, at the request of either the student or the instructor.

AND GOAL

SETTING

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## Readmission Procedures

A "Student Request for Leave of Absence" will not be granted for students having academic problems. Students requesting a one-year leave of absence from the respective program need to complete the following:

1. Fill out a "Student Request for Leave of Absence" form completely and submit to the Program Coordinator for signature.
2. Submit a written statement of intent to reenter the respective program to the Program Coordinator by 5:00 p.m. of the day established as the application deadline.
3. Re-entry into the respective program will be dependent upon an opening being available (see "Student Request for Leave of Absence" form).
4. A student must apply for formal program admission if s/he has been out of the program one quarter or if s/he has failed in the program.

5. All students readmitted to the program are required to enroll at the beginning of the quarter in which they were enrolled when they began their leave of absence.

Dental hygiene faculty require a personalized plan of study be completed to bring a student up to academic readiness during the term before reentry.

## Division Policies Instruments, Equipment, Inventory Control

### *Division Instruments, Hand pieces, and General Supply Items*

**S**tudents in the Dental Hygiene Program rent and purchase instruments in what is referred to as the "ISSUE". The "ISSUE" is purchased by the student on the first clinical session scheduled for program students of the fall term. The "ISSUE" is to be paid for in full at this time. Financial discussions or delays in Financial Aid are handled by the Health Professions (HP) Division Administrative Coordinator. Students who purchase used textbooks and instruments do so at their own risk.

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#### INSTRUMENTS AND SUPPLY

The Division maintains a supply of equipment, which may be used by the students. An inventory of these items is taken at the beginning and end of each academic year. Replacement cost of any missing inventory is prorated at the end of the academic year, among students who use the equipment. The costs of lost items are charged to each student during check-out at the end of the year. Restorative equipment and full instrument cassettes will be loaned to students for laboratory and clinical practice. Disposable lab and clinical supply kits will be purchased by students as part of the annual issue.

Each student is assessed a fee for supply items which are provided by the Division (i.e., general supply). This amount is included as a portion of the course fee.

#### EQUIPMENT MALFUNCTION AND REPAIR

If a particular piece of equipment is not functioning properly, students are first directed to the appropriate instructional handbook to "troubleshoot" the problem. If this proves to be unsuccessful, students are then directed to consult with faculty.

## Equipment Information and Maintenance

Information regarding the care and use of the ultrasonic cleaning unit; ultrasonic; air polishing units; handpieces; prophylaxis (polishing) angles; sterilizers; automatic processor; dental chair, light and unit; and sterilizer packaging, will be provided in this section.

## Student Instrument Issue and Storage

Each student is required to purchase a full complement of dental program instruments, selected restorative instruments, and a handpiece. Some items are purchased by the students while other items are rented and returned at the end of the training program. The deposit fee is returned if the items are returned in good working order, and all charges at the college are paid in full. Cost is assessed to each student for non-returned items.

A locker is provided in which to store additional clothing and clinic shoes. Clinic sites do not provide the locks for student lockers and toolboxes, or maintain duplicate and/or master keys. In the clinical facility, a locked drawer is provided.

All students are required to provide their own padlocks and cautioned to protect their instruments and supplies by keeping them locked up in both areas when not in use. HEALTH PROFESSIONS DIVISION IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Lock combinations and extra keys may be left on file in the clinic.

## Inventory

Student and faculty assistance is requested to facilitate the inventory function. If anyone notices the supply is running low, they are to report the item(s) needed directly to the lead faculty in writing. The lead faculty will maintain supplies for patient care and ordering. Purchasing may take up to 3 weeks. Students will need to assist with monitoring stock during the everyday use of supplies.

## Instrument Exchange Policy

Students may purchase additional issue whether it be instruments or materials. If an instrument becomes worn or damaged, a new instrument may be purchased with a clinical faculty's signature. Through the instrument exchange program, students pay approximately half of the regular price for a new instrument, if they turn in the worn or damaged instrument for exchange. Instrument exchange procedures with fees will be discussed by clinical lead instructors in clinical courses.

## Fees and Assessments

Jane Russell (Administrative Coordinator) maintains an account card for each student on the Lane campus clinical site in the Health Professions Office. Instruments, patient fees, and course fees are assessed and recorded on the account card.

In addition to tuition, all dental students will be assessed fees each term for selected courses within the respective dental program.

All dental students must purchase a supply of instruments and equipment ("issue"). These items will be needed the first day of clinic and must be paid for in full. In an emergency, payment may be deferred for a limited period of time. It is the student's responsibility to make arrangements for late payment with the Administrative Coordinator, Jane Russell. Jane may be contacted on the Lane campus in the Health Professions office, HEA 222, or call 463-5627.

(Accounts must be cleared with the Health Professions Division each term, before finals week.)

Various other expenses are incurred that may add cost to the program.

1. Student's participation in clinical activities off campus.
2. An inventory of clinical supplies is maintained in the department for student purchase. The student may purchase additional items as needed from the clinic clerk. Charges will be made to the student's account card. The outstanding balance must be paid at the end of each term.
3. Students may be required to attend various workshops and/or conferences throughout the school year. Transportation to these events is the responsibility of the student.

(See Appendix C: Tuition, Financial Aid and Payment)

## Client Processing Procedures

### *Quality of Care*

**T**he goal of Lane Community College Dental Clinic is to provide clients with comprehensive, quality dental care. Strategies utilized in achieving this goal include adherence to strict health and safety policies, ongoing evaluation of client care, and comprehensive assessment of student competency and behavior.

### Client Sources

The Health Professions Division does not provide clients for students' clinical courses. It is the student's responsibility to recruit and schedule clients for all classes and board exams during which clients are treated. Students are required to participate in recruitment activities under the direction of clinical lead instructors. Completion of course work requires the student to actively recruit and manage client/patient scheduling. Each term for which patients are scheduled, the student will coordinate individualized patient appointments. Students must recruit, appoint, and confirm for their own clients. Each student must have a short-call client list to assist in managing cancellations. When patients/clients are required for clinical sessions, it is the expectation of staff that patients are scheduled and the student is providing dental services.

## Qualifying for Dental Care

Lane Community College is a teaching facility. The clients in the Lane Dental Clinic are accepted on their merits as satisfactory educational experiences for students. Clients meeting these criteria are accepted for care on a space and time-available basis.

## Services Provided and Fees

The following services may be provided at the Lane Dental Clinic: oral screening exam, oral hygiene instruction, prophylaxis, periodontal therapy, dental radiographs, fluoride application, pit and fissure sealants, local anesthesia, amalgam polishing, nutritional counseling, microscopic examinations and/or restorative dentistry. In order to provide comprehensive quality care, clients may be required to schedule multiple appointments.

Payment Must Be Made Before Treatment Begins. Treatment Fees Are:

Periodontal Therapy:

Scale/Polish, Maintenance or Initial Therapy.....	\$40.00
Seniors over age 65 .....	30.00
Children (age 18 and under) .....	20.00
Radiographs: Bite Wings (2, 4 or 7 films).....	10.00
Full Mouth Survey (14 or more).....	25.00
Single Film .....	3.00
Sealants (per surface) .....	5.00
Seven (7) Bite Wing Series .....	10.00
Pano .....	20.00
Nitrous Oxide Sedation per induction .....	15.00

If the client is unable to pay in full for services at the beginning of treatment, arrangements can be made with the Office Support Specialist for a payment schedule. In cases of extreme financial hardship, the fee may be waived by the instructor.

## The Evaluation Appointment

Evaluation appointments are conducted during clinical sessions, and at other times, according to scheduling. Evaluation appointments are made by the Dental Administrative Support Specialist at each clinical site. There is no charge to the client for this appointment unless radiographs are prescribed and exposed during the evaluation appointment. The evaluation file is used to assist in providing a client pool for students.

## Referrals to Students

At the end of treatment, the client will be provided with information about specific treatment needs and will be referred for continued care. At the request of the client, radiographs will be mailed to the dental office of the client's choice. Each client is recommended to seek the services of his/her general dentist for a complete diagnosis and continued care. Clients who do not have a dentist of record and who need care should be told the following:

1. Establish the locale in which the client lives and suggest at least three dentists in the area *OR*
2. Ask the client to discuss dentists with his/her friends and obtain a referral from them.

If clients request a staff dentist's card, two other dentists' names must be given at the same time.

## Termination of Care

A client's care is terminated when:

1. The client is referred to an outside facility for continuing care.
2. The client is no longer available for care in the clinical site dental clinic.
3. The client has habitually failed to keep scheduled appointments or cancels two or more appointments on short notice.

Students desiring to terminate patient care are to inform their clinical instructor of the patient and reason for termination. Written notification in the dental chart records the discontinuance of care. Instructors may call clients or request additional documentation before students are given permission to terminate care.

## Continuing Care

It is not the intention of the Lane Dental Clinic to be the sole provider of dental care for its clients. It is our policy to alternate periodic oral hygiene services with the client's general dentist.

Incomplete care will be handled by identification of patients at the end of the academic year on the patient list form. Lead clinical dental hygiene faculty will determine the follow-up needed to assure continuity of care and scheduling to meet the obligation to the patient for completion of dental hygiene services.

# Emergency Procedures Policies

## *Medical Emergencies in the Dental Lab*

**L**ife threatening emergencies can occur in the practice of dentistry. In order to provide rapid and effective management of emergency situations, the following procedures must be followed by the Lane Dental Programs students, faculty, and staff in the dental clinic or laboratory areas at all program sites.

### A. PREVENTION

Most medical emergencies can be prevented if the proper steps are followed.

1. Review the patient's/client's medical history to determine the patient's/client's ability to physically and psychologically tolerate the stress involved in the planned treatment.
2. Determine whether treatment modifications are required to enable the patient to better tolerate the stress involved in the planned treatment.
3. Follow all safety policies and procedures.

### B. PREPARATION

1. Keep current Health Care Provider CPR certification.
2. Know the location of all emergency equipment and the appropriate utilization of such equipment.
  - a. Oxygen Tank: one located in each dental clinic
  - b. First Aid Kit: located in the clinical site, students will be oriented to emergency and first aid kits on orientation day.
  - c. Medical Emergency Kit: located in the clinical site, students will be oriented to emergency and first aid kits on orientation day.
  - d. Fire Extinguishers: one is located in each clinical and laboratory site. Facility tours will be provided on the laboratory orientation day.
  - e. Eyewash Stations: the dental lab, clinic and sterilization/reprocessing rooms each have an eye wash station.

- f. Hazardous Spill Kits: kit available in each clinical and laboratory facility adjacent to the medical emergency kit.
- C. EMERGENCY ASSISTANCE PLAN: In the event of a medical emergency the following steps should be followed:
- 1. Stay calm.
  - 2. Begin the ABC's of Basic Life Support.
    - a. Establish and maintain airway, breathing and circulation, as indicated.
  - 3. Stay with the patient/client, student or staff member until help arrives.
  - 4. Summon help.
    - a. Send the nearest individual for the nearest faculty and/or clinic dentist.
    - b. Send a second individual for the oxygen delivery unit and the medical emergency kit.
  - 5. Once the faculty/dentist takes charge of the patient/client, remain to assist that person.
    - a. Assist with BLS and monitoring of vital signs.
    - b. Record in writing a description of the emergency, time it occurred, signs, symptoms, and vitals signs.
    - c. If the attending faculty/dentist determines medical assistance is needed, be prepared to call for assistance.
- D. CALLING FOR ASSISTANCE: ***Site Specific Information Provided at Student Program Orientation***

***Lane Main Campus Information***

Ambulance Service Goshen Fire Department is designated as the responder to the College's ambulance service needs. No charge is made by the ambulance service if an ambulance is called and is not actually needed. An ambulance is summoned if requested by an accident victim or under the following conditions: unconsciousness, heavy bleeding, possible back injury, leg or upper arm fracture, cardiopulmonary failure; recommendation by faculty or clinic dentist.

- 1. Dial **9-911** from any campus phone to summon ambulance service.
- 2. Provide the following information:
  - a. Name and phone extension number of person calling.
  - b. Location of victim - building name, room number, or area.
  - c. Nature of illness or injury.
  - d. Fastest route for ambulance to follow in getting to the victim: West Entrance of Lane Community College.

Student Health Extension 6666: This is an emergency-only line and rings directly in Student Health Services or Public Safety when Student Health Services is closed.

- 1. If an ambulance has been called, Student Health Services or Public Safety will contact Security to dispatch an officer to the victim's location to assist in first aid efforts and to arrange routing for the ambulance.

2. If an ambulance has not been called, Student Health Services or Public Safety will send personnel to the location of the victim:
  - a. to provide assistance.
  - b. to help determine if an ambulance is needed after the administration of first aid.
  - c. to arrange transportation to a local facility for treatment of minor injuries.

## Procedures for Specific Dental-Related Emergencies

### A. BROKEN INSTRUMENT TIP

1. Do not panic.
2. Explain to client/patient what happened
3. Do not allow the patient to rinse.
4. Do not use suction.
5. Keep the client/patient from making any unnecessary movements.
6. Try to retrieve the broken tip:
  - a. Examine the mouth thoroughly.
  - b. Spoon the sulcus area.
  - c. Use floss carefully to examine interproximal areas.
7. Consult the dentist
8. Take a radiograph if necessary to detect location of broken tip.
9. When tip is retrieved show the patient both ends of the instrument and fit them together.
10. Sterilize both the broken tip and the instrument; store the broken tip in the client's/patient's chart.
11. Record exactly what happened and attach radiograph if taken.
12. If tip is not retrieved refer patient for medical radiograph.

### B. AIRWAY OBSTRUCTION

1. Object visible in oropharynx:
  - a. Remain calm.
  - a. Do not allow patient to sit up.
  - b. Place non-dominant hand across the occlusal surfaces of the mandibular teeth so client/patient can't swallow.
  - c. With dominant hand, retrieve object with cotton pliers or Magill intubation forceps
  - d. If this is not successful, have client/patient turn to the side and bend into a head-down position with the upper body over the side of the dental chair; encourage patient to cough..
2. Swallowed objects:
  - a. Transport client/patient to radiologist to obtain radiographs to determine location of object and initiate consultation with appropriate medical specialist.
3. Airway obstruction:
  - a. Partial airway obstruction with adequate air exchange.
    - i. Encourage coughing.

- b. Partial Airway Obstruction with Inadequate Air Exchange or Complete Airway Obstruction:
  - i. Perform Heimlich Maneuver.
- c. Aspirated Objects:
  - i. Take client to radiologist to obtain radiographs to determine location of object and initiate medical consultation with appropriate specialist.

C. HEMATOMA

- 1. Immediately apply direct pressure to site of bleeding and apply ice extra-orally

D. OCULAR INJURIES

- 1. Chemical burns or foreign bodies:
  - a. Take client/patient to eyewash station; irrigate copiously.
  - b. Refer to ophthalmologist for comprehensive evaluation.
- 2. Corneal Abrasions:
  - a. Place patch over affected eye.
  - b. Refer to ophthalmologist for comprehensive evaluation.

**Emergency Fire Procedures**

Site Specific Information Provided at Student Program Orientation

Lane Community College Campus

A. CALLING FOR ASSISTANCE

- 1. Contact the Goshen Fire District by dialing **9-911** from any campus phone.
- 2. Call Campus Public Safety by dialing **5555**; evenings and weekends this number will automatically transfer to an answering service who will contact, by radio, the Campus Public Safety Officer on duty.

B. IN CASE OF FIRE

- 1. Activate nearest pull alarm..
- 2. Call Campus Public Safety immediately and advise them of the following:
  - a. You are reporting a fire.
  - b. Your name.
  - c. Building in which the fire is located.
    - i. Floor on which fire is located.
    - ii. Exact location (east, west end, etc...).
  - d. Whether you are reporting flames or smoke.
  - e. What you have done so far.
  - f. Repeat all information.
- 3. Alert everyone in sight.
- 4. Assist any handicapped person.
- 5. Attempt to contain fire, if practical. (i.e., fire in trash can or other container)

C. IN CASE OF SMOKE

- 1. Determine if a fire actually exists.
- 2. If a blaze of any size is observed, or quantity of smoke leaves no doubt that a fire exists FOLLOW FIRE PROCEDURES ABOVE.

#### D. FIRE EVACUATION

1. Do not stop to collect purses, books, etc...
2. Turn off the equipment you are working with.
3. Students/staff must ensure that the patient(s) they are working with are evacuated.
4. Any individual who is in a wheelchair, or is otherwise limited in mobility, is to be assisted first.
5. If oxygen is in use, it is to accompany the patient.
6. Division Chairperson will check to ensure that everyone has evacuated.

## Accident Reporting

All accidents or major illnesses occurring on College property that do not involve an employee of the College are reported on an Accident Report Form provided by College Operations or departmental offices on campus.

The form is completed in full after an accident or major illness and transmitted to the Student Health Services Office, Center 126. The report must be completed by the person having the accident or illness, or by the staff member in charge of the area or activity. Copies of the report are distributed according to the distribution plan shown on the form.

The information on the report is used to identify and correct unsafe conditions and to ensure that both the proper care to the injured and the appropriate administrative response occur after an accident or illness. Information is also required for insurance purposes, handled by the budget analyst. Questions on the completion of the form (or the applicability of the form to a particular accident) should be referred to the Student Health Services Office, extension 5665.

Appendix

A

## ACADEMIC CALENDAR

See: <http://www.lanecc.edu/instadv/calaca.htm>

## CORE COMPETENCIES

These documents are provided on-line to students and will be discussed at the Student Orientation held in September 2008. The address will be provided prior to the student orientation.

### A. College Program Competencies for Curriculum

College Catalogue: Dental hygiene program competencies

### B. Program Competencies for Instruction

On-line document

### B. Curriculum

College Catalogue program course listing and course descriptions



## PROGRAM EXPENSES 2008-09

The following information is an **estimation** of financial support needed while attending the Lane Community College Dental Hygiene Program over two academic years. The student should use this data as a guide for making financial arrangements prior to entry into the program.

1st Year		2 <sup>nd</sup> year	
Tuition* **	\$4,800.00	Tuition* **	\$3,960.00
Books	900.00	Books	500.00
Issue/Handpiece Equipment	2,300.00	Issue Equipment	2,300.00
Fees (DH Program Courses)	870.00	Fees (DH Courses)	1,310.00
Protective Equipment	350.00	Protective Equipment	125.00
Lab Coat Rental/Laundry	115.00	Lab Coat Rental/Laundry	150.00
Memberships/Meetings/Travel	150.00	Licensure Fees, Meetings, Memberships, Graduation, Travel	1,000.00
<b>Approximate Total</b>	<b>\$9,485.00</b>	<b>Approximate Total</b>	<b>\$9,185.00</b>

\*Tuition is estimated based upon \$75.50/credit hour plus student body fees, technology fee (\$3/credit) and transportation fee (\$16/term).

\*\* AND tuition is estimated assuming all non-Dental Hygiene courses are completed prior to entry.

Estimated personal expenses are \$10,000 to \$12,000 per year. Students will also need full access to a telephone, answering machine, housing, funds for personal expenses and transportation to the college and community activities as required by courses and clinical activities. A personal e-mail address and a computer with **HIGH-SPEED** internet access are essential to instruction provided by the program. Proof of health insurance, a physical exam completed after July 1<sup>st</sup>, 2008 an annual TB test (Mantoux test) and a CPR card for Health Care Professionals must be provided by September 14<sup>th</sup> of 2008 by all students.

### NATIONAL BOARD AND LICENSURE FEES

Second year students take the National Board Examination (\$145.00); WREB: Local Anesthesia Clinical Examination (\$198.00) and WREB: Clinical Dental Hygiene Examination (\$785.00). Registration fees for examinations are paid in winter term. The student must provide a patient, transportation, housing and specialized instruments for the WREB examination offered at OHSU in Portland...estimated miscellaneous board examination and licensing expenses are \$400.00. Oregon licensure fees of \$240.00 are paid in spring term.

\*\*\*Published program costs are subject to change. Check program web-site for current program expenses. Further questions regarding program expenses can be directed to Sharon Hagan, Dental Hygiene Program Coordinator.

## FORMS

1. Radiology Credit by Assessment
2. Radiology Waiver Form
3. Confidentiality Agreement

Emergency Contact for Students

My Notes

Signature Page

## Radiology Credit by Assessment \*

In order to qualify for **CREDIT BY ASSESSMENT** for Dental Hygiene Radiology Laboratories (DH 243 and DH 244) a student must meet all of the following criteria:

1. Submit a copy of his/her transcript from Board-Approved Radiology Course(s).
2. Submit a copy of her/his Oregon Radiologic Proficiency Certificate.
3. Provide documentation of employment during the past 12 months where one of the primary responsibilities was taking dental radiographs.
4. Meet with the lead Radiology instructor to verify experience in the following areas:
  - a. Paralleling technique and accessory techniques.
  - b. X-ray machine and processing equipment operation.
  - c. Experience in the work environment.
5. Successfully pass a clinical competency exam supervised by the lead Radiology Instructor.
  - a. Under direct supervision of the lead Radiology Instructor, the student will expose, process and mount a Full Mouth Radiographic Survey consisting of 18 films on a client. The FMS will be evaluated by a team of instructors based on the criteria used in the Dental Hygiene Program. A total of 13.5 points out of 18 points will be required in order to pass the clinical portion of the competency exam.

In order to also qualify for **CREDIT BY ASSESSMENT** for **DH 243** Radiology Lecture, a student must meet the following criteria:

1. Successfully complete Steps 1-5 above, and
2. Successfully pass (with a score of 75% or above) a written exam comparable to the final exam given in DH 243.

In order to also qualify for **CREDIT BY ASSESSMENT** for **DH 244** Radiology Lecture, a student must meet the following criteria:

1. Successfully complete Steps 1-5 above, and
2. Successfully pass (with a score of 75% or above) a written exam comparable to the final exam given in DH 244.

\* **If CREDIT BY ASSESSMENT is granted for DH 243, the student must attend the Radiology Orientation session, Panoramic Radiology Lab, and the Digital Radiology Lab.**

# RADIOLOGY CREDIT BY ASSESSMENT FORM

To qualify for **CREDIT BY ASSESSMENT** for Radiology Laboratory in the Dental Hygiene curriculum, a student must meet the following criteria:

CRITERIA	CHECKLIST
1. Submit transcript from Board-Approved Radiology Course(s).	_____
2. Submit copy of Oregon Radiologic Proficiency Certificate.	_____
3. Provide documentation of employment during the past 12 months where radiology was one of the primary responsibilities.	_____
4. Interview with lead Radiology instructor to verify experience in the following areas: a. Paralleling/accessory technique b. X-ray machine and processing equipment operation. c. Experience in the work environment.	_____ _____ _____
5. Successfully pass a competency exam in which an 18 FMX is exposed, processed and mounted under the direct supervision of the lead Radiology instructor and evaluated with a score of 13.5/18 or above.	_____

In order to qualify for **CREDIT BY ASSESSMENT** for Radiology Lecture (DH 243), the student must successfully pass (with a score of 75% or above), a written exam comparable to the final exam given in DH 243.

\_\_\_\_\_

In order to qualify for **CREDIT BY ASSESSMENT** for Radiology Lecture (DH 244), the student must successfully pass (with a score of 75% or above), a written exam comparable to the final exam given in DH 244.

## RADIOLOGY CREDIT BY ASSESSMENT FORM

To qualify for Credit by Assessment for Radiology labs in the Dental Hygiene curriculum, a student must meet the following criteria:

<b>Criteria</b>	<b>Checklist</b>
1. Submit transcript from Board-Approved Radiology Course(s)	_____
2. Submit copy of Oregon Radiologic Proficiency	_____
3. Provide documentation of employment during the past 12 month where Radiology was one of primary responsibilities.	_____
4. Interview with lead Radiology instructor to verify experience in the following areas:	
a. Paralleling/accessory technique	_____
b. X-ray machine and processing equipment operation	_____
c. Experience in the work environment	_____
5. Successfully pass a competency exam FMS exposed, processed and mounted under direct supervision of lead Radiology instructor and evaluated with a score of 14 or above.	_____

To qualify for Credit by Assessment for Dental Hygiene Radiology lecture (DH 243), a student must successfully pass (with a score of 75% or above) a written exam comparable to the final exam given in DH 243. \_\_\_\_\_

To qualify for Credit by Assessment for Dental Hygiene Radiology lecture (DH 244), a student must successfully pass (with a score of 75% or above) a written exam comparable to the final exam given in DH 244. \_\_\_\_\_

## Radiology Waiver Form

*Students desiring a waiver for part or all radiologic courses in the Dental Hygiene curriculum must provide the following:*

<u>Document</u>	<u>Radiology Instructor's Verification</u>
1. Oregon Radiologic Certificate	1.
2. <u>Transcript</u> of ADA accredited Radiologic Course/Courses taken during or after June 2006 (within the last 2 years)	2.
3. <u>Employment documentation</u> at a job during the last 12 months, where radiology was one of the primary responsibilities	3.
4. <u>Interview</u> with lead Radiology Instructor	
A. Techniques: Parallel & Bisecting (must have didactic and clinical skills of both techniques)	A.
B. Equipment operation	B.
C. Experience	C.

Options:

Dental Hygiene

- A. To waive DH 242 and DH 243, must meet all the above items (1-4)\*
- B. To waive DH 243 clinic only, must meet above items 1, 3 and 4 \*

\*Must attend Radiology Orientation during week of one of their respective program

Recommendation: *(Initialed by student and lead radiology instructor.)*

- B. Waive DH 243, clinic portion only (not lecture portion).

Student is advised to obtain a Credit-By-Assessment form from Student Records, and submit to lead radiology instructor. The student will also submit completed documentation forms and fees to the Student Records' Office on the main campus.

# Dental Hygiene Program Confidentiality Agreement

## 1. Confidentiality Requirements

No person shall access, discuss, review, disclose, transmit, alter or destroy patient/client information, except as required to fulfill Lane Dental Clinic or Dental Programs responsibilities. Information includes, but is not limited to, any patient/client data, whether it is verbal, written, electronic, or computer-generated. Lane protects the confidentiality of patient/client information as required under Oregon licensure requirements, the provider patient/client privileges, rights of privacy, the state policy concerning confidentiality of medical records (ORS 192.525), and Codes of Professional Ethics.

This agreement is entered between Lane Community College Dental Programs, faculty, students and staff.

## 2. Specific Prohibitions

Patient/client cases will not be discussed in public areas such as hallways, reception areas, lounges, buses, cafeteria or other public areas.

No information will be left unattended in public areas. This includes patient/client specific information and medical records or information on computer screens.

## 3. Breaches and Sanctions

Unauthorized access of any patient/client record or sharing of information from such records constitutes a breach of the confidentiality of the record, which may lead to sanctions including, but not limited to termination of enrollment in dental programs, loss of employment or relationship to Lane Community College.

Employees will report any breach of confidentiality to the Division Chair. This report may be anonymous. Students will report such breaches to the appropriate faculty.

4. Authority

The Division Chair shall oversee this policy through collaboration with program faculty who will give instruction to students on who may access medical/dental records, how they may be accessed and what clerical tasks will be implemented to safeguard patient/client confidentiality. All employees and students will sign the confidentiality agreement annually.

## CONFIDENTIALITY AGREEMENT

Patient/client information from any source and in any form (such as written, verbal or computer-generated) is confidential. I shall protect the privacy and confidentiality of patient/client information. Access to this information is allowed only if I need to know it to fulfill my work responsibilities as student, instructor or clerical support. In my position, I may see or hear confidential information concerning patients/clients or family members. Such sources of medical information include medical/dental records, financial applications, abuse reports, radiographic requests, medical test results, patient/client records and conversations. I agree to the following:

I will access only that information needed to fulfill my work responsibilities.

I will not tell, show, copy, give, sell, review, change or trash any confidential information unless it is part of my work responsibilities or course work. If it is a part of my responsibilities to do these tasks, I will follow the correct procedures.

I will consider that conversations between the dentists, dental hygienists, dental assistants and health care workers or between the undersigned and a patient/client are also protected and may not be discussed.

I will, under no circumstance, discuss the medical condition, including HIV or infectious disease status, of any patient/client where the conversation may be overheard by any other patient/client or by other students, faculty and clerical personnel.

I will not misuse or be careless with confidential information.

I will not share any confidential information if I am no longer a Lane Community College Dental Programs student, faculty member, or clerical support person.

I will protect the privacy of our patients/clients, students and employees.

I am responsible for the use and misuse of confidential information.

Failure to comply with this agreement may result in the termination of my employment or enrollment related to the Dental Programs at Lane Community College and/or civil or criminal legal penalties. By signing this, I agree that I have read, understand and will comply with this agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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**ALL INCOMING EMERGENCY MESSAGES  
FOR STUDENTS**

**MUST GO THROUGH THE STUDENT RECORDS OFFICE**

**Lane 541-463-3100**

If you need to be reached for *emergency* purposes while you are in the Dental Programs (e.g., a sick or injured child), **please inform your childcare provider, your child's school, your family or employer that they must call The Clinical Site College Student Records Office at the above phone numbers.**

Student Records can track where you are through your computer class listings and know which classroom you are in at any given time. If you are in the vicinity of the Health Professions Division office, Student Records will call the Division to locate you, and deliver your message.

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# MY NOTES

Signature

Page

## Dental Hygiene Program 2008-2009

TO: *Program Coordinator, Dental Hygiene Program*

- I have read the orientation manual contained in this document  
Yes \_\_\_\_\_ No \_\_\_\_\_
- I have attended the scheduled Orientation Session during which the material in this document was discussed  
Yes \_\_\_\_\_ No \_\_\_\_\_
- I understand that I am required to, and am responsible for, arranging my own medical insurance coverage for the duration of my academic program.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- I am aware that I will be dropped from all classes if I do not attend during the first week of school.  
Yes \_\_\_\_\_ No \_\_\_\_\_
- I am aware that all required paperwork (physical exam, immunizations, etc.) for entry into my program is due by the Documentation Day for my clinical site.  
Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please *bring* this *signed* "Signature Page" to your Program Coordinator at the program orientation in September 2008**