

Dental Hygiene Program

Student Handbook

2019-2021



Revised May 2019

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Dear Dental Hygiene Student Class of 2021:

Welcome to the SCTCC Dental Hygiene Program. We, the dental hygiene faculty congratulate you on being selected to start the Dental Hygiene Program. We will be part of your journey to become a licensed dental hygienist. It is an honor to be selected to the SCTCC Dental Hygiene Program. With this honor comes responsibility and a strong commitment to yourself, the program, and to the profession of dental hygiene.

You have worked hard to achieve your goal thus far, and we know you will continue to work hard toward your ultimate goal; graduation from the SCTCC Dental Hygiene Program and entry into the profession of dental hygiene.

The following policies and guidelines are necessary help assure your success in the program, your success on board exams, and your success in the profession of dental hygiene. These policies and guidelines are an integral part of the integrity and reputation of our program and the quality of people entering the dental hygiene profession.

Please read the following material carefully, asking questions for clarification as needed. Your signature at the end will signify your understanding, acceptance and agreement to follow these policies and guidelines while you are in the program. Two agreements will be signed; one for your records and one to be placed in your student file.

Again, congratulations on your journey to become a licensed dental hygienist!!!

Respectfully,

Barbara Henkemeyer

Barbara L. Henkemeyer, RDH, BS-DH, MS

Welcome to the Dental Hygiene Program!

Message to Students

- *Membership in the dental hygiene profession is a privileged opportunity and carries with it concurrent responsibility.*
- *The dental hygienist is trained and expected to render very personal health care. Conduct and appearance reflect not only personal character but in a real sense represent the profession of dentistry.*
- *Dentistry is a clearly definable group with public health responsibilities; the members have a distinct obligation to conduct themselves in a professional manner.*
- *The following policies are designed to eliminate confusion concerning the dos and don'ts for the dental hygiene student at St. Cloud Technical & Community College so that student and faculty alike have a mutual understanding of the standard of professional behavior acceptable to our clinic and our school.*

Background Checks for Health Programs:

A criminal background check with finger printing will be completed as a requirement of this program. If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

SCTCC Dental Hygiene Program Mission Statement

The SCTCC Dental Hygiene Program will provide evidence-based education and clinical experiences to acquire the knowledge, skills, and ethical standards to become an entry level dental hygiene professional.

SCTCC Dental Hygiene Program Goals:

1. Possess the skills and knowledge needed to provide optimal dental hygiene patient care while valuing and adhering to the American Dental Hygienists Association Code of Ethics.
2. Assess, plan, implement, and evaluate treatment in the promotion of oral and systemic health using an evidence-based approach.
3. Embrace an interdisciplinary role within the health care system and assess, plan, implement, and evaluate oral health care programs and activities for diverse population groups while facilitating access to care and services.
4. Promote the values of optimal oral health as related to general health and overall wellness to patients.
5. Value the dental hygiene profession through career growth, development and a commitment to lifelong learning.

SCTCC Dental Hygiene Program definition of critical thinking:

Dental Hygiene students at SCTCC will make decisions and reasonable judgments by thinking clearly, creatively and critically.

Students will demonstrate critical thinking skills by:

- *Analyzing systems, processes and situations when making decisions about patient care.*
- *Applying scientific research and evidence based decision making.*
- *Incorporating evidence to make decisions about emerging technology and treatment planning.*
- *Synthesize information from a variety of scientific research and reliable sources when planning treatment.*
- *Performing self-assessment for learning and professional growth.*

St. Cloud Technical and Community College

Dental Hygiene Program-Goals and Competencies

The SCTCC Dental Hygiene Graduate will:

Goal #1

Possess the skills and knowledge needed to provide optimal dental hygiene patient care while valuing and adhering to the American Dental Hygienists Association Code of Ethics.

Competencies:

- 1.1 Apply a professional code of ethics and values in all endeavors.
- 1.2 Promote dental hygiene and the dental profession through service activities and affiliations with professional organizations.
- 1.3 Use evidence based decision making to evaluate and incorporate emerging treatment modalities.
- 1.4 Adhere to state and federal laws, recommendations, and regulations in the provision of dental hygiene care.
- 1.5 Employ quality assurance healthcare mechanisms in order to ensure standard of care.
- 1.6 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as the accepted standard of care.
- 1.7 Provide care to all patients using an individualized approach that is humane, empathetic and caring.
- 1.8 Continuously perform self-assessment for professional growth through lifelong learning.

Goal #2

Assess, plan, implement, and evaluate treatment in the promotion of oral and systemic health using an evidence based approach.

Competencies:

- 2.1 Systematically collect, analyze, and record data on the general, oral and physiological health status of a variety of patients using methods consistent with the medico legal principles.
- 2.2 Participate in the assessment, planning, implementation and evaluation phases of community based oral health programs.
- 2.3 Use critical decision making skills to reach conclusions about the patient's dental hygiene needs based on all available assessment data.

- 2.4 Collaborate with the patient and/or other health professionals to formulate a comprehensive dental hygiene care plan that is patient-centered and based on current scientific evidence.
- 2.5 Provide specialized treatment that includes preventive, educational and therapeutic services designed to achieve and maintain oral health.
- 2.6 Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed.
- 2.7 Recognize predisposing factors and etiological risk factors that require intervention to prevent disease.
- 2.8 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.

Goal #3

Embrace an interdisciplinary role within the health care system and assess, plan, implement, and evaluate oral health care programs and activities for diverse population groups while facilitating access to care and services.

Competencies:

- 3.1 Assess the oral health needs of the community and the quality and availability of resources and services.
- 3.2 Provide screening, referral, and education services that allow patients access to resources of the health care system.
- 3.3 Provide community oral health services in a variety of settings.
- 3.4 Develop a knowledge base to be able to influence community groups, businesses and government agencies to support health care issues.
- 3.5 Advocate for effective oral health care for underserved populations.
- 3.6 Evaluate the outcomes of community-based programs and plan for future activities.
- 3.7 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

Goal #4

Promote the values of optimal oral health as related to general health and overall wellness to patients.

Competencies:

- 4.1 Provide oral health promotion and disease prevention services in public health, private practice, and/or alternative settings.
- 4.2 Provide educational methods using appropriate communications skills and educational strategies to promote optimal oral health.
- 4.3 Use critical thinking skills and comprehensive problem solving to identify oral health care strategies that promote patient health and wellness.
- 4.4 Promote preventative health behaviors by personally striving to maintain oral health and general health.
- 4.5 Respect the goals, values, beliefs, and preferences of all patients.
- 4.6 Identify individual and population risk factors and develop strategies that promote health related quality of life.
- 4.7 Identify interventions that promote oral health while preventing oral disease.
- 4.8 Recognize the importance of public policy processes in order to influence consumer groups, businesses, and government agencies to support health care issues.

Goal #5

Value the dental hygiene profession through career growth, development and a commitment to lifelong learning.

Competencies:

- 5.1 Pursue continuing education courses and/or higher education that demonstrate a commitment to lifelong learning.
- 5.2 Demonstrate ongoing commitment to the dental hygiene profession by active membership, leadership, and/or service in professional organizations.
- 5.3 Identify career options within health care, industry, education, and research, and evaluate the feasibility of pursuing dental hygiene opportunities.
- 5.4 Access professional and social networks to pursue professional goals.

Sources:

ADEA (American Dental Education Association)
ADHA (American Dental Hygienists Association)
Reviewed 2019

St. Cloud Technical and Community College Dental Hygiene Program

Dental Hygiene Patient Care Competencies - Standards of Practice

Dental Hygiene graduates must be competent in providing dental hygiene care for the child, adolescent, adult, geriatric and medically compromised patient.

Dental Hygiene graduates must be competent in providing the dental hygiene process of care, which includes:

Standard 1: Assessment

The systematic collection and analysis of the following data to identify patient needs and oral health problems.

- Patient History (medical, dental, social)
- Vital signs
- Comprehensive clinical evaluation and diagnostic data collection
- Risk assessment and interventions as needed
- Prevention of medical emergencies

Standard 2: Dental Hygiene Diagnosis

Synthesize data and discern treatment needs based on patient needs.

- Data assessment
- Dental hygiene care addressing patient needs
- Dental hygiene diagnosis as a part of overall dental treatment plan
- Critical decision making skills based on patient needs

Standard 3: Planning

The establishment of realistic goals and treatment strategies to facilitate optimal oral health.

- Dental hygiene intervention
- Coordinate resources to facilitate comprehensive quality care
- Collaboration with other health care providers including dentists
- Presentation and documentation of treatment plan to patient
- Concise and understandable explanation of planned treatment, intervention, anticipated outcomes, options, and patient commitment.
- Informed consent and/or informed refusal

Standard 4: Implementation

Provision of treatment as identified in the assessment, dental hygiene diagnosis and planning phases.

- Dental hygiene care plan implementation with patient and care provider
- Modifications as needed and obtaining patient consent
- Use of appropriate communication skills for a variety of patients
- Promote client health and wellness
- Maintenance care confirmation and scheduling

Standard 5: Evaluation

Measurement of the extent to which goals identifies in the treatment plan were achieved.

- Assessment criteria to evaluation outcomes
- Modify care as needed based on accepted theories and research
- Communication to other health care providers involved regarding outcomes
- Collaboration to determine need for additional diagnostics, treatment, referral, education, and continuing care based in treatment outcomes and self-care behaviors □ Refer as needed to other health professionals

Standard 6: Documentation

Comprehensive documentation of all items related to patient care.

- Documentation of all components of the dental hygiene process of care
- Objective documentation of interactions between patient and SCTCC student(s), dentists, faculty, and staff
- Accurate and legible recording
- Ethical and legal responsibilities met during record keeping
- Compliance with HIPAA
- Respects and protects all confidentiality of patient information



Mission Statement

St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical and transferable education.

Vision

St. Cloud Technical and Community College is the college of choice for quality career, technical and transferable education, focused on highly skilled employment and life-long learning opportunities.

Core Values

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe, and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team-oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity and flexibility
- Contextual and technologically driven learning experiences

College Outcomes

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Social and Global Perspectives
- Apply Knowledge

St. Cloud Technical and Community College Equal Education & Employment Opportunity

It is the policy of St. Cloud Technical & Community College to prohibit discrimination and ensure equal opportunities in its educational programs, activities and all aspects of employment for all individuals regardless of race, color, creed, gender (including pregnancy), religion, national origin, veteran's status, marital status, sexual orientation/affectational preference, age, mental or physical disability, status with regard to public assistance or inclusion in any group or class against which discrimination is prohibited by federal, state or local laws and regulations. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction.

Civil Rights

St. Cloud Technical & Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill.

Personal Empowerment Through Self-Awareness

St. Cloud Technical & Community College (SCTCC) and Minnesota State are committed to ensuring that our college provides a safe environment for learning, working, and collaborating. Each academic year brings with it many new opportunities. But, it also has the potential to bring new risks. This informational course has been created and addresses one of those risks - personal violence. It will provide you with information regarding crimes such as sexual assault, rape, dating and relationship violence, stalking, and sexual harassment. These crimes can happen on any campus. By completing this course, you will increase your ability to work and learn in a safe and healthy environment.

Contact Information

To report instances of discrimination or harassment contact one of the following designated officers, or access the form on the website: <https://www.sctcc.edu/equal-opportunity-and-civil-rights>

ADA/Title IX/Section 504/Nondiscrimination Coordinator: Students

Missy Majerus, Director of Campus Life

Office: 1-403C

mmajerus@sctcc.edu

Phone: (320) 308-5922 or (800) 222-1009

ADA/Title IX/Section 504/Nondiscrimination Coordinator: Employees

Deb Holstad, Human Resources Director

Office: 1-403C

dholstad@sctcc.edu

Phone: 320-308-3227 or (800) 222-1009

Inquiries about services offered under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act should be referred to:

Academic Case Manager

Phone: 320-308-5096

TTY: 320-308-5988

SCTCC Statement of Accommodations:

Disability Services at St. Cloud Technical & Community College (SCTCC) is here to support you in your academic goals. Our focus is on providing students with disabilities reasonable accommodations, which provide equal access and equal opportunity to educational services, programs, and activities at SCTCC.

We serve students with documented disabilities including, but not limited to, the following: ADD/ADHD, Autism Spectrum, blind/visual impairments, brain injury, deaf/hearing impairments, mental health/psychiatric disabilities, speech/language impairments, and physical, health, & systemic disabilities.

Requesting Academic Accommodations:

Step 1: Application/Acceptance to St. Cloud Technical & Community College

Step 2: Read your [Rights and Responsibilities](#)

Step 3: Complete the [Application for Disability Services](#)

Step 4: Submit [Supporting Documentation](#)

Step 5: Schedule an appointment with Disability Services to discuss your Accommodations Plan.

- Phone: 320-308-5096 or 1-800-222-1009
- Email: acc@sctcc.edu
- TTY users may use MN Relay at 711

GENERAL COMMENTS/PROGRAM POLICIES

- Instructors and staff should be approached with courtesy and addressed by **Doctor, Mr., Mrs., Miss, Ms.**, or by first name if okay with instructor.
- No loud conversation, excessive noise, abusive language, loitering, or unprofessional conduct allowed in the labs, clinic, classroom, or adjacent areas.
- **CELL PHONES must be turned off or on silent during all classroom lecture, labs, and clinic.**
- **CELL PHONE use is only allowed in class per instructor permission. (refer to each course syllabus)**
- **NO TEXTING allowed during classroom lectures, labs or in clinic sessions.**
- **No food, drink, gum, candy, snacks, cosmetics or lotions allowed in the clinic or lab area.**
- Food and drink are allowed in **classrooms only**. Lab and clinic are “contaminated areas and food/drinks/cosmetics are prohibited! No eating meals in the SIM classroom or any dental lab areas.
- **Faculty or Staff Supervision**: For liability reasons, student lab and clinical activities must be supervised by a faculty or staff member. **Students cannot be in clinic or lab without supervision.**
- **Attendance in Dental Hygiene courses is required.** Students are expected to attend all lectures, lab and clinics. **Lateness or tardiness** in all lectures, labs and clinic sessions **may** result in a reduction on the student’s final course grade. **Refer to each course syllabi for course attendance** policies. Students are expected to be on time (not tardy) to **lecture, labs and clinic**.
- Students are expected to remain in the dental clinic during the assigned hours of lab and clinic. Students should inform the instructors if they leave lab or clinic area. Students will assist classmates when needed in the lab and clinic setting.
- **Professionalism/Appearance/Conduct**: Students will be evaluated on professional appearance, attitude and conduct during dental hygiene lab and clinical classes for the entire program. The Dental Hygiene Faculty gives constructive feedback on professional conduct, attitude, behavior, and professional appearance.
- **Off Campus Assignments**: Students will follow all regulations, procedures and policies of SCTCC at all off campus educational sites. Students will be respectful, considerate and helpful toward faculty, staff, classmates, and patients.
- **Professional Expectations**: Students are held to the same professional standards as those expected in the work environment. (refer to the American Dental Hygienists Association Code of Ethics)

Computer Requirements

Dental Hygiene students will need a personal laptop (computer or tablet) for use in dental hygiene courses. Students will utilize their own laptop (computer or tablet) in class for doing assignments, in class activities and presentations. The SCTCC Dental Hygiene Program (as well as the entire college) utilizes the D2L (Desire to Learn) platform for distribution of online information and coursework. Notes, assignments and handouts are posted on D2L for dental hygiene courses.

Students are expected to have access to the internet and be able to use a printer in order to fulfill the academic requirements of the SCTCC Dental Hygiene Program. At a minimum, computers must be equipped with Adobe Acrobat Reader, and Microsoft Office (or latest version of MS WINDOWS software). Computers and printers are located in all computer labs at health science building and at SCTCC main campus computer labs.

Course Information

All SCTCC Dental Hygiene faculty utilize the D2L site of the SCTCC web pages. Students should utilize this electronic format to get all course information and to check for announcements, emails and postings from the DH faculty. Students are required to use their SCTCC e-mail address when communicating with SCTCC Dental Hygiene Faculty.

Communication

Students must keep an updated address, phone number and e-mail address on file with the SCTCC Dental Hygiene Director at all times. This information can be sent to Barb Henkemeyer – bhenkemeyer@sctcc.edu

****Students are encouraged and expected to check their SCTCC e-mail and D2L frequently for official communication, course updates, assignments, etc from the DH program.**

** You can get automatic notifications from SCTCC on your cell phone and SCTCC e-mail via the STARS Notification system. Please log on to <http://www.sctcc.edu/security/startalert/> to subscribe to this service!

Inclement Weather/School Closing

Classes and clinical labs will be cancelled when the college is closed due to inclement weather. Students should check the SCTCC internet home page at www.sctcc.edu for this announcement. STARS notification will also be used for weather related events and announcements. Students are encouraged to enroll in the STAR ALERT system.

Immunizations and Medical Information

A medical examination is required prior to starting the program. The ADA has passed a resolution urging all education programs to encourage students to be vaccinated against all infectious diseases. SCTCC policy requires Hepatitis B vaccinations and Mantoux test.

- **Hepatitis B vaccination (or 3 injection series started) by August 20, 2019.**
- **Mantoux test (2 step) needs to be completed by August 20, 2019.**
- **Medical forms (proof of physical exam) due by August 20, 2019.**
- **Immunization forms and data sheets due by August 20, 2019.**
- **Current CPR card is required by August 20, 2019.**

Health Insurance

Health/medical insurance is required for all students in the dental programs. Any hospital or medical costs incurred while a student are the responsibility of the student. Immunizations and medical exams are the responsibility of students while in the program. Health insurance is required for placement in many clinical/internship facilities.

- Students will provide a photocopy of their current medical insurance card to the program director while a student in the SCTCC Dental Hygiene Program.

CPR Certification

Students are required to receive appropriate CPR training through only the **American Heart Association** or the **American Red Cross - Basic Life Support-Health Care Provider**. A copy of CPR card is due to prior to starting the program in August 2019.

**** A copy of an up to date card must be on file in the Director's office throughout the program.**

Program policies on grading

- Dental Hygiene students must earn a **grade of “C” or better (80%)** in each Dental Hygiene course and related requirements in order to be allowed to progress through the program.
- Each semester of classes is a pre-requisite to the next.
- If students do not earn a “C” in a course, students are NOT be allowed to continue the program, nor advance to the next semester in the program. Student will stop out at end of current semester.
- **In order to progress in DH clinical courses, a “C” or better competency must be earned in each area as stated in the course syllabi. Competencies must be met per course requirements to successfully pass each course.**
- A competency level of **less than “C”** in the various types of clinical clients indicates that the student does not possess the clinical skills (**not competent**) to complete the more stringent requirements of the next clinical course.
- **Competency levels in critical areas must be demonstrated** before the student is deemed to have satisfactorily completed any lab or clinical course. Competency levels are important for the student to progress in any clinical, laboratory or didactic course.

WITHDRAW & STOP OUT POLICY

- ▶ If a student selects to voluntarily withdraw from the SCTCC Dental Hygiene program, he/she must fill out a SCTCC withdrawal form (available in the SCTCC Admissions office and online at www.sctcc.edu).
- ▶ If student wants to return to the Dental Hygiene Program the following semester or following year, he/she will have to re-apply to program or make arrangements with the Dental Hygiene Program Director as to future plans.
- ▶ **There is no guarantee that students will be re-admitted and/or re-accepted into the dental hygiene program.**

Progression through the SCTCC DH Program

- Students must earn a grade of “C” or better in each Dental Hygiene course and related requirements in order to progress through the program.
- Each semester of classes is a pre-requisite to the next.
- If a student does not earn a “C” in a course, he/she are not eligible to continue the program.
- The Dental Hygiene Program Director will meet with the student to inform him/her of the situation and give the student a letter stating his/her status of not continuing the program.
- The student is then required to complete a formal withdrawal form (available at the SCTCC Admissions office or complete an online withdrawal from the DH program).
- The student will meet with the DH Director to collect all instruments and supplies.
- SCTCC is ***not responsible*** for any expenses incurred in the student’s name.
- Every effort will be made to work with students who are not progressing through the program.
- All books, instruments, uniforms and supplies purchased by the student are property of the student.
- Students, who stop out of the St. Cloud Technical & Community College Dental Hygiene Program for **academic reasons**, are required to re-apply to the Dental Hygiene Program if they want to re-enter the program.
- There is **no guarantee** that students will be accepted to restart the program.
- SCTCC Dental Hygiene Program policy is that students will be allowed **1 (one) re-entry** into the program.

If a student is not successful in completing the SCTCC Dental Hygiene Program after **2 (two) attempts**, the student will not be eligible to re-apply, enter, or complete the program.

St. Cloud Technical and Community College

Dental Hygiene Program Course Remediation Plan

Clinical Remediation Plan for Clinical Courses (DEHY 1485, 1486, 1488)

Students scoring below 80% (or the stated performance level required) on procedures or on patient care requirements will be given the opportunity to have remediation and additional practice time with clinic faculty during open labs and during DHI/DH2 clinic sessions (opposite the clinic for requirements).

1. Students will meet with clinic faculty 1:1 to discuss the performance level needed to be successful with the procedures/patient care.
2. Students will get verbal and written feedback from clinic faculty on performance and suggestions to improve performance.
3. Students will “self-assess” and determine what corrective actions they can take to improve skill levels.
4. **A remediation action plan will be developed between the student and the clinic faculty.**
5. Students may be required to recruit patients or subjects to practice on during remediation sessions.
6. **Patient safety will not be compromised during remediation sessions.**
7. **Student will log practice hours and remediation times.**
8. Every effort will be made to work with students needing additional remediation.
9. Remediation may include additional didactic instruction, instructional videos, DVDs and other aids.
10. **Students will rotate through clinic remediation with all clinic faculties.**
11. Students will be given opportunities to see additional patients in clinic and lab to achieve the 80% (or required) level of competency if time and resources permit.
12. If the students do not pass the patient requirements as stated in each clinical course syllabi, he/she may be required to retake the course. This is left up to the instructor and DH Program Director.

Please refer to each clinic syllabi for DEHY1485, DEHY1486 and DEHY1488 as to the clinic requirements for each patient level, the number of procedures, assessment evaluations, and the level of performance required for

each. **Grading Scale for all SCTCC DH courses**

A= 100 - 94.00%

B= 93.99 - 87.00%

C= 86.99 - 80.00%

D= 79.99 - 73.00%

F= 72.99 - 00%

Students need a “C” (80%) or higher to pass this class and move onto the next semester of DH classes.

****(refer to SCTCC DH Program handbook on progression policies and explanations!)***

2019 Rev.

**St. Cloud Technical and Community College
Dental Hygiene Program
Remediation Plan for DH Lab Courses**

Dental Hygiene Lab Courses (DEHY 1480, DEHY1468, DEHY1410, DEHY1421, 1418, 1448, 1445)

All lab evaluations need to be passed at 80% or higher. If a student fails a lab evaluation, the first lab evaluation grade will be used in the final grade for the class. The student will *need to do a re-evaluation* with a faculty to show competency of 80% or higher on that particular evaluation. The re-eval grade will be either a PASS or FAIL. **The re-eval grade is NOT used in the final grade for the class.**

Each student is given three (2) opportunities to satisfactorily complete the requirements as indicated for each lab course assessment (competency evaluation). In the event that the competency evaluation is not satisfactorily met (80% or higher) on the first attempt, the following remediation action will be implemented:

#1 Unsuccessful Attempt:

1. Instructor will provide written and oral feedback to student.
2. A remediation **Action Plan** will be developed between the student and the clinic faculty.
3. The **Action Plan** will be signed by the student and the faculty and placed in student file.
4. Students may be required to recruit patients or subject to practice on during remediation sessions.
5. Patient safety will not be compromised during remediation sessions.
6. Student will log practice hours and remediation times/sessions.
7. Every effort will be made to work with students needing additional remediation.
8. Student will come into open labs/clinic sessions and practice with coaching from DH Faculty.
9. Student will be mentored by a SENIOR DH student (if applicable—per faculty recommendation and DH2 availability).
- 10. Student will re-do the competency evaluation with a DIFFERENT FACULTY evaluator.**

#2 Unsuccessful Attempt:

1. Instructor will provide written and oral feedback to student.
2. Meeting with DH lab faculty and DH Program Director.
3. Student self-assessment of his/her skill levels.
4. Feedback from lab faculty and DH Program Director.
5. Student may be put on “lab probation” during which time faculty will monitor lab skill development.
- 6. If student is deemed unsafe to practice, the student may have to stop out of the class, get a failing grade in the class and stop out of program and re-take the course. This is left up to the discretion of the DH Faculty and the DH program director.** (Patient safety will not be compromised during the remediation process).

Multiple unsuccessful attempts on different lab competency evaluations:

1. Student meeting with DH faculty and DH Program Director.
2. Student meeting with DH Program Director and Dean of Science and Health.
3. Assessment of operator safety on classmates and clinic patients.
4. Student will be counseled as to his/her future in the SCTCC Dental Hygiene Program.

****Dental hygiene classes each semester are a pre-requisite to the next semester of classes. Lab competency must be demonstrated prior to performing skills and procedures on patients in the clinical setting. Lab competency is a pre-requisite to clinic competency per the CODA (Commission on Dental Accreditation Standards for Dental Hygiene Education).**

Updated 5-5-2017 blh

Dental Hygiene Program Expectations:

- 1) **Attendance:** Because of the amount of material covered and the learning experiences in each class period, attendance in class and clinic is imperative.
- 2) **Reporting Absences:** Call or e-mail the Program Director or a Dental Hygiene Faculty member in advance if at all possible. If absent for illness or emergency, you are expected to call and report to the Program Director the reason for your absence. Roll will be taken in all courses and students will be held accountable for all missed class time. **Refer to clinic syllabi for missed classes and patient experiences.
- 3) **Attendance in lab and clinic is required whether you have a patient or not.** Failure to follow this policy will directly affect your lab/clinical grade. Refer to your course syllabi for attendance policy & requirements. Absences jeopardize acquisition of the skills required to complete the dental courses. All course syllabi will have attendance guidelines and policies.
- 4) **Clinic Requirements:** The clinic requirements for patient load are a minimum requirement. They will be met or the student may not complete the course or may receive a reduced grade, depending on the course outcome. There are NO excused absences from clinic. According to SCTCC policy, incompletes are given to students with medical or extenuating circumstances and are on a case by case basis. Students are responsible for recruiting patients to fulfill requirements.
- 5) **Class Schedules:** Although every endeavor is made to follow the program's class and clinic schedule as outlined, from time to time, extenuating circumstances arise that require a change in schedule. Therefore, some flexibility on your part will be required. Schedule changes include Success Days, enrichment experiences, meetings and public health presentations, DH Component Meetings, field trips, guest speakers, and the MN Dental Convention.
- 6) **Personal Attributes/Professionalism:** As a health professional, cleanliness, dress, grooming, and communication skills must be of the highest order. The DH faculty and staff are here to assist students in any of these areas by calling it to their attention. Therefore, please accept any such comments as an expression of our care and concern for you as a professional.
- 7) **Refer to www.sctcc.edu** for all SCTCC student academic policies and procedures. (E.g. plagiarism, academic dishonesty, ethics, appeals, etc.) Log on to www.sctcc.edu for policies.

UNIFORMS- The complete uniform includes:

1. Scrub pants, top and jacket. **(Buy 2 full sets) ***SCRUBS & BEYOND- Waite Park, MN**
2. Students purchase and launder their own uniforms.
3. **Clinic shoes**- Solid material, no mesh fabrics. Shoes must be **solid WHITE** or **solid BLACK** in color. Clinic shoes are to be worn **ONLY** in school- not out of building.
4. No open toe shoes, no CROCS with holes in toe area are allowed. Closed toe clogs are allowed only if entire toe/foot area is covered. (Only white or black clogs are acceptable)
5. **Stockings/Socks**: white socks are worn with lighter colored scrubs and black or dark socks are worn with dark colored scrubs
6. **Stockings/Socks** must cover the ankle area of the leg so there is **no leg skin showing**.
***Socks are part of the full UNIFORM and are meant to cover the body parts during lab activities and direct patient care involving fluids, chemicals and equipment use.*
7. Appropriate undergarments will be worn with clinic attire. Underwear should be worn under scrub pants.

Rules and Guidelines for wearing uniforms and PPEs:

- FULL Uniforms (jacket or overgowns top and pants) are worn in the clinic and lab settings.
- FULL Uniform is **not** to be worn out public. (*unless attending a DH Program Event a public setting)
- **Wearing uniform to bars or public establishments is NOT appropriate and can result in disciplinary action and possible dismissal from the SCTCC DH Program.**
- **Students should change into “street clothes” before going to any public places before or after school.**
- Scrub tops and pants can be worn to and from school.
- Jackets are only worn when in the labs and clinic settings. (Disposable over gowns are worn in clinic)
- Clinic shoes are worn while in uniform for labs and clinic. Shoes are stored in locker room lockers.
- **Jackets are NOT worn to the restroom.**
- Uniforms will be pressed and clean for each lab and clinic setting.
- **NO SMOKING while in uniform. (Uniforms should not smell of smoke, odors or perfumes)**
- **All visible tattoos must be covered** and NOT visible during lab and clinical courses. Students with visible tattoos during labs and clinic courses will be instructed to leave class and come back when the tattoo is covered. Points will be deducted from the student's grade for the lab or clinic session.

Hair / Grooming / Personal Hygiene

- **Hair must** be neat and clean and kept off face, glasses and mask.
- **Long hair must be tied back, secured up off the face, neck and mask at all times while in uniform.**
- **Hair Accessories** can be worn to keep hair off face, mask, glasses and uniforms. Extremely ornate, large, jeweled, feathered, flowered, etc. headbands and hair accessories are **NOT** permitted. Simple, functional headbands and hair accessories are allowed.
- Personal protective equipment **must** be worn in required manner. (gloves, masks, glasses, overgowns)
- **Safety glasses must** be worn whenever the student is working in clinic and x-ray area.
- **No fragrances may be worn:** perfume, cologne, body lotion, after-shave, or essential oils.
- **No extreme make up or cosmetics.**
- **Male students** must shave or have short, neatly-groomed beards and sideburns.
- Students must be well-groomed and free from offensive odors.
- **No artificial nails are permitted. Nails must be short and clean.** Clear polish only.

Jewelry Guidelines / Limitations:

- Only wedding rings may be worn in the lab or clinic setting.
- No face, nose, arm, neck or ear jewelry may be worn in lab or clinic.
- No ear stretchers may be worn in lab or clinic.
- No plastic studs or plugs allowed in lab or clinic.
- No visible body piercing or body jewelry (eyebrow, tongue or nose) nor tattoos are allowed.
- Visible tattoos are to be covered during labs and clinic.

*Students are expected to adhere to any additional dress code policies required at off campus clinical sites. Failure to comply with the uniform or dress code policy may result in dismissal from the clinical area.

Dress Code for DH Program:

- Professional appearance is expected when attending classes, even though not in uniform.
- Underwear, bras and socks must be worn in all labs and clinics.
- Casual dress is appropriate during lecture courses.
- No jeans, shorts, mini-skirts or sandals can be worn during clinic or lab activities.
- Open toed shoes can be worn in classroom settings (**not in lab or clinic**).
- No excessive cleavage or other body parts exposed. Students will not be allowed in lab or clinic.
- Dress in layers while attending classes at SCTCC as temps fluctuate throughout the campus.

Transportation guidelines:

Students are required to furnish their own transportation to all off campus clinical rotations, service learning activities, community dental health activities, and other extracurricular activities as outlined in the Dental Hygiene curriculum.

CLINICAL PATIENTS and REQUIREMENTS

- Fulfillment of all clinic patient requirements is the students' responsibility.
- **Recruitment of new patient experiences is the responsibility of students.**
- **Dental hygiene students are expected to rely on their own patient recruitment efforts.**
- SCTCC Dental Clinic does have an active patient recall list used for all DH students.
- Patients are required to pay for all dental services on the day of treatment.

Commission on Dental Accreditation

The SCTCC dental hygiene program is fully accredited by the Commission on Dental Accreditation of the American Dental Association. **(October 2014 was the last site visit to SCTCC. The DH program has FULL Accreditation until the next onsite visit in 2021).**

There are specific accreditation standards that our program must follow directly related to the quality of the SCTCC Dental Hygiene Program.

If for some reason, you believe that the program goals, institutional objectives and/or accreditation standards are not being met, you may contact the Commission of Dental Accreditation at the following address:

**Commission on Dental Accreditation (CODA)
The American Dental Association
211 East Chicago Avenue
Chicago, IL 60611
312-440-4653**

BREAKDOWN OF EXPENSES

Uniforms

Students order and pay for their own uniforms. Purchase 2 full sets 1st year and 1 additional set in 2nd year.

Clinic Instruments

Students order 2 full sets of instruments at the start of the program. These are the property of each student. Only the student who purchases the instruments is allowed to use them. Students take the 2 sets with them upon completion of the SCTCC Dental Hygiene Program. ******If a student stops out of the program before finishing the program, the price of the instruments is NOT refundable. The student purchases the instruments and therefore, instruments are the property of the student.**

Magnification Loupes

All dental hygiene students will purchase magnification loupes for use in the SCTCC Dental Hygiene Program. Students will wear the magnification loupes starting in fall semester first year. Loupes will be purchased at the summer orientation session from the SURGITEL company representative. ***Purchasing lights for loupes is optional.***

Personal Protective Equipment (Gloves, masks, over gowns)

All students purchase gloves & face masks for their own use. Glove orders are taken at the start of the program and periodically throughout the program. Students are fitted for gloves and allowed to purchase the gloves of their choice. Disposable gowns will be purchased through BENCO dental and students will wear gowns over their uniforms (scrubs) during clinic sessions when providing direct patient care.

Safety glasses

Students are encouraged to have a FULL eye exam upon starting the SCTCC Dental Hygiene program. Students are required to purchase safety glasses (either generic or prescription) that have the full side shields for maximum eye protection. Students are required to purchase 1 extra set of safety glasses (plastic generic glasses) for patient use.

Name Tags

Required for all lab/clinic classes and especially while doing fieldwork away from SCTCC. Nametags will be ordered through the bookstore prior to the first week of classes.

SADHA

Student American Dental Hygienists Association is a professional organization that students join as they become a member of the dental hygiene profession. Dues are approximately \$65 per year for student members. You will receive journals and professional publications as a student member.

Books and Course Materials

Books may be purchased through the SCTCC bookstore or online. Please check online at the SCTCC Book Stop for book requirements for accurate listings of materials, supplies, books, titles, authors and editions before ordering books online through other sources. Please do NOT purchase textbooks from former students until you are sure that book and/or that edition is correct.

Additional Costs:

1. Minimum supplies needed by the average student to learn any given laboratory procedure or clinical skill will be provided for each student. If additional supplies are needed because of waste, loss or any other reason, **the student must purchase these additional supplies.** (Examples: xray envelopes, alginate impression mix and supplies for table clinic presentations)

2. **As with all things, additional expenses may occur that cannot be anticipated.** The faculty tries to keep all student costs at a minimum, yet at the same time providing as many learning opportunities as possible. Students should plan for some additional expenses.

4. **Estimated costs for Licensing and Credentialing Board Exams (Second Year of DH Program)**

National Board Exam.....\$500.00* per 2019 exam fees

CRDTS -Regional Board Exam.....\$995.00* per 2019 exam fees

Minnesota Jurisprudence Exam.....\$90.00*

Minnesota DH License App. Fees.....\$275.00*

Site fees and rental at CRDTS Exam.....\$300.00*

CRDTS: Hotel & patient expenses.....\$400.00*

**Estimated fees based on the 2019 exams and licensure.*

Dental Hygiene Program Director and DH Faculty will be discussing these board exam requirements at the start of the second year of the SCTCC DH Program. The board exams and MN State Licensure exams are not SCTCC DH Program requirements, but are requirements for getting a working license in each state. **Please note that these figures are an estimate of costs for the dental hygiene program. Costs of tuition and books vary from semester to semester.***

St Cloud Technical and Community College
Student Confidentiality Agreement

I, _____, a student at St Cloud Technical & Community College, understand my responsibility to clients and have been sufficiently educated and trained about the significance of confidentiality and agree not to breach that confidentiality.

I will not access medical or dental information that I do not need to perform my student responsibilities. I will not inappropriately divulge information that I have obtained in the course of my student responsibilities.

I understand that a breach of confidentiality will subject me to disciplinary action by the college, which may range from a written warning to immediate termination, and may subject me to legal action. I understand that the disciplinary action would become a part of my student file.

A breach occurs in the following instances, which are not intended to include all situations:

- Discussing any information pertaining to clients with anyone (including my own family) who is not directly involved with such patients.
- Discussing or displaying any information pertaining to clients where it can be overheard or seen by anyone not directly involved with such clients, including other clients and their families.
- Describing client behavior which has been observed or learned through my affiliation with the college.
- Sharing or failing to properly protect computer passwords or other information authorizing or providing access.
- Transmitting client information to any individual, entity, or agency outside the college, except as authorized by law.

Student printed Name: _____

Signature: _____ **Date** _____

Fall 2019 Entering SCTCC DH Program

(STUDENT COPY for PERSONAL FILE)

I have read the preceding SCTCC Dental Hygiene Policies and Guidelines and agree to abide by them while a student in the Dental Hygiene Program.

Student Name (print) Date

Student Signature Date

Starting date of DH program: **Fall 2019**

Completion date of program: **Spring 2021 (Student Copy)**

Fall 2019 Entering SCTCC DH Program

**** (Copy for student file in DH Director's Office)**

I have read the preceding SCTCC Dental Hygiene Policies and Guidelines (SCTCC DH Handbook) and agree to abide by them while a student in the Dental Hygiene Program.

Student Name (print)

Date

Student Signature

Date

Program Director Signature

Date

Starting date of DH Program: Fall 2019

Completion date of DH Program: Spring 2021